



BOARD OF DIRECTORS
MEETING MINUTES
TUESDAY, JANUARY 12, 2016

5:30 P.M. Board Meeting
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.

CURRENT ENROLLMENT

Grade	Enrolled	Waitlist
K	103	189
1	104	277
2	104	271
3	104	168
4	130	157
5	102	137
6	94	96
7	82	122
8	64	65
TOTAL	892	1452

Pre-School

	M	T	W	TH	F
AM 3s	15		15		15
AM 3s		14		14	
AM 4s	15		15		15
All Day 4s	7		7		7
All Day 4s		8		8	
AM 4s		16		16	
PM 4s	8		8		8
PM 4s		4		4	
Daily Total	47	41	47	41	47

ATTENDEES

Board Members Present: Bill Castor, Paige Brock, Jason Sunahara, Becky Mullen, Kimberly Smith, Kent Barwind. Others: Bob Barber (Principal), Diana Simpson (Middle School Principal), Barbara Spencer (Assistant Principal), Kristen Goldberg (Pre-school Director), Michelle Bynum (office manager).

- o Opening (5 minutes)
 - o Meeting called to order at 5:31pm
 - o Welcome/Announcements
 - o Mission/Vision
 - o Pledge of Allegiance
 - o Amend/Approve Agenda
 - Paige moves to amend the agenda to add 5 minutes for Kent to discuss Finance Committee recommendations regarding the Colorado Trust and to table the review of the Asset Management Policy until the February meeting.
 - Becky seconds the motion.
 - The Amended Agenda is unanimously approved.
- o Consent Agenda (2 minutes) – Jason Sunahara
 - o Approve Minutes from the December 8, 2015 Board Meeting
 - Jason moves to approve the Consent Agenda.
 - Paige seconds the motion.
 - The Consent Agenda is unanimously approved.
- o Open Comments (3 minutes/person) – Jason Sunahara
 - o Remarks will be limited to three minutes per person. Please see guidelines at end of agenda.
 - o Open comments submitted through the online form before noon on Tuesday, January 12, 2016, will be read at the meeting.
 - o No open comments were received through online submission or in person.
- o Parent Teacher Organization (PTO) Report (written report submitted)
- o Board Committee Reports (written reports submitted, as indicated) (20 minutes)
 - o Calendars/Budget Submission Deadlines (5 minutes) – Paige Brock
 - Committee budgets due by February meeting. Please include identification of preliminary proposed events and reconciliation of budget for FY2015-2016, including estimates for future events.
 - Committee calendars due by March meeting.
 - o Finance Committee (written report to be submitted)
 - Kent discussed the potential to transfer a portion of the cash on hand to the Colorado Trust during the next fiscal year. The proposal will be written up and presented at the February Board meeting.
 - o Fundraising Committee (written report submitted)
 - o Grant Committee (no update)
 - o Community Events Committee (CEC) (written report submitted) (5 minutes) – Becky Mullen
 - o Veterans Day
 - o Feedback from Board was overwhelmingly positive.
 - o School Accountability Committee (SAC) (written report submitted)
 - o Science, Technology, Engineering and Mathematics (STEM) Committee (written report submitted) (10 minutes) – Kimberly Smith
 - o Junior Achievement Coordination

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ACADEMY

- Board fully supports Junior Achievement but declined to include it in the STEM Committee responsibilities.
- Technology Committee (no update)
- Update regarding Financing (10 minutes) – Kent Barwind
 - Approve retention of BOK Financial Corporation as Trustee
 - Kent moves to approve.
 - Jason seconds the motion.
 - The motion to approve retention of BOK Financial Corporation as Trustee is unanimously approved.
 - Approve payment of private fee in the amount of \$25,410 to S&P
 - Jason moves to approve.
 - Becky seconds the motion.
 - The motion to approve the payment of the fee is unanimously approved.
- Resolution to Amend Articles of Incorporation (10 minutes) – Paige Brock
 - Approve Resolution of the Board of Directors of Ben Franklin Academy
 - Paige moves to approve.
 - Bill seconds the motion.
 - The Resolution to Amend the Articles of Incorporation is unanimously approved.
- Treasurer's Report (10 minutes) – Jason Sunahara
 - Review December Financials
 - The Finance Committee has reviewed and recommends approval of the December 2015 Financials.
 - Approve the December 2015 Financials.
 - Jason moves to approve.
 - Kent seconds the motion.
 - The December 2015 Financials are unanimously approved.
- Principal's Report (45 minutes) – Bob Barber
 - Approve plan and expenditure to move middle school to a one to one ratio of students to ChromeBooks
 - Paige moves to approve a 1:1 ratio of BFA middle school students to personal electronic device (PED). Beginning with the 2016-17 school year, new Chromebooks will be purchased for 6th graders and the existing PED's will be assigned to 7th and 8th graders.
 - Jason seconds the motion.
 - The motion to implement a 1:1 student to PED ratio for middle school students, beginning in the 2016-17 school year, is unanimously approved.
 - Discussion and approval of proposed discount on student fees for staff
 - Paige moves to approve the implementation of a 25% discount on annual student fees for all students that are children of staff members. The total budget impact of the discount shall not exceed \$4000.00.
 - Becky seconds the motion.
 - The motion to approve discounted student fees for children of staff members is unanimously approved with a cap on budget impact.
- Board Responsibilities (45 minutes)
 - Facility Oversight – Jason Sunahara/Bill Castor
 - Discussion and approval of plan to address roof concerns (20 minutes) – Jason Sunahara/Paige Brock
 - Kent will present summary of proposals, including scope and cost, to Bond Committee with Board recommendation to have Academy Roofing

