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BOARD OF DIRECTORS  
MEETING MINUTES  
TUESDAY, NOVEMBER 11, 2014

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5:30 P.M.

Ben Franklin Academy Library

Call-In Number (Listen Only): 1-626-677-3000 (corrected 857-232-0159)

Participant Code: 5787788 (corrected 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, Kent Barwind, Matt Warder, Staci Ferguson (late), Amy Taylor (newly appointed board member)

Other Noteables: Bob Barber, Principal; Diana Simpson, Middle School Assistant Principal; Amy Taylor, SAC Chair/MCO Policy Officer

**Enrollment:**

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

Convene: 5:42pm

- Opening (5 minutes) – Jason Sunahara
    - Welcome/Announcements
    - Mission/Vision
    - Pledge of Allegiance
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# BEN FRANKLIN ACADEMY

- Amend/Approve Agenda
  - Paige Brocks moves to amend the agenda to table the discussion/approval of the proposed revisions to Financial Accounting and Reporting Policies and Procedures until the December Board Meeting.
    - Kent Barwind seconds the motion.
    - The motion is unanimously approved.
  - Jason Sunahara moves to approve the amended agenda.
    - Matt Warder seconds the motion.
    - The motion is unanimously approved.
- Consent Agenda (2 minutes) – Jason Sunahara
  - Approve minutes from October 21, 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 12:00 p.m. on Tuesday, November 10, 2014, will be read at the meeting.
  - No open comments were submitted electronically.
  - Paige Brock thanked the MCO, Baking Committee, administration, staff, Boys Scouts, volunteers, students and everyone else who participated for the wonderful Veteran's Day celebrations.
- BFA Student Business Proposal (25 minutes) – BFA Middle School Students

Staci Ferguson came into the room.

- Discussion Regarding Board Appointment Process (10 minutes) – Staci Ferguson
  - The Board decided that for appointing a new member, we would discuss the candidates and then vote to narrow it down to the top 2 candidates. If necessary, we would then discuss the remaining 2 candidates and then vote again. The majority wins.
- Board of Directors Appointment (30 minutes) – Staci Ferguson
  - Appointment to fill Seat 3, Class B (term ending in May 2016)
  - New Board Member Orientation/Mentor Assigned
    - Kent Barwind has volunteered to be the mentor for the new board member.
  - Paige Brocks moves to appoint Amy Taylor to Seat 3, Class B (term ending May 2016).
    - Matt Warder seconds the motion.

# BEN FRANKLIN ACADEMY

→ Yeas – Staci Ferguson, Kent Barwind, Becky Mullen, and Jason Sunahara.

→ Nays - None

- Parent Teacher Organization (PTO) Report (written report submitted)
- Board Committee Reports (20 minutes total)
  - Finance (10 minutes, written report to be submitted) – Kent Barwind
    - Discussion and review of proposed procedure regarding assistance available to those qualifying for Free and Reduced Lunch program.
      - Finance Committee recommends that this procedure start on Monday, November, 17, 2014. This is the start of a new trimester. The procedures may not be applied retroactively.
  - Fundraising Committee (written report submitted)
  - Grant (written report submitted)
  - Marketing Community Outreach (MCO) (written report submitted)
  - School Accountability Committee (SAC) (10 minutes, written report submitted) – Amy Taylor
    - Discussion and review of revised Bylaws
      - Moved future parent to non-voting member. The bylaws were approved at the SAC meeting.
  - Science, Technology, Engineering and Mathematics (STEM) (written report submitted)
  - Technology (written report submitted)
- Board Resolution re: Limited Waiver on Cap of One Half-Day Kindergarten Class Size (5 minutes) – Paige Brock
  - Review and approve Ben Franklin Academy Board of Directors Resolution re: Limited Waiver on Cap of One Half-Day Kindergarten Class Size per vote of the Board taken at regularly scheduled October 21, 2014 Board meeting
    - Paige Brock moves to approve the Ben Franklin Academy Board of Directors Resolution re: Limited Waiver on Cap of One Half-Day Kindergarten Class Size per vote of the Board taken at regularly scheduled October 21, 2014 Board meeting.
      - Staci Ferguson seconds the motion.
      - The motion is unanimously approved.
- Principal's Report (40 minutes) – Bob Barber
  - Review and approve revised FY2014-2015 Budget
    - Paige Brock moves to approve the proposed revised budget titled 11/8/2014 Final FY2014-2015 budget.
      - Matt Warder seconds the motion.
      - The motion is unanimously approved.

