



BEN FRANKLIN
ACADEMY

BOARD OF DIRECTORS
MEETING MINUTES
TUESDAY, AUGUST 9, 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.

STRATEGIC GOALS

1) improve educational experience on continual basis; 2) maintain financial stability; 3) increase parent satisfaction and demand for enrollment; 4) promote staff and professional development; 5) maintain and develop facility; and 6) renew Charter Contract by June 30, 2019.

Current Enrollment: Not available at the time of this meeting.

- o Opening (5 minutes)
 - o Meeting called to order by Paige Brock @ 5:36pm
 - In attendance are BFA Board directors Paige Brock, Becky Mullen, Bill Castor, Matt Warder, Ann Citrin and Kent Barwind. Also in attendance are Bob Barber- Principal, Diana Simpson – Middle School Assistant Principal, Barbara Spencer – Elementary School Assistant Principal, Halsley Hoff – Business Manager, and Burgandy Hodge – Operations Director.
 - o Welcome/Announcements
 - o Mission/Vision
 - o Pledge of Allegiance
 - o Amend/Approve Agenda
 - Kent moves to amend the Agenda to table the discussions on the insurance review until the September meeting
 - Becky seconds the motion.
 - The Amended Agenda is unanimously approved.
 - o Consent Agenda (2 minutes) – Paige Brock
 - o Approve Minutes from the June 13, 2016 Board Retreat/Working Meeting
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- Paige moves to approve the Consent Agenda.
- Becky seconds the motion.
- The Consent Agenda is unanimously approved.
- o Open Comments (3 minutes/person) – Becky Mullen (Strategic Plan Goal #3)
 - 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, August 9, 2016, will be read at the meeting.
 - No comments were received online or in-person.
- o Parent Teacher Organization (PTO) Report (written report submitted) (Strategic Plan Goal #3) – Ann Citrin
- o Board Committee Reports (10 minutes) (written reports submitted, as indicated) (Strategic Plan Goals #1-3 and 6)
 - o Arts Committee (written report submitted) – Becky Mullen
 - o Community Events Committee (CEC) (written report submitted) – Becky Mullen
 - o Curriculum Committee (meets in Fall, Winter and Spring; written report submitted) – Paige Brock
 - o Facility Committee (see Ben Franklin Academy Building Corporation) – Bill Castor
 - o Finance Committee End-of-the-Year and August Reports (written reports to be submitted) (see Treasurer’s Report) – Kent Barwind and Halsley Hoff
 - o Fundraising Committee (written report submitted) – Paige Brock
 - o Grant Committee (written report to be submitted) – Bill Castor
 - o School Accountability Committee (SAC) (no written report this month; first meeting August 25) – Bryan Molen
 - o Science, Technology, Engineering and Mathematics (STEM) Committee (written report submitted) – Matt Warder
 - o Technology Committee (proposed plan submitted) (10 minutes) – Matt Warder
 - Review and approve Technology Plan
 - The plan was reviewed and minor comments noted. The revised Technology Plan will be updated and resubmitted at the next Board meeting.
- o Ben Franklin Academy Building Corporation Report (20 minutes) – Kent Barwind and Bill Castor (Strategic Plan Goals #5 and 6)
- o Treasurer’s Report (25 minutes) – Kent Barwind and Halsley Hoff (Strategic Plan Goals #2 and 6)
 - o Finance Committee Updates
 - o Review May, June, and July Financials
 - o The Finance Committee has reviewed and recommends approval of the May, June, and July 2016 Financials.
 - Approve the May 2016 Financials.
 - o Kent moves to approve the May 2016 Financials.
 - o Matt seconds the motion.
 - o The May 2016 Financials are unanimously approved.
 - Approve the June 2016 Financials.
 - o Kent moves to approve the June 2016 Financials.

- Matt seconds the motion,
- The June 2016 Financials are unanimously approved.

