



BOARD OF DIRECTORS
MEETING MINUTES
TUESDAY, AUGUST 12, 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 Warder, Kent Barwind

Absent: Matt Matherly

Other Notables: Bob Barber, Principal; Barbara Spencer, Assistant Principal K-5; Diana Simpson, Assistant Principal Middle School; Brenda Sepan, Director of Finance; Burgandy Hodge, Operations Director

Enrollment:

- K – 104
 - 1st - 104
 - 2nd - 104
 - 3rd - 130
 - 4th - 104
 - 5th - 104
 - 6th - 102
 - 7th - 83
 - 8th – 54
 - TOTAL: 889
-
- Convene: 5:38pm
 - Opening (5 minutes) – Jason Sunahara
-

- Welcome/Announcements
- Mission/Vision
- Pledge of Allegiance
- Amend/Approve Agenda
 - Paige Brock moves to approve the agenda
 - Becky Mullen seconds the motion
 - The motion is unanimously approved.
- Consent Agenda (2 minutes) – Jason Sunahara
 - Approve minutes from the June 20, 2014 Board Retreat
 - 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, August 12, 2014, will be read at the meeting.
 - No open comment were submitted electronically or made in person.
- Parent Teacher Organization (PTO) Report (written report submitted)
- Board Committee Reports (30 minutes)
 - Written Reports (5 minutes) – Paige Brock
 - Written reports must be submitted by the Thursday before the Board meeting. This allows for timely inclusion in the Board packet and on the agenda, if necessary. If no written report is recieved, the committee head will need to attend the Board meeting. Exceptions may be considered on a case-by-case basis due to committee meeting conflicts.
 - Finance (written report to be submitted) (10 minutes) – Kent Barwind
 - Bus fee debt is our greatest liability; it is around \$7,000 and BASE is the second greatest. We may need to come up with a policy for people to use these services.
 - Approve Andy Beggins as the Finance Committee Chair
 - Kent Barwind moves to approve Andy Beggins as the Finance Committee Chair.
 - Paige Brock seconds the motion.
 - The motion is unanimously approved.
 - Approve Roger Nagel as the Finance Committee Vice Chair
 - Kent Barwind moves to approve Roger Nagel as the Finance Committee Vice Chair.

BEN FRANKLIN ACADEMY

- Jason Sunahara seconds the motion.
- The motion is unanimously approved.
- Fundraising Committee (no update)
 - Monthly meetings to recommence in late August.
- Grant Committee (written report submitted)
- Marketing Community Outreach (MCO) (written report submitted) (10 minutes) – Becky Mullen
 - Review and approve proposed MCO 2014-2015 Budget
 - Becky Mullen moves to approve proposed MCO 2014-2015 Budget.
 - Paige Brock seconds the motion.
 - The motion is unanimously approved.
- School Accountability Committee (SAC) (no written report submitted)
- Science, Technology, Engineering and Mathematics (STEM) (written report submitted)
- Technology (written report to be submitted) (5 minutes) – Jason Sunahara
 - Update regarding internet service – stayed with District services.
 - Update regarding Chromebook purchase – ordered this morning (26 Chromebooks and a cart)
- Policy Review: Second Reading of revised Homework Policy (10 minutes) – Jason Sunahara
 - Review proposed revisions to Homework Policy
 - Approved proposed revised Homework Policy
 - Jason Sunahara moves to approve the revised Homework Policy.
 - Matt Warder seconds the motion.
 - The motion is unanimously approved.
- Principal's Report (40 minutes) – Bob Barber
 - Review Algebra and Geometry textbooks recommendations
 - Ratify change of Algebra and Geometry textbooks to Pearson from Saxon Math
 - Jason Sunahara moves to approve a change of Algebra and Geometry textbooks to Pearson from Saxon Math.
 - Becky Mullen seconds the motion.
 - The motion is unanimously approved.
- Consideration of Limited Waiver of Class Size (10 minutes) – Bob Barber
 - Discuss and vote on limited waiver of class size
 - This person is 1st on the sibling waitlist, so they would not be leap frogging anyone. This would put one class at 27.
 - There was no motion made.

