



---

BOARD OF DIRECTORS  
MEETING MINUTES  
TUESDAY, APRIL 8, 2014

---

5:30 P.M.  
Ben Franklin Academy Library  
Call-In Number (Listen Only): 1-857-232-0159  
Participant Code: 453590

**MISSION**

The mission of Ben Franklin Academy is to develop young adults with character like America's founding Renaissance man, Benjamin Franklin: well-read, scientifically curious, and civically engaged.

**VISION**

Our students will excel academically through a challenging, sequenced curriculum that emphasizes math, science, and literacy. We will be a data driven institution, focusing on individual students. Our students, teachers, parents, staff, and leaders will be held accountable for the success of our school. Finally, we recognize that an education is incomplete without fostering the arts, sports, nature, and character.

In attendance: Paige Brock, Becky Mullen, Jason Sunahara, Staci Ferguson, Matt Matherly, Matt Warder (call in)

Other Notables: Bob Barber, Principal; Paul Embleton, Middle School Writing; Julia Porterfield, MCO Chair; Amy Taylor, SAC Vice Chair

- Opening (5 minutes) – Jason Sunahara
    - Welcome/Announcements
    - Mission/Vision
    - Pledge of Allegiance
    - Amend/Approve Agenda
      - Paige Brock moves to amend the agenda, under the Treasurers' Reoprt to table the D&O and other insurance renewal to May's Board meeting.
      - Becky Mullen moves to amend the agenda to add 5 min. to MCO to discuss 2013-2014 remaining events.
      - Jason Sunahara moves to amend the agenda by adding 3 min for Benefit Bash after policy review.
      - Jason Sunahara moves to approve the amended agenda .
        - Paige Brock seconds the motion.
        - The motion is unanimously approved.
  - Consent Agenda (2 minutes) – Jason Sunahara
-

# BEN FRANKLIN ACADEMY

- Approve minutes from March 11, 2014 Board Meeting
- Jason Sunahara moves to approve the consent agenda.
  - Paige Brock seconds the motion
  - The motion is unanimously approved.
- Open Comments (3 minutes/person) – Jason Sunahara
  - Remarks will be limited to three minutes per person. Please see guidelines at end of agenda.
  - Open Comments submitted through the online form before noon on Tuesday, April 8, 2014, will be read at the meeting.
  - There are no open comments.
  - Becky checked the online comments: all electronic comments were SPAM.
- Board of Directors Election Results (5 minutes) – Staci Ferguson
  - Announce and accept the results of the Parent Voting Group.
    - Seat 5, Class C (three-year term)
    - Seat 6, Class C (three-year term)
  - The Parent Voting Group voted for Paige Brock and Becky Mullen . They actually tied with the same number of votes.
  - Staci Ferguson moves to accept the results of the Parent Voting Group vote, with Becky Mullen filling Seat 5, Class C and Paige Brock filling Seat 6, Class C.
    - Matt Matherly seconds the motion
    - The motion is unanimously approved.
- Board of Directors Appointments (15 minutes) – Staci Ferguson
  - Appointment to fill Seat 7, Class C (three-year term)
    - The Board voted by ballot and it was an unanimous appointment of Matt Warder.
    - Staci Ferguson moves to a appoint Matt Warder to Seat 7, Class C.
      - Paige Brock seconds the motion
      - Yeas – Matt Matherly, Becky Mullen, and Jason Sunahara
      - Abstain – Matt Warder
  - Appointment to fill Seat 1, Class A (one-year term)
    - The Board took a vote by ballot; the top two vote getters went on to the next round.
    - The Board discussed the candidates and a motion was made.
    - Paige Brock moves to appoint Kent Barwind to Seat 1, Class A.
      - Matt Matherly seconds the motion.
      - Yeas – Staci Ferguson, Becky Mullen, Jason Sunahara, and Matt Warder.

