



BOARD OF DIRECTORS
MEETING MINUTES
TUESDAY, MAY 10, 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	77
1	104	60
2	104	228
3	104	154
4	130	152
5	103	122
6	91	19
7	81	3
8	64	5
TOTAL	884	820

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	45

ATTENDEES:

Board Members Present: Paige Brock, Becky Mullen, Kent Barwind, Matt Warder (arrived at 5:55 p.m.), Jason Sunahara, and Kimberly Smith

Board Members-Elect: Ann Citrin and Bryan Molen

Other Present: Bob Barber (Principal), Diana Simpson (Middle School Assistant Principal), Michelle Bynum (Office Manager)

Presenters: Kristi Morris and Tiffany Beffel (STEM)

- Opening (5 minutes)
 - Meeting called to order at 5:30 p.m.
 - Welcome/Announcements
 - Mission/Vision
 - Pledge of Allegiance
 - Amend/Approve Agenda
 - Paige moves to amend the agenda to table the SAC review and discussion of the Student Satisfaction Survey due to technical difficulties during administration of the survey.
 - Jason seconds the motion.
 - The Motion to Amend is unanimously approved.
 - Paige moves to approve the Amended Agenda.
 - Jason seconds the motion.
 - The Amended Agenda is unanimously approved.
- Consent Agenda (2 minutes) – Jason Sunahara
 - Approve Minutes from the April 12, 2016 Board Meeting
 - Jason moves to approve the Consent Agenda.
 - Paige seconds the motion.
 - The Consent Agenda 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, May 10, 2016, will be read at the meeting.
 - No open comments were received online or in-person.
- Ben Franklin Academy Building Corporation Report (20 minutes) – Kent Barwind and Bill Castor
 - Review final STEAM Expansion drawings and design
 - Approve final STEAM Expansion drawings and design
 - Paige moves to approve the STEAM Expansion drawings and design.
 - Jason seconds the motion.
 - The STEAM Expansion drawings and design are unanimously approved.
 - The not to exceed \$5 million project budget was approved at the regular March Board Meeting.
- Parent Teacher Organization (PTO) Report (written report submitted) (5 minutes) – Paige Brock
 - Review 2016-2017 Events Calendar

BEN FRANKLIN

ACADEMY

- Board Committee Reports (written reports submitted, as indicated) (35 minutes)
 - Finance Committee (written report to be submitted) (5 minutes) – Kent Barwind
 - Approve Committee Chair for FY2016-2017
 - Kent moves to approve Roger Nagel as the Finance Committee Chair for FY2016-2017.
 - Paige seconds the motion.
 - Rogel Nagel is unanimously approved as the Finance Committee Chair for FY2016-2017.
 - Fundraising Committee (written report submitted)
 - Grant Committee (written report submitted)
 - Community Events Committee (CEC) (written report submitted) (10 minutes) – Becky Mullen
 - Review comments regarding events from Parent Satisfaction Survey
 - Review and approve proposed revision to bylaws
 - Approve CEC Bylaws
 - Becky moves to approve the CEC Bylaws.
 - Matt seconds the motion.
 - The CEC Bylaws are unanimously approved.
 - School Accountability Committee (SAC) (written report submitted) (10 minutes) – Glenn Roper/Sarah Nisbet
 - Review and discuss Student Satisfaction Survey results
 - This agenda item was tabled until the next Board meeting.
 - Science, Technology, Engineering and Mathematics (STEM) Committee (written report to be submitted) (10 minutes) – Kristi Morris
 - Goals for Science Fair/Adjusted Schedule for Science Fair
 - STEM Committee Chairs presented potential revised grade-level participation.
 - STEM Committee Chairs requested unused funds in budget be used to support Destination Imagination teams going to the global competition.
 - Paige moves to reallocate the approximately \$1,600 remaining of the STEM budgeted funds to support the DI teams going to Global Finals.
 - Jason seconds the motion.
 - The approximately \$1,600 remaining of the STEM budgeted funds is unanimously reallocated to support the DI teams going to Global Finals.
 - Technology Committee (no report)
- Outgoing Committee Chairs and Board Director Appreciation (10 minutes) – Becky Mullen
- Treasurer’s Report (10 minutes) – Jason Sunahara
 - The Finance Committee has reviewed and recommends approval of the Revised Budget for FY2016-2017 and the Resolution re: Budget Appropriation.
 - The Finance Committee has reviewed and recommends approval of the Third Quarter Financials.
 - Review Third Quarter Financials
 - The Finance Committee has reviewed and recommends approval of the April 2016 Financials.
 - Review April 2016 Financials
 - Approve the April 2016 Financials
 - Jason moves to approve the April 2016 Financials.

