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BOARD OF DIRECTORS  
MEETING MINUTES  
TUESDAY, OCTOBER 21, 2014

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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, Kent Barwind, Matt Warder (late)

Other Noteables: Bob Barber, Principal; Barbara Spencer, Assistant Principal K-5; Brenda Sepan, Director of Finance; Burgandy Hodge, Operations Director; Amy Taylor, SAC Chair/MCO Policy Officer, Roger Nagel, Finance Committee Vice Chair

**Enrollment:**

K	104
1	104
2	104
3	130
4	104
5	104
6	100
7	83
8	54
Total	887

Convene: 5:33pm

- Opening (5 minutes) – Jason Sunahara
    - Welcome/Announcements
    - Mission/Vision
    - Pledge of Allegiance
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- Amend/Approve Agenda
  - Jason Sunahara moves to approve the agenda
  - Paige Brock seconds the motion
  - The motion is unanimously approved
- Consent Agenda (2 minutes) – Jason Sunahara
  - Approve minutes from the September 9, 2014 Board Meeting
  - Review of Environmental Education Policy
  - 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, October 21, 2014, will be read at the meeting.
  - One was submitted through the website: “Is there a policy as to who can talk to a student?” The short answer is: no, there is no general policy. The Volunteer & Visitor Policy addresses certain communications with students. The Board needs more clarification as to what the specifics are to direct the parent to the appropriate policy.
- Discussion Regarding Board Nomination Process (5 minutes) – Staci Ferguson
  - The Board reserves the right to fill the seat. A Board member may nominate a nominee for consideration for an appointment at any time; we can appoint the nominee to the open seat. The nomination process is so the nominee can be a part of the Q&A, and Board members may consider additional nominees and get their information to the parent voting community. All Board members agreed on the interpretation of the wording of the emails sent to the parent community on this subject.
- Question & Answer Session for Nominees for Board Appointment for Seat 3, Class B Director (20 minutes) – Staci Ferguson
- **Matt Warder entered the room during the Q&A session.**
- Presentation of FY2013-2014 Audit (30 minutes) – Wendy Swanhorst, Swanhorst & Company LLC
  - Our financial standing is good right now.
  - Discussion regarding PERA exposure and upcoming reporting requirements.
- Parent Teacher Organization (PTO) Report (written report submitted)
- Board Committee Reports (50 minutes)
  - Fundraising Committee (written report submitted)
  - Grant Committee (written report submitted) (10 minutes) – Matt Warder
    - Discussion and approval of grant proposal

# BEN FRANKLIN ACADEMY

- Little Hands Big Minds grant for 6 iPod touches.
- Will continue follow previously approved guidelines for grant submissions.
- Marketing Community Outreach (MCO) (written report submitted)
- School Accountability Committee (SAC) (written report submitted)
- Science, Technology, Engineering and Mathematics (STEM) (written report submitted) (5 minutes) – Paige Brock
  - Review and approve revised proposed budget
  - Paige Brock moves to approve revised proposed STEM budget.
  - Staci Ferguson seconds the motion
  - The motion is unanimously approved.
- Technology (written report submitted)
- Finance (written report to be submitted) (35minutes) – Kent Barwind/Andy Beggins
  - Discussion regarding policy/procedure regarding assistance available to those qualifying for Free and Reduced Lunch program.
  - Discussion regarding process and timelines related to facility finance.
    - Hiring a consultant is recommended. This could save the school a lot of money and help us get a better rate.
- Treasurer’s Report (10 minutes) - Jason Sunahara
  - Review September 2014 financials
  - The Finance Committee has reviewed and recommends approval of the September 2014 financials.
    - Jason Sunahara moves to approve the September 2014 financials.
    - Matt Warder seconds the motion
    - The motion is unanimously approved
- Principal’s Report (25 minutes) – Bob Barber
  - Review and approve revised FY2014-2015 Budget
    - Kent Barwind moves to approve revised FY2014-2015 budget. To reflect a gross income of approximately \$465,00 to include salary adjustments, stipends and associated benefits and insurance costs.
    - Paige Brock seconds the motion
    - The motion is unanimously approved.
- Discussion and vote regarding request for waiver of kindergarten class size (15 minutes) – Bob Barber
  - Kent Barwind moves to grant a limited waiver cap on one half-day kindergarten class size; the total kindergarten class size will remain at 104 students.
    - Matt Warder seconds the motion.

# BEN FRANKLIN ACADEMY

- Vote was taken by secret ballot
- Yeas – 2
- Nays – 1
- Jason Sunahara abstains from the vote.
- Board Training (5 minutes) – Staci Ferguson
  - Update Board Binders
  - Discussion regarding new director training
- Legislative Update (10 minutes) – Matt Warder
  - CLCS conference Feb 26 - 27. Need to pay by Nov 30<sup>th</sup> for the best rates.
- Convene into executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters (a closed session) (30 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 move to convene into executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters.
      - Jason Sunahara seconds the motion
      - Yeas – Matt Warder, Kent Barwind, Becky Mullen, and Staci Ferguson
    - Convene into executive session at 9:23pm. Bob Barber is invited into executive session.
    - Becky Mullen 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 Paige Brock, and Jason Sunahara.
  - Adjourn out of Executive Session at 9:48pm
  - No votes were taken while in Executive Session.
- Summary (5 minutes)
  - Calendar:
    - October 21, 2:00 p.m.: Fun Run Kick-Off Rally
    - October 22: Flu Shot Clinic
    - October 30: Fun Run
    - November 1 and 9: Ben’s Brigade Pumpkin’ Chunkin’ Work Days
    - November 4: Election Day
    - November 4-6: 6th Grade Outdoor Education
    - November 6: BFF Social – Coffee Talk
    - November 7: Teacher Work Day – No Classes

# BEN FRANKLIN ACADEMY

November 8, 9:00 a.m.-12:00 p.m.: Veterans Day Community Service Day

November 10-14: Community Outreach

November 11: Veterans Day Celebration; Board Meeting

November 14: Pumpkin Chunkin'; End of 1st Trimester

November 24-28: Thanksgiving Break

- Newsletter: First Week and Second Week of the Month Items
- Review Action Items
- Review Votes - Staci Ferguson
- Review Future Board Agenda Items
  - Board Appointment for Seat 3, Class B Director
  - New Board Member Orientation/Mentor Assigned
  - Review of School Accountability Committee Bylaws
  - Discussion Regarding School Technology
  - Policy Review: Financial Accounting and Reporting Policies and Procedures; Scheduling Policy; and Parent Communication Policy
  - Board Training: Curriculum review
  - Board Calendar
  - Committee Appreciation
- Adjourn
  - Paige Brock moves to adjourn
    - Staci Ferguson seconds the motion
    - The motion is unanimously approved.
  - Adjourn at 9:58pm

All board meetings are open to the public and are conducted in compliance with Colorado Open Meeting Requirements.

The Ben Franklin Academy Board works for the students, parents and patrons of Ben Franklin Academy in promoting the vision and mission of the school. Community input that can help the Board meet the challenge of educating our children to our 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.

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Date Modified: 10/20/2014  
Date Approved: 11/11/2014