- Treasurer's Report (15 minutes) – Jason Sunahara
 - Review June 2014 Financials
 - Review July 2014 Financials
 - Review 4th Quarter/Year-End Financials
 - Review/Update Audit Status
 - The Finance Committee has reviewed the May 2014 Financials. The committee supports the approval of the same by the Board at the June 20, 2014 Board Retreat.
 - The Finance Committee has reviewed and recommends approval of the June 2014 Financials.
 - The Finance Committee has reviewed and recommends approval of the July 2014 Financials.
 - Approve the June 2014 Financials.
 - Jason Sunahara moves to approve the June 2014 Financials.
 - Kent Barwind seconds the motion.
 - The motion is unanimously approved.
 - Approve the July 2014 Financials
 - Jason Sunahara moves to approve the July 2014 Financials.
 - Matt Warder seconds the motion.
 - The motion is unanimously approved.
- Board Training (20 minutes)
 - Reviewing Financial Documents (10 minutes) – Kent Barwind
 - Update Board Binders (10 minutes) – Staci Ferguson
- Jason Sunahara exited the room.
- Board Succession Plan (15 minutes) – Matt Warder
 - We need to keep track of what our Board responsibilities are and who our contacts are.
 - We also need to keep all of our Board items together and ready to hand over.
 - We need to formalize a plan for leadership development through preferred method of committee involvement.
- Board Meeting Schedule and Agenda (5 minutes) – Staci Ferguson
 - Staci Ferguson moves to approve the holding of Ben Franklin Academy Board of Director's regular meetings on the second Tuesday of the month at 5:30 p.m. at BFA with the following exceptions: 1) the October Board meeting will be held on Tuesday, October 21 due to Fall Break, 2) there will be a Board retreat/working meeting scheduled in June and no regular June Board meeting will be held and 3) there will be no regular meeting of the Board in July.
Proposed meeting dates: August 12, September 9, October 21, November 11, December 9, January 13, February 10, March 10, April 14 and May 12.

- Matt Warder seconds the motion.
- The motion is unanimously approved.
- Staci Ferguson moves to approve posting of Ben Franklin Academy Board of Director's Meeting Agendas on the BFA website (www.bfacademy.org) 24 hours prior to a meeting.
 - Paige Brock seconds the motion.
 - The motion is unanimously approved.
- Jason Sunahara reentered the room.
- Charter Renewal Contract (15 minutes) – Paige Brock
 - Approve Charter Renewal Contract with District
 - Becky Mullen exited the room.
 - Matt Warder moves to approve the Charter Renewal Contract with the District.
 - Kent Barwind seconds the motion
 - The motion is unanimously approved.
- Convene in executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters (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.
 - Paige Brock moves to convene into executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters
 - Matt Warder seconds the motion
 - Yeas – Kent Barwind, Staci Ferguson and Jason Sunahara
 - Convene into Executive Session at 7: 56pm. Bob Barber is invited into the executive session.
 - Paige Brock moves to adjourn out of executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters
 - Matt Warder seconds the motion
 - Yeas – Kent Barwind, Staci Ferguson and Jason Sunahara.
 - Adjourn out of Executive Session at 8:13pm
 - No votes were taken while in Executive Session.
- Principal Compensation (5 minutes) – Paige Brock
 - Approval cell phone payment for Principal for 2013-2014 academic year
 - Paige Brock moves to approve a cell phone payment of \$1,500 for the Principal for 2013-2014 academic year.
 - Kent Barwind seconds the motion
 - The motion is unanimously approved.
 - Approve 2014-2015 Principal Contract

- Paige Brock moves to approve the 2014-2015 Principal Contract.
 - Jason Sunahara seconds the motion.
 - The motion is unanimously approved.
- Becky Mullen reentered the room.
- Summary (5 minutes) – Paige Brock
 - Calendar:
 - August 13: Meet and Greet/MCO Preschool Social
 - August 14: MCO Summer Social (3-5)
 - August 18: MCO Summer Social (K-2)
 - August 20: First Day of School/BooHoo/Yahoo
 - August 27: Back to School Night (K-4)
 - August 28: Back to School Night (5-8)
 - September 1: Labor Day/No School
 - September 5: Goodies with Grandparents
 - September 9: Board Meeting
 - September 13: Harvest Festival
 - September 16: MCO Social
 - September 24: MCO Middle School Panel
 - September 25: STEM Expo
 - Newsletter
 - Write: welcome back, in-services, Board retreat, leadership conference, now is the time to get involved.
 - Review Action Items
 - Review Votes – Staci Ferguson
 - Review Future Board Agenda Items
 - Facebook: Parent Forum Follow Up Discussion
 - New Board Member Orientation/Mentor Assigned
 - TCAP Data Review
 - Training: Curriculum Review; Understanding and Analyzing Assessment Data
 - Policy Review: Facility Use Policy, Grading Policy, Homework Policy, Meta Policy; Traffic and Parking Management Policy and Credit Card Policy
 - Adjourn
 - Paige Brock moves to adjourn the meeting.
 - Matt Warder seconds the motion
 - The motion is unanimously approved
 - The meeting is adjourned at 8: 23pm

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: 08/12/2014
Approved by Board: 9/9/2014