# BEN FRANKLIN ACADEMY

- Middle School Student Presentation (20 minutes)
  - A power point presentation about bullying in school was presented by three middle school students as part of a student-initiated anti-bullying campaign. Students discussed plans to present to classrooms and hope for replication of anti-bullying campaign at other schools.
- Parent Teacher Organization (PTO) Report (written report submitted)
- Committee Reports (55 minutes)
  - Committee meeting dates submitted for calendar
  - Finance (written report to be submitted)
  - Fundraising Committee (written report to be submitted)
  - Grant (written report submitted)
  - Marketing Community Outreach (MCO) (written report submitted) (15 minutes) – Becky Mullen
    - No school group other than PTO will be allowed to ask for sponsorship next year.
    - Discuss 2013-2014 remaining events.
      - Food drive and social will be moved back 1 week to May 12-16, 2014 and the Teacher Appreciation will be moved back 1 day to May 16, 2014 to accommodate school calendar conflicts.
    - Discussion regarding improved utilization of policy log
      - Instead of getting the log every month, we will discuss trends and, if a policy is up for review, MCO will submit info from the log pertaining to that policy.
    - Review and approve 2014-2015 events
      - **Becky Mullen moves to approve the MCO 2014-2015 events.**
        - **Paige Brock seconds the motion**
        - **The motion is unanimously approved.**
- School Accountability Committee (SAC) (written report submitted) (30 minutes) – Amy Taylor.
  - Follow up presentation and discussion of Parent Satisfaction Survey
  - Review and approve Student Satisfaction Survey Questions.
- Science, Technology, Engineering and Mathematics (STEM) (written report submitted) (5 minutes) – Matt Matherly
  - Review and approve 2014-2015 events
    - **Matt Matherly moves to approve the 2014-2015 events.**
      - **Paige Brock seconds the motion**
      - **The motion is unanimously approved.**
- Technology (written report submitted)
- Uniform (no update) (5 minutes) – Staci Ferguson

- Discuss and approve wearing of athletic shorts with field day t-shirts on designated field day.
  - Staci Ferguson moves to approve wearing of athletic shorts with field day t-shirts on designated field day for 2014.
    - Paige Brock seconds the motion
    - The motion is unanimously approved.
- Discussion regarding student fees (10 minutes) – Jason Sunahara
  - Suggestions to collect the Teacher Appreciation and classroom basket donations with student fees. We cannot do this as we can not require payment on these.
  - Another suggestion is to come up with a list of events and costs associated with it so parents can plan. A list will be created for distribution at the beginning of the school year. These will be voluntary donations.
- Discussion regarding Draft FY2014-2015 Budget (20 minutes) – Bob Barber
  - Review and approve FY2014-2015 Budget
  - Jason Sunahara moves to approve FY2014-2015 Budget.
    - Paige Brock seconds the motion
    - The motion is unanimously approved.
- Discussion regarding Board Resolution re: Budget Appropriation (5 minutes) – Paige Brock
  - Approve the Ben Franklin Academy Board of Directors Resolution re: Budget Appropriation
  - Paige Brock moves to approve the Ben Franklin Academy Board of Directors Resolution re: Budget Appropriation
    - Matt Matherly seconds the motion
    - The motion is unanimously approved.
- Principal's Report (40 minutes) – Bob Barber
- Review and approve Proposed School/Student Fees
  - Jason Sunahara moves to approve the proposed school/student fees. For 2014 - 2015 school year.
    - Paige Brock seconds the motion
    - The motion is unanimously approved.
- Treasurer's Report (10 minutes) – Jason Sunahara
  - Review March 2014 Financials
  - The Finance Committee has reviewed and recommends approval of the March 2014 Financials.
  - Approve the March 2014 Financials
    - Jason Sunahara moves to approve the March 2014 financials/
      - Paige Brock seconds the motion

