



BOARD OF DIRECTORS
MEETING MINUTES
TUESDAY, APRIL 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	104	83
1	104	59
2	104	226
3	104	147
4	130	152
5	103	120
6	91	20
7	82	2
8	64	7
TOTAL	886	816

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		6		6	
Daily Total	45	44	45	44	44

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ATTENDEES

Board Members Present: Bill Castor, Paige Brock (via phone until 5:42 p.m. and then in person), Kent Barwind, Becky Mullen, Matt Warder, Jason Sunahara and Kimberly Smith.

Others present: Bob Barber (Principal), Barbara Spencer (Elementary Assistant Principal), Diana Simpson (Middle School Assistant Principal), Kristen Goldberg (Preschool Director), Michelle Bynum (Office Manager)

Presenters: Sarah Nisbet and Glenn Roper (SAC)

Board Candidates: Elizabeth Billups, Cindy Brawley and Ann Citrin

- o Opening (5 minutes)
 - o Meeting called to order at 5:33pm
 - o Welcome/Announcements
 - o Mission/Vision
 - o Pledge of Allegiance
 - o Amend/Approve Agenda
 - Becky moves to amend the agenda as follows:
 - Amend the agenda to reflect that the Finance Committee has **NOT** reviewed and cannot recommend approval of the Revised Budget for FY2016-2017 and the Resolution re: Budget Appropriation.
 - Amend the agenda to reflect that we will only be convening the executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters
 - Jason moves to approve the Amended Agenda.
 - Kent seconds the motion.
 - The Amended Agenda is unanimously approved.
- o Consent Agenda (2 minutes) – Jason Sunahara
 - o Approve Minutes from the March 8, 2016 Board Meeting
 - Jason moves to approve the March 8, 2016 Board Meeting Minutes.
 - Becky seconds the motion.
 - The March 8, 2016 Board Meeting Minutes are unanimously approved.
 - o Approve Minutes from the March 17, 2016 Special Board Meeting
 - Jason moves to approve the March 17, 2016 Special Board Meeting Minutes.
 - Kent seconds the motion.
 - The March 17, 2016 Special Board Meeting Minutes are 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, April 12, 2016, will be read at the meeting.
 - o No comments were received online or in-person.
- o Board of Directors Election Results (5 minutes) – Bill Castor
 - o Announce and accept the results of the Parent Voting Group for Seat 3, Class B (three-year term).
 - The parent election resulted in the election of Brian Molen for Seat 3, Class B.
 - Bill moves that the results of the election be accepted by the Board.

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- Jason seconds the motion.
- The results of the election are unanimously accepted.
- o Board of Directors Appointments (15 minutes) – Bill Castor
 - o Discussion regarding nominee(s)
 - o Appointment to fill Seat 4, Class B (three-year term)
 - The Board voted by closed ballot.
 - The voting results were 6-1 with Ann Citrin receiving the most votes.
 - Paige moves to accept the results of the Board vote.
 - Jason seconds the motion.
 - The motion to accept the results of the Board appointment of Ann Citrin to fill Seat 4, Class B is unanimously approved.
- o Parent Request for Exception/Variance from Uniform Policy (15 minutes)
 - The parent(s) requesting the exception/variance from the Uniform Policy was not present.
- o Parent Teacher Organization (PTO) Report (written report submitted)
- o Board Committee Reports (written reports submitted, as indicated) (25 minutes)
 - o Finance Committee (written report to be submitted)
 - o Fundraising Committee (written report submitted)
 - o Grant Committee (written report submitted)
 - o Community Events Committee (CEC) (written report submitted) (5 minutes) – Becky Mullen
 - o Review and approve proposed revision to bylaws
 - This agenda item was tabled until the next Board meeting
 - o School Accountability Committee (SAC) (written report to be submitted) (20 minutes) – Bill Castor/Sarah Nisbet
 - No report was submitted this month
 - o Review and discussion of Parent Satisfaction Survey results and recommendations
 - o Review and approve proposed Student Satisfaction Survey
 - Jason moves to approve the proposed Student Satisfaction Surveys subject to the comments and suggestions discussed in the meeting.
 - Becky seconds the motion.
 - The motion is unanimously approved.
 - o Approve purchase of appetizers for SAC Parent Meeting.
 - Paige moves to approve a budget of up to \$100 for the purchase of appetizers for the next SAC meeting.
 - Becky seconds the motion.
 - The motion to approve a budget of up to \$100 for the purchase of appetizers for the next SAC meeting is unanimously approved.
 - o Science, Technology, Engineering and Mathematics (STEM) Committee (written report submitted)
 - o Technology Committee (written report to be submitted)
- o Discussion regarding Cursive Curriculum (15 minutes) – Bob Barber/Paige Brock
 - Bob clarified that the Cursive Curriculum will be reinstated next year.
- o Ben Franklin Academy Building Corporation Report (20 minutes) – Kent Barwind and Bill Castor
- o Treasurer’s Report (10 minutes) – Jason Sunahara
 - o Review March Financials
 - o The Finance Committee has reviewed and recommends approval of the March 2016 Financials.
 - Approve the March 2016 Financials.