BEN FRANKLIN ACADEMY

- Kent seconds the motion.
- The April 2016 Financials are unanimously approved.
- Principal's Report (45 minutes) – Bob Barber
- Strategic Plan (10 minutes) – Becky Mullen
 - Review revised Strategic Plan
- Board Nominations Committee (10 minutes) – Kimberly Smith
 - Kimberly Smith to sit on the committee as a parent representative, Paige Brock as a past board president, and Bryan Molen as a board member not up for appointment/election. Other members still to be indentified.
- Board Responsibilities (10 minutes)
 - Technology Oversight – Matt Warder
 - Review Technology Plan
 - Approve proposed Technology Plan
 - This agenda item was tabled until the next Board meeting in order to include an inventory.
- Board Working Meeting/Retreat (10 minutes) – Paige Brock
- Policy Review (5 minutes) – Paige Brock
 - Volunteer and Visitor Policy – Second Reading and Vote
 - Approve revised Visitor and Volunteer Policy
 - Paige moves to approve the Visitor and Volunteer Policy.
 - Jason seconds the motion.
 - The Visitor and Volunteer Policy is unanimously approved.
 - Ben Franklin Academy Charter School Board Director Agreement and Board Director Certification Form – First Reading and Vote
 - In the future, these forms will be included in the email confirming candidates' acceptances of nominations for the open board seats.
 - Approve Ben Franklin Academy Charter School Board Director Agreement
 - Becky moves to approve the Board of Director Agreement.
 - Jason seconds the motion.
 - The Ben Franklin Academy Charter School Board Director Agreement is unanimously approved.
 - Approve Ben Franklin Academy Charter School Board Director Certification Form
 - Paige moves to approve the Director Conflict Form.
 - Jason seconds the motion.
 - The Ben Franklin Academy Charter School Board Director Certification Form is unanimously approved.
 - Field Trip – First Reading and Vote
 - Approve Field Trip Policy
 - This agenda item was tabled until the next Board meeting to confirm ratios.
 - Employee Dress Policy – First Reading and Vote
 - Approve revised Employee Dress Policy
 - Kent moves to approve the Employee Dress Policy.
 - Matt seconds the motion.
 - The Employee Dress Policy is unanimously approved.
- Legislative Update (5 minutes) – Matt Warder
- Board Training (10 minutes) – Ann Citrin

BEN FRANKLIN ACADEMY

- Open Meetings, Sunshine Law, and Executive Sessions
- Summary (5 minutes) – Paige Brock
- Calendar:
 - May 11: Spirit Night at Yogurtland (7535 S. University Blvd, Centennial CO 80122) from 11 a.m. until 10 p.m.
 - May 12: After-School Musical
 - May 19: Special Board Meeting
 - May 21: Used Uniform Sale from 9 a.m.-11 a.m. in the MS Commons
 - May 23: Yearbook Distribution
 - May 26: Eighth Grade Graduation
 - May 27: Last Day of School
 - June 13: Board Retreat/Working Meeting
 - August 9: Board Meeting
 - August 10-12: Registration
 - August 15: Meet and Greet
 - August 17: First Day of School
- Newsletter: Student Satisfaction Survey
- Review Action Items (if necessary)
- Review Votes (if necessary)
- Review Future Board Agenda Items
 - Attendance at Teacher /Staff Meeting/In-Service
 - Board Training: SEC Compliance/Reporting; League of Charter Schools Conference Review
 - Dashboard
 - Committee Year-End Reports (except Finance Committee)
 - Policy Review: Student Discipline Policy and Non-Discrimination Policy
 - Standards/Guidelines for Committee Budgeting and Consultant Fees
 - School Safety Plan
 - Finance and STEM Chair appointments
 - Board Retreat
- Paige moves to adjourn.
 - Becky seconds the motion.
 - The motion to adjourn is unanimously approved.
- Meeting adjourned at 8:35 p.m.

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.

BEN FRANKLIN
ACADEMY

This is our opportunity to hear from students, parents and patrons for deliberation and discussion.

Date Modified: 6/7/2016