- The motion is unanimously approved.
- Approve Auditor for FY 2013-2014
  - Jason Sunahara moves to approve Wendy Swanhorst as the auditor for FY 2014-2014.
    - Paige Brock seconds the motion
    - The motion is unanimously approved.
  - Discussion of D&O and other insurance renewal – tabled until the May 13, 2014 Board meeting.
- Legislative Update (10 minutes) – Matt Warder
- Approve Legal Counsel for the FY2014-2015 (5 minutes) – Paige Brock
  - Paige Brock moves to approve the Arrington Law Firm as legal counsel for Ben Franklin Academy for FY 2014-2015.
    - Matt Matherly seconds the motion
    - The motion is unanimously approved.
- Second Reading of revised Discipline Policy (5 minutes) – Paige Brock
  - Paige Brock moves to approve the revised Discipline Policy.
    - Becky Mullen seconds the motion.
    - The motion is unanimously approved.
- Policy Review (5 minutes) – Paige Brock
  - Review and approve revised Asset Management Policy
    - Paige moves to approve the revised Asset Management Policy.
      - Matt Matherly seconds the motion.
      - Yeas – Jason Sunahara, Staci Ferguson, Matt Warder
      - Abstain – Becky Mullen
- Discussion regarding BENefit Bash (3 Minutes) – Jason Sunahara
  - Email from the Board supporting and encouraging attendance at the BENefit Bash to be distributed this week.
- Convene in executive session (a closed session) (20 minutes) – Paige Brock
  - Move to convene into executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters.
    - Jason Sunahara moves to convene into executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters.
      - Paige Brock seconds the motion
      - Yeas – Matt Matherly, Becky Mullen, Matt Warder, and Staci Ferguson
    - Becky Mullen moves to convene out of executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters.
      - Jason Sunahara seconds the motion

- Yeas – Matt Matherly, Matt Warder and Staci Ferguson

→ No votes were taken while in executive session.

→ Paige Brock left while in executive session.

- Summary (5 minutes) – Paige Brock
  - Calendar:
    - April 15-16: Science Fair (elementary)
    - April 17: Charter School Rally
    - April 26: BENefit Bash
    - May 5-9: MCO Food Drive
    - May 7, 8:30 a.m.: Strategic Planning Working Session
    - May 13: Board Meeting
    - May 22: Middle School Graduation
    - May 23: Last Day of School
    - June 20: Board Retreat/Working Meeting
  - Newsletter
  - Review Action Items
  - Review Votes – Staci Ferguson
  - Review Future Board Agenda Items
    - Board Classroom Visits
    - Principal Evaluation
    - Financing Presentations
    - Facebook: Parent Forum Follow Up Discussion
    - Director Election Policy
    - Conflict Resolution Policy
    - Enrollment Policy
    - Volunteer and Visitor Policy
    - Board Director Agreement and Board Conflict Form
    - New Board Member Orientation/Mentor Assigned
    - Distribute Board Self Evaluation
    - Approve Finance Committee Chair
    - Review Results of SAC Student Survey
    - Retreat Agenda
  - Adjourn
    - Becky Mullen moves to adjourn.
      - Staci Ferguson seconds the motion.
      - The motion is unanimously approved.

# BEN FRANKLIN ACADEMY

All Ben Franklin Academy (BFA) Board of Directors (Board) meetings are open to the public and are conducted in compliance with Colorado Open Meeting Requirements.

The BFA Board works for the students, parents and patrons of BFA in promoting the vision and mission of the school. Community input that can help the Board meet the challenge of educating children to BFA's high standards is always welcome. Thus, the Board welcomes comments from members of the public during the public comment time set aside on the agenda on any topic.

The Board may choose to respond to public comments during this open forum but is not required to do so. The Board will only take action on items listed on the agenda. For other matters, the Board will receive comments only, and may, at its discretion, refer the matter or calendar the issue for future discussion.

This is our opportunity to hear from students, parents and patrons for deliberation and discussion.

---

Date Modified: 04/08/2014  
Approved by the Board: 05/13/2014