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- Jason moves to approve the March financials.
- Paige seconds the motion.
- The March financials are unanimously approved.
- o Principal's Report (45 minutes) – Bob Barber
 - o Review revised proposed Budget for FY2016-2017
- o Discussion regarding Revised Budget for FY2016-2017 and Board Resolution re: Budget Appropriation (5 minutes) – Kent Barwind
 - o The Finance Committee has [not] reviewed and [cannot] recommend[s] approval of the Revised Budget for FY2016-2017 and the Resolution re: Budget Appropriation.
 - Approve the revised proposed Budget for FY2016-2017
 - Jason moves to approve the revised proposed Budget for FY2016-2017 with the stipulation that \$40,000 be allocated to a capital reserve fund.
 - Paige seconds the motion.
 - The revised proposed Budget for FY2016-2017, with the stipulation that \$40,000 be allocated to a capital reserve fund, is unanimously approved.
 - o Review and approve the Ben Franklin Academy Board of Directors Resolution re: Budget Appropriation
 - Approve the Ben Franklin Academy Board of Directors Resolution re: Budget Appropriation
 - Kent moves to approve the BFA Board of Directors Resolution re: Budget Appropriation.
 - Jason seconds the motion.
 - The motion to approve the BFA Board of Directors Resolution re: Budget Appropriation is unanimously approved.
- o Principal Evaluation Process (5 minutes) – Paige Brock
 - o Discussion regarding revised process
 - o Schedule Special Meeting for Evaluation
 - The Special Meeting was scheduled for May 19th at 6pm at BFA.
- o Approve Legal Counsel for the FY2016-2017 (2 minutes) – Paige Brock
 - Paige moves to approve The Arrington Law Firm as legal counsel for FY2016-2017.
 - Matt seconds the motion.
 - The Arrington Law Firm is unanimously approved as legal counsel for BFA for FY2016-2017.
- o Strategic Plan Work Session (2 minutes) – Becky Mullen
 - o Scheule Strategic Planning Session and attendees
 - The session was scheduled for April 26th at 9:30am at BFA.
- o Board Responsibilities (10 minutes)
 - o Technology Oversight – Matt Warder
 - This agenda item was tabled until the May meeting.
- o Board Training (Roberts Rules of Order) (10 minutes) – Jason Sunahara
- o Board Working Meeting/Retreat (5 minutes) – Paige Brock
 - June 13th or 14th is tentatively scheduled for the Board Retreat at BFA.
- o Committee Chair Appreciation (5 minutes) – Becky Mullen
- o Policy Review (5 minutes) – Paige Brock
 - o Book Donation Policy – First Reading and Vote
 - Approve Book Donation Policy
 - Paige moves to approve the Book Donation Policy.
 - Kent seconds the motion.
 - The Book Donation Policy is unanimously approved.

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- o Volunteer and Visitor Policy – First Reading
- o Legislative Update (5 minutes) – Matt Warder
- o Convenene into Executive Session pursuant to C.R.S. §§ 24-6-402(4)(f)(I) to discuss personnel matters. (a closed session) (35 minutes) – Paige Brock
 - o 9:21pm - Paige moves to convene into executive session pursuant to C.R.S. § 24-6-402(4) (f)(I) to discuss personnel matters.
 - o Jason seconds the motion.
 - o The motion to convene into executive session pursuant to C.R.S. § 24-6-402(4) (f)(I) to discuss personnel matters is unanimously approved by roll call vote.
 - o Paige, Becky, Jason, Kent, Matt, Bill, Kimberly and Bob were all in attendance.
 - o Paige moves to end the executive session.
 - o Jason seconds the motion.
 - o The executive session is adjourned at 9:47pm.
 - o No votes were taken during executive session.
- o Summary (5 minutes) – Paige Brock
 - o Calendar:
 - April 12-13: Elementary Science Fair
 - April 16: Mother-Son Event
 - April 20: Building Presentation
 - April 22: Teacher Work Day – No School
 - April 27: 5th Grade Musical
 - April 28: Dads’ Night Out
 - April 30: Board Dinner
 - May 2-6: Teacher/Staff Appreciation
 - May 5: Band Concert
 - May 6: National Space Day; Principal Q&A
 - May 10: Board Meeting
 - May 12: After-School Musical
 - May 26: Eighth Grade Graduation
 - o Newsletter: Election Results; Parent Satisfaction Survey
 - o Review Action Items
 - o Review Votes
 - o Review Future Board Agenda Items
 - o Review and approve Technology Plan
 - o Goals for Science Fair/Adjusted Schedule for Science Fair
 - o Attendance at Teacher /Staff Meeting/In-Service
 - o Board Training: SEC Reporting; League of Charter Schools Conference Review
 - o Dashboard
 - o Policy Review: Board Director Agreement and Board Conflict Form; Student Discipline Policy; Employee Dress Policy; Field Trip Policy; and Non-Discrimination Policy
 - o Standards/Guidelines for Committee Budgeting and Consultant Fees
 - o Review Third Quarter Financials
 - o Finance and STEM Chair appointments
 - o Board Retreat
 - o Paige moves to adjourn.
 - o Jason seconds the motion.
 - o The motion to adjourn is unanimously approved.
 - o Meeting adjourned at 9:52pm.

All Ben Franklin Academy (BFA) Board of Directors (Board) meetings are open to the public

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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: 4/17/2016

Approved: 5/10/2016