- Approve the July 2016 Financials.
 - Paige moves to approve the July 2016 Financials.
 - Matt seconds the motion.
 - The July 2016 Financials are unanimously approved.
- Review 2015-2016 Financials/Budget to Actual
- Review 4th Quarter/Year-End Financials
- Update on Audit Status
 - Tabled until the next Board Meeting.
- Review/Renewal of Insurance
 - Tabled until the next Board Meeting.
- Principal's Report (45 minutes) – Bob Barber (Strategic Plan Goals #1-6)
- Board Training (30 minutes) – Ann Citrin and Administration
 - Update Board Binders
 - Conflict Resolution Policy – Ann Citrin
 - Curriculum Review – Administration
- Legislative Update (5 minutes) – Matt Warder
- Policy Review (10 minutes) – Bryan Molen/Paige Brock (Strategic Plan Goals #1-3 and 6)
 - Conflict Resolution Policy - First Reading and Vote
 - Approve revised Conflict Resolution Policy
 - Paige moves to approve the Conflict Resolution Policy.
 - Matt seconds the motion.
 - The Conflict Resolution Policy is unanimously approved.
 - Credit Card Processing Policy - First Reading and Vote
 - Approve revised Credit Card Processing Policy
 - Paige moves to approve the Credit Card Processing Policy.
 - Matt seconds the motion.
 - The Credit Card Processing Policy is unanimously approved.
 - Facility Use Policy - First Reading and Vote
 - Approve revised Facility Use Policy
 - Paige moves to approve the Facility Use Policy.
 - Ann seconds the motion.
 - The Facility Use Policy is unanimously approved.
 - Grading Policy - First Reading and Vote
 - Approve revised Grading Policy
 - Paige moves to approve the Grading Policy.
 - Kent seconds the motion.
 - The Grading Policy is unanimously approved.
 - Homework Policy - First Reading and Vote
 - Approve revised Homework Policy

- Paige moves to approve the Homework Policy.
- Ann seconds the motion.
- The Homework Policy is unanimously approved.

- Meta Policy - First Reading and Vote
 - Approve revised Meta Policy
 - Bill moves to approve the Meta Policy.
 - Paige seconds the motion.
 - The Meta Policy is unanimously approved.

- Traffic and Parking Management Policy - First Reading and Vote
 - Approve revised Traffic and Parking Management Policy
 - Tabled until the September Board meeting

- Second Reading of Policies (2 minutes) – Paige Brock (Strategic Plan Goals #1-3 and 6)
 - Field Trip Policy - Second Reading and Vote
 - Paige moves to approve the Field Trip Policy.
 - Becky seconds the motion.
 - The Field Trip Policy is unanimously approved.

 - Mobile Electronic Device Usage Policy – Second Reading and Vote
 - Paige moves to approve the Electronic Device Usage Policy.
 - Becky seconds the motion.
 - The Electronic Device Usage Policy is unanimously approved.

- Board Responsibilities (15 minutes) – Paige Brock
- Board Calendar (5 minutes) – Paige Brock
- Summary (5 minutes) – Paige Brock
 - Calendar:
 - August 10-11: Returning Family Registration
 - August 12: New Family Registration
 - August 15: Teacher Meet and Greets; Back to School Family Picnic
 - August 17: First Day of School & Boo-Hoo/Yahoo
 - August 22-28: Sponsorship/Parking Auction
 - August 24: Back to School Night (K-4)
 - August 25: Back to School Night (5-8)
 - September 5: No School
 - September 12-16: Spirit Week
 - September 13: Board Meeting
 - September 23: STEM Expo
 - September 26-28: 7th Grade Outdoor Education
 - Newsletter
 - Review Action Items
 - Review Votes
 - Review Future Board Agenda Items

- o Multi-Committee Meeting (to be scheduled)
- o Board Training: Understanding and Analyzing Data Assessment
- o Standards/Guidelines for Committee Budgeting and Consultant Fees
- o Board Responsibilities:
- o Policy Review: Board of Directors Conflict of Interest Policy; Student Attendance Policy; Continuing Disclosure Policy
- o Adjourn
 - Paige moves to adjourn the meeting.
 - Ann seconds the motion.
 - The meeting is adjourned at 8:22pm

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.

Date Modified: 9/5/2016