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BOARD OF DIRECTORS  
MEETING AGENDA  
TUESDAY, MARCH 8, 2016

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5:00 P.M. Board of Directors Candidate Forum/Q&A  
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.

- o Opening (5 minutes)
    - o Welcome/Announcements
    - o Mission/Vision
    - o Pledge of Allegiance
    - o Amend/Approve Agenda
  - o Consent Agenda (2 minutes) – Jason Sunahara
    - o Approve Minutes from the February 16, 2016 Board Meeting
  - 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, March 8, 2016, will be read at the meeting.
  - o Board of Directors Election and Appointment (5 minutes) – Bill Castor
  - o Parent Comment Regarding Cursive Instruction (10 minutes) – Randi Curtis
  - o Parent Teacher Organization (PTO) Report (written report submitted)
  - o Board Committee Reports (written reports submitted, as indicated) (20 minutes)
    - o Finance Committee (written report to be submitted)
    - o Fundraising Committee (written report submitted)
    - o Grant Committee (written report to be submitted)
    - o Community Events Committee (CEC) (written report submitted) (5 minutes) – Becky Mullen
      - o Appointment of CEC Vice Chair for the 2016-2018 Academic Years
    - o School Accountability Committee (SAC) (written report submitted) (5 minutes) – Bill Castor
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# BEN FRANKLIN

ACADEMY

- o Review and approve proposed revised SAC Bylaws
- o Science, Technology, Engineering and Mathematics (STEM) Committee (written report submitted) (10 minutes) – Kimberly Smith
  - o Goals for Science Fair
  - o Proposed Adjusted Schedule for Science Fair
- o Technology Committee (no update)
- o Ben Franklin Academy Building Corporation Report (65 minutes)
  - o Presentation by and introduction to Golden Triangle Construction, Inc. (20 minutes)
  - o Approve proposed scope of authority for Ben Franklin Academy Building Corporation (20 minutes) – Kent Barwind
  - o Update regarding STEAM Expansion/Construction (10 minutes) – Bill Castor
  - o Approve execution of contract with General Contractor for STEAM Expansion (5 minutes) – Bill Castor
  - o Approve revised contract with Intergroup Architects for STEAM Expansion (5 minutes) – Bill Castor
  - o Approve assignment of letter of intent with Inline Management to Ben Franklin Academy Building Corporation (5 minutes) – Bill Castor
- o Update regarding financing (10 minutes) – Kent Barwind
- o Assignment and Assumption of Ground Lease, Bill of Sale, and Landlord’s Consent (5 minutes) – Kent Barwind
  - o Approve Assignment and Assumption of Ground Lease, Bill of Sale, and Landlord’s Consent
- o Treasurer’s Report (10 minutes) – Jason Sunahara
  - o Discuss and approve Board budget for 2016-2017
  - o Review February Financials
  - o The Finance Committee has reviewed and recommends approval of the February 2016 Financials.
    - Approve the February 2016 Financials.
- o Principal’s Report (60 minutes) – Bob Barber
  - o Review proposed Budget for FY2016-2017
  - o Discussion regarding class size (annual evaluation)
  - o Approve total amount to be allocated to teacher raises
- o Board Responsibilities (5 minutes)
  - o Facility Oversight
    - Update in Roof Maintenance Plan – Jason Sunahara (5 minutes)
- o Strategic Plan Quarterly Review (15 minutes) – Becky Mullen
- o Board Training (Modules 28, 29 and 30) (10 minutes) – Matt Warder
- o Revised Principal Job Description (10 minutes) – Matt Warder
  - o Approve the revised principal job description
- o Ben Franklin Academy Reimbursement Resolution (5 minutes) – Kent Barwind
  - o Approve Ben Franklin Academy Reimbursement Resolution
- o Second Reading of Policies (5 minutes) – Kent Barwind
  - o Asset Management Policy – Second Reading and Vote
    - Approve Asset Management Policy
- o Policy Review (5 minutes) – Paige Brock
  - o Inventory Management Policy – First Reading and Vote
    - Approve Inventory Management Policy
  - o Grading Policy – First Reading and Vote
    - Approve Grading Policy

# BEN FRANKLIN

ACADEMY

- o Legislative Update (5 minutes) – Matt Warder
- o Summary (5 minutes) – Paige Brock
  - o Calendar:
    - o March 11, 8:00 a.m.: Special Meeting of the Board
    - o March 21-25: Spring Break
    - o April 6: Principal Q&A; 2nd Grade Musical: Let's Eat
    - o April 7: BFF Social
    - o April 12: Board Meeting
    - o April 12-13: Elementary Science Fair
    - o April 20: Middle School Information Night
    - o April 22: Teacher Work Day – No School
    - o April 30: Board Dinner
  - o Newsletter: Elections
  - o Review Action Items
  - o Review Votes
  - o Review Future Board Agenda Items
    - o Review and approve Technology Plan
    - o Attendance at Teacher /Staff Meeting/In-Service
    - o Board Training: Robert's Rules of Order; SEC Reporting
    - o Dashboard
    - o Policy Review: Book Donation Policy and Volunteer and Visitor Policy
    - o Standards/Guidelines for Committee Budgeting and Consultant Fees
    - o Distribute Principal Evaluation to Board Members and Schedule Special Meeting for Evaluation
    - o Board Director Appointed/Announce Board Election Results
    - o Review and approve FY2016-2017 Budget
    - o Approve Attorney of Record
    - o Schedule Strategic Planning Session (Administrators, 2 Directors, Others)
    - o Review SAC Student Survey Questions
    - o Update re Teacher/Staff Reviews
    - o Presentation of Parent Satisfaction Survey Results
    - o Discussion re Goals for Middle School and Elementary Science Fair
  - o Adjourn

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: 3/7/2016