- Review and approve Full-Day Kindergarten Tuition for FY 2015-2016
  - Paige Brock moves to maintain the full-day kindergarten tuition at \$4300 per year or \$430 per month for 10 months for FY 2015-2016.
    - Kent Barwind seconds the motion.
    - The motion is unanimously approved.
- Board Training: Curriculum Review (25 minutes) – Staci Ferguson/Bob Barber
- Board Resolution re: Budget Appropriation (5 minutes) – Paige Brock
  - Review and approve 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.
      - Amy Taylor seconds the motion.
      - The motion is unanimously approved.
- Treasurer’s Report (15 minutes) – Jason Sunahara
  - Review First Quarter Financials
  - Review October 2014 Financials
  - The Finance Committee has reviewed and recommends approval of the October 2014 Financials.
  - Approve the October 2014 Financials
    - Jason Sunahara moves to approve the October 2014 financials.
      - Paige Brock seconds the motion.
      - The motion is unanimously approved.
  - Accept the recommendations of the auditor as presented at the regularly scheduled October 21, 2014 Board meeting for the FY2013-2014 Audit.
    - Jason Sunahara moves to accept the recommendations of the auditor as presented at the regularly scheduled October 21, 2014 Board meeting for the FY2013-2014 Audit.
      - Becky Mullen seconds the motion.
      - The motion is unanimously approved.
  - Review proposed revisions to Financial Accounting and Reporting Policies and Procedures (tabled until December Board meeting)
  - Approve the revised Financial Accounting and Reporting Policies and Procedures (tabled until December Board meeting)
- School Technology (10 minutes) – Matt Warder
  - Discussion regarding school technology and e-books
  - Additional discussion time to be allocated for December Board meeting.

# BEN FRANKLIN ACADEMY

- Legislative Update (10 minutes) – Matt Warder
  - Board directors to let Jason Sunahara know by November 26 which days they will attend the Colorado League of Charter Schools Conference.
- Policy Review (5 minutes) – Paige Brock
  - Approve revisions to Parent Communication Policy
    - Paige Brock moves to approve revisions to Parent Communication Policy.
    - Jason Sunahara seconds the motion.
    - The motion is unanimously approved.
  - Approve revisions to the Scheduling Policy
    - Paige Brock moves to approve revisions to the Scheduling Policy.
    - Matt Warder seconds the motion.
    - The motion is unanimously approved.
- Summary (5 minutes)
  - Calendar:
    - November 11: Veterans' Day Celebration
    - November 14 (1:00-3:00): Middle School Pumpkin Chunkin; End of First Trimester
    - November 24-29: Thanksgiving Break
    - December 1: Lottery for 2015-2016 Enrollment
    - December 2: Business Networking Social
    - December 6: Breakfast with Santa (Middle School Fundraiser)
    - December 8-12: One Hour of Code Computer Science Week
    - December 9: Board Meeting
    - December 12: Student Appreciation
    - December 17: Teacher and Staff Appreciation
    - December 22 – January 2: Winter Break
    - February 26-27: Colorado League of Charter Schools Conference
- Newsletter –
  - Amy Taylor will write a paragraph as a new Board Member
- Review Action Items
- Review Votes – Staci Ferguson
- Review Future Board Agenda Items
  - Committee Appreciation
  - Review and approve Academic Calendar
  - Review and approve Preschool Tuition for FY 2015-2016
  - Review and approve Student Fees for FY2015-2016

- Board Calendar
- Board Training
- Policy Review: Mobile Electronic Device Usage (f/k/a Laptop and Tablet Usage) Policy
- Parent Satisfaction Survey
- Adjourn
  - Paige Brock moves to adjourn.
    - Kent seconds the motion.
    - The motion is unanimously approved.
- Adjourn 8:52pm

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.

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Date Modified: 11/11/2014  
Date Approved: 12/9/2014