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- complete warranty work and complete evaluation as soon as possible to evaluate costs of maintenance plan and repairs.
 - Discussion regarding statute of limitations, roof condition, and potential issues with litigation. Board declined to pursue.
 - Discussion regarding update on architect meetings and costs (5 minutes) – Jason Sunahara
- Discussion and approval of Owner’s Representative for construction (20 minutes) – Bill Castor
 - Bill moves to approve engagement of Inline Management, Inc and execution of the Letter of Intent as approved by counsel.
 - Jason seconds the motion.
 - The motion to execute the LOI with Inline Management is unanimously approved.
- Discussion regarding Memorial Guidelines (10 minutes) – Paige Brock
- Board Meeting Schedule and Agenda (5 minutes) – Bill Castor
 - Discussion regarding Board meeting schedule and consideration of dates in October due to Fall Break and February due to Valentine’s Day and Parent-Teacher Conferences.
 - 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) there will be a Board retreat/working meeting scheduled in June and no regular June Board meeting will be held; 2) there will be no regular meeting of the Board in July; 3) the regular October meeting will be held October 18 due to Fall Break; and 4) the regular February meeting will be held on February 7 due to Valentine’s Day and Parent-Teacher Conferences.
 - Bill moves to approve the proposed 2016-2017 Board of Directors Meeting dates with the stipulation that the February meeting be changed to February 13th as opposed to the 7th as originally drafted.
 - Becky seconds the motion.
 - The motion regarding the 2016-2017 Board of Directors Meeting dates is unanimously approved.
 - 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 moves to approve the posting of the BFA Board of Director’s Meeting Agendas posted on the BFA website.
 - Kent seconds the motion.
 - The motion to post the Board of Directors’ meeting agendas on the BFA website is unanimously approved.
- Board Succession Plan (10 minutes) – Kimberly Smith
 - Town Hall meetings to be held after morning drop off and at 6:30 p.m. on February 4.
- Second Reading of Policies (5 minutes) – Paige Brock
 - Board of Directors Election Policy – Second Reading and Vote
 - Approve Board of Directors Election Policy
 - Paige moves to approve the Board of Directors Election Policy.
 - Becky seconds the motion.
 - The Board of Directors Election Policy is unanimously approved.
- Policy Review (10 minutes) – Paige Brock
 - Financial Accounting and Reporting Policies and Procedures – First Reading and Vote
 - Approve Financial Accounting and Reporting Policies and Procedures

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- Paige moves to approve the Financial Accounting and Reporting Policies and Procedures.
- Kent seconds the motion.
- The Financial Accounting and Reporting Policies and Procedures is unanimously approved.
- Uniform Policy – First Reading and Vote
 - Approve Uniform Policy
 - Paige moves to approve the revised uniform policy as amended and corrected based on Board discussion.
 - Becky seconds the motion.
 - The Uniform Policy is unanimously approved.
- Asset Management Policy – First Reading and Vote – TABLED UNTIL FEBRUARY
- Teacher Compensation Policy – First Reading and Vote
 - Approve Teacher Compensation Policy
 - Paige moves to approve the Teacher Compensation Policy.
 - Becky seconds the motion.
 - The Teacher Compensation Policy is unanimously approved.
- Assistance for Qualified Free and Reduced Lunch Recipients – First Reading and Vote
 - Approve Assistance for Qualified Free and Reduced Lunch Recipients
 - Paige moves to approve.
 - Jason seconds the motion.
 - Assistance for Qualified Free and Reduce Lunch Recipients policy is unanimously approved.
- Building Security for Evening Meetings (5 minutes) – Becky Mullen
- Summary (5 minutes) – Paige Brock
 - Calendar:
 - January 12: Welcoming Committee Event
 - January 14: Ben Franklin’s Birthday Celebration
 - January 15: Teacher Work Day – No School
 - January 18: Martin Luther King Day – No School
 - January 19: Spirit Night at Chick Fil-A
 - January 21: Ben’s Brigade Meeting
 - January 20-22: Middle School Science Fair
 - January 23: Used Uniform Sale
 - January 27: New Student Registration
 - January 28: BFF Seminar
 - February 2: PTO Moms’ Night Out
 - February 3: Third Grade Musical
 - February 5: Principal Q&A
 - February 9 and 11: Parent-Teacher Conferences
 - February 12: No School
 - February 15: Presidents’ Day – No School
 - February 16: Board Meeting
 - February 19: Muffins with Moms
 - February 25-27: Charter School Conference
 - February 27: Father-Daughter Dance at Inverness Hotel
 - Newsletter: STEM (Kimberly)
 - Review Action Items
 - Review Votes

- o Review Future Board Agenda Items
 - o Principal Succession Plan
 - o Revised Principal Job Description
 - o Revised Principal Compensation Formula
 - o Attendance at Teacher /Staff Meeting/In-Service
 - o Board Training: Roberts Rules of Order; Board Modules (25, 26, 27)
 - o Dashboard
 - o Policy Review: Inventory Management Policy
 - o Board Responsibilities: Technology Plan/Oversight
 - o Standards/Guidelines for Committee Budgeting and Consultant Fees
- o Adjourn
 - Paige moves to adjourn
 - Kent seconds the motion
 - Meeting adjourned at 9:03pm

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.

Revised 1/18/16 - Approved: 2/16/2016