



BOARD OF DIRECTORS
MEETING MINUTES
TUESDAY, FEBRUARY 10, 2015

5:30 P.M.
Ben Franklin Academy Conference Room
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: Becky Mullen, Jason Sunahara, Staci Ferguson, Amy Taylor, Matt Warder, Kent Barwind

Other Notables: Bob Barber, Principal; Barbara Spencer, Assistant Principal K-5; Diana Simpson, Assistant Principal Middle School; Kriten Goldberg, Preschool Director.

K	103
1	104
2	103
3	130
4	104
5	102
6	102
7	83
8	54
TOTAL	885

Convene: 5:33pm

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

- Jason Sunahara moves to amend the agenda to move preschool parking to after open comments.
 - Becky Mullen seconds the motion
 - The motion is unanimaoulsy approved.
- Jason Sunahara moves to approve the amended agenda.
 - Becky Mullen seconds the motion
 - The motion is unanimaoulsy approved.
- Consent Agenda (2 minutes) – Paige Brock
 - Approve minutes from the January 13, 2015 Board Meeting
 - Approve minutes from the January 22, 2015 Special Board Meeting
 - Review Inventory Management Policy
 - Jason Sunahara moves to approve the consent agenda.
 - Matt Warder seconds the motion
 - The motion is unanimaoulsy 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, February 10, 2015, will be read at the meeting.
 - No open comments were received electronically or in person.
- Preschool/Teacher Parking Area (10 minutes) – Kent Barwind
 - It has been suggested that we should not release until 3:30 and give a grace period to the preschool families.
 - We need to stagger the times to start with and then discuss a more permanent plan for the future.
- Parent-Teacher Organization (PTO) (written report submitted)
- Board Committee Reports (30 minutes, written reports submitted as indicated)
 - Fundraising Committee (written report submitted)
 - Grant Committee (written report submitted)
 - Marketing Community Outreach (MCO) (written report submitted) (15 minutes) – Becky Mullen
 - Discussion regarding open committee seat
 - The chair has stepped down and now there is an open seat. If you have any nominations, please let Becky know.
 - Review and approve proposed calendar of events for 2015-2016
 - Becky Mullen moves to approve the MCO proposed callendar with the dates being negotiable.
 - Matt Warder seconds the motion

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- The motion is unanimously approved.
- School Accountability Committee (SAC) (written report submitted) (5 minutes) – Staci Ferguson
 - Discussion regarding open committee seats and status
- Science, Technology, Engineering and Mathematics (STEM) (written report submitted) (10 minutes) – Amy Taylor
 - Review and approve proposed calendar of events for 2015-2016
 - Amy Taylor moves to approve the STEM proposed calendar.
 - Becky Mullen seconds the motion.
 - The motion is unanimously approved.
 - Review and approve proposed budget for 2015-2016
 - Amy Taylor moves to approve the STEM proposed budget for 2015-2016.
 - Becky Mullen seconds the motion.
 - The motion is unanimously approved.
- Technology (written report submitted)
- Finance (written report to be submitted)
- Treasurer's Report (15 minutes) – Jason Sunahara
 - Review January 2015 financials
 - The Finance Committee has reviewed and recommends approval of the January 2015 financials.
 - Approve the January 2015 financials
 - Becky Mullen moves to approve the January 2015 financials.
 - Kent Barwind seconds the motion
 - The motion is unanimously approved.
 - Review 2nd Quarter Financials
 - 5 months cash on hand (150 days); goal was 4 months.
 - The Finance Committee has reviewed and recommends approval of the 2nd Quarter financials.
 - Approve 2nd Quarter Financials
 - Kent Barwind moves to approve the 2nd Quarter financials.
 - Amy Taylor seconds the motion
 - The motion is unanimously approved
 - Approve Auditor for FY2014-2015
 - Kent Barwind moves to approve Wendy Swanhorst of Swanhorst & Company LLC as the auditor for BFA.
 - Becky Mullen seconds the motion

- The motion is unanimously approved
 - Update regarding delinquent/past payment tuition status
- Principal's Report (35 minutes) – Bob Barber
 - Review draft proposed Budget for FY2015-2016
- Board Training (25 minutes)
 - UIP – Diana Simpson
 - Update Board Binders – Staci Ferguson
 - Board Module Review – Kent Barwind
- Board of Directors Election and Appointment (15 minutes) – Staci Ferguson
- Second Reading: Revised Asset Management Policy (5 minutes) – Kent Barwind
 - Kent Barwind moves to approve the revised Asset Management Policy.
 - Jason Sunahara seconds the motion.
 - The motion is unanimously approved.
- Discussion Regarding Volunteer Commitment Emails (5 minutes) – Paige Brock
- Legislative Update (10 minutes) – Matt Warder
- Discussion Regarding Board Responsibilities (30 minutes) – Paige Brock
- Convene in 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.
 - Jason Sunahara 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 Amy Taylor,
 - Out of the the room – Becky Mullen
 - Invited into executive session was Bob Barber, Principal
 - Convene into executive session at 8:24pm
 - Jason Sunahara moves to convene out of executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters.
 - Amy Taylor seconds the motion
 - Yeas – Kent Barwind, Staci Ferguson, Matt Warder, and Becky Mullen
 - Convene out of executive session at 8:52pm
 - No votes were taken in executive session except to close executive session.
- Summary (5 minutes)
 - Calendar:

February 12: Parent-Teacher Conferences

February 13 and 16: No School
February 18: Green Team Initiative Workshop
February 20: Muffins with Mom
February 26-27: Colorado League of Charter Schools Conference
February 27: End of Second Trimester
March 2-7: Community Service Week
March 10: Board Meeting
March 12: BFF Evening Social
March 22-27: Spring Break

- Newsletter: First Week and Second Week of the Month Items
- Review Action Items
- Review Votes – Staci Ferguson
- Review Future Board Agenda Items
 - Policy Review: Uniform Policy
 - Review and Approve Outstanding Committee Calendars and Budgets
 - Discussion Regarding Class Size
 - Discussion Regarding School Technology and e-Books
 - Board of Board of Directors Election and Appointment
 - Review SAC Parent Satisfaction Survey Results
 - Review First Draft of Next Year’s Budget
 - Teacher/Staff Review Timelines and Budget Allocation for Raises
 - Board Training
 - Committee Appreciation
 - Multi-Committee Meeting
 - Traffic and Parking Procedures
- Adjourn
- Jason Sunahara moves to adjourn.
 - Amy Taylor seconds the motion.
 - The motion is unanimously approved.
- Adjourn 8:54pm

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.

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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: 2/10/2015
Date Approved: 3/10/2015