



BOARD OF DIRECTORS
MEETING MINUTES
TUESDAY, OCTOBER 18, 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:

Grade	Enrolled	Waitlist
K	104	62
1	104	36
2	104	241
3	104	110
4	104	139
5	130	130
6	96	12
7	69	6
8	74	0
TOTAL	889	736

BEN FRANKLIN ACADEMY

	M	T	W	TH	F
AM 3s	8		8		8
AM 3s		14		14	
AM 4s	16		16		16
All Day 4s	7		7		7
All Day 4s		11		11	
AM 4s		16		16	
PM 4s	15		15		15
PM 4s		12		12	
Daily Total	46	53	46	53	46

Attendees: Paige Brock, Becky Mullen, Bill Castor, Kent Barwind, Ann Citrin, Bryan Molen, Bob Barber (Principal), Diane Simpson (5-8 Assistant Principal) (arrived at 6pm). Guests: Todd Shroeder – GTC Construction, Kurt Connell – Owner’s Representative

Opening (5 minutes)

- o Paige calls the meeting to order at 5:38pm
- o Welcome/Announcements
- o Mission/Vision
- o Pledge of Allegiance
- o Amend/Approve Agenda
 - Paige moves to approve the Agenda.
 - Kent seconds the motion.
 - The Agenda is unanimously approved.
- o Consent Agenda (2 minutes) – Paige Brock
 - o Approve Minutes from the September 13, 2016 Board Meeting
 - Paige moves to approve the Consent Agenda.
 - Becky seconds the motion.
 - The Consent Agenda is unanimously approved.
- o Open Comments (Strategic Plan Goal #3) (3 minutes/person) – Becky Mullen
 - 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, October 18, 2016, will be read at the meeting.
 - o No comments were received in person or online.
- o Presentation by Golden Triangle Construction regarding STEAM Expansion (Strategic Plan Goals #1 and 5) (20 minutes)
 - Todd Shroeder of GTC reviewed the progress on the STEAM Expansion and clarified the current status of the budget and schedule. The project is under budget, with several potential “allowances” unused at this point. All funds budgeted as allowances will be returned to BFA as each item is confirmed to be unnecessary. The schedule was impacted by approximately 6 weeks due to the Xcel gas line relocation early in the project. Much of this has been regained, but we remain approximately 3 weeks behind the schedule. However, the plan is to continue to regain time and be confident in the revised schedule by November 1, with the remainder of the time regained during trade work inside the building. BFA Building Corporation has approved the acceleration of the project

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(by utilizing tradesman at premium rates) in order to achieve the January 1, 2017 completion deadline.

- o Parent Teacher Organization (PTO) Report (Strategic Plan Goal #3) (written report submitted)
- o Board Committee Reports (Strategic Plan Goals #1-3 and 6) (15 minutes) (written reports submitted, as indicated)
 - o Arts Committee (written report to be submitted) - Becky Mullen
 - o Community Events Committee (CEC) (written report to be submitted) – Becky Mullen
 - o Curriculum Committee (meets in Fall, Winter and Spring; no update at this time) – Paige Brock
 - o Facility Committee (see Ben Franklin Academy Building Corporation) – Bill Castor
 - o Finance Committee (written report to be submitted) (see Treasurer’s Report) – Kent Barwind
 - o Fundraising Committee (written report submitted) – Paige Brock
 - o Grant Committee (no update at this time) – Bill Castor
 - o School Accountability Committee (SAC) (written report submitted) (5 minutes) – Bryan Molen
 - Review and approve proposed Bylaw revisions
 - The review and approval of the revised Bylaws is tabled.
 - o Science, Technology, Engineering and Mathematics (STEM) Committee (written report to be submitted) – Matt Warder
 - o Technology Committee (revised proposed plan to be submitted) (10 minutes) – Matt Warder
 - Review and approve Technology Plan
 - Tabled until the November meeting.
- o Treasurer’s Report (Strategic Plan Goals #2 and 6) (35 minutes) – Kent Barwind
 - o Finance Committee Updates
 - o Review September Financials
 - o The Finance Committee has reviewed and recommends approval of the September 2016 Financials.
 - Approve the September 2016 Financials.
 - Kent moves to approve the September 2016 Financials.
 - Paige seconds the motion.
 - The September 2016 Financials are unanimously approved.
 - o Update on Status of FY 2015-2016 Audit
 - The audit is expected to be completed and available for Board review at the November meeting.
 - o Additional Review of Insurance (10 minutes) – Bryan Molen
 - The initial evaluation of the co-insurance did not account for the correct square footage of the existing structure and will be reviewed with updated information. Bryan will provide the update to the Board when available.
- o Ben Franklin Academy Building Corporation Report (Strategic Plan Goals #5 and 6) (10 minutes) – Kent Barwind, Bill Castor, and Bob Barber
- o Principal’s Report (Strategic Plan Goals #1-6) (45 minutes) – Bob Barber
 - o Review and approve current year budget
 - The approval of the budget is tabled until the November meeting.
 - o Review and approve proposed BFA Sports Logos
 - The approval of the proposed BFA Sports Logos is tabled.

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- o Board Training (Strategic Goal #1) (20 minutes) – Bryan Molen
 - o Community Engagement
- o Legislative Update (5 minutes) – Matt Warder
 - Tabled until the November meeting.
- o Policy Review (Strategic Plan Goals #1-3 and 6) (10 minutes) – Bryan Molen
 - o Limited Review of Uniform Policy – First Reading and Vote
 - Approve revised Uniform Policy
 - Kent moves to approve the revised Uniform Policy with changes as discussed.
 - Bryan seconds the motion.
 - The revised Uniform Policy with changes as discussed is unanimously approved.
 - o Document Retention Policy – First Reading and Vote
 - Approve revised Document Retention Policy
 - Paige moves to approve the revised Document Retention Policy.
 - Brian seconds the motion.
 - The revised Document Retention Policy is unanimously approved.
 - o Enrollment Policy – First Reading and Vote
 - Approve revised Enrollment Policy
 - Paige moves to approve the revised Enrollment Policy with the changes/corrections as discussed.
 - Ann seconds the motion.
 - The revised Enrollment Policy is unanimously approved with the changes/corrections as discussed.
 - o Environmental Education Policy - First Reading and Vote
 - Approve revised Environmental Education Policy
 - Paige moves to approve the revised Environmental Education Policy.
 - Ann seconds the motion.
 - The revised Environmental Education Policy is unanimously approved.
- o Board Responsibilities (5 minutes) – Paige Brock
- o Board Calendar (5 minutes) – Paige Brock
 - Review and approval Board Calendar
 - o Becky moves to approve the Board Calendar with the addition of Board Training.
 - o Ann seconds the motion.
 - o The Board Calendar with the addition of Board Training is unanimously approved.
 - Vote on date of November Board Meeting
 - o Paige moves to approve November 15th as the date for the November Board Meeting.
 - o Kent seconds the motion.
 - o November 15th is unanimously approved as the date for the November Board Meeting.
- o Summary (5 minutes) – Paige Brock
 - o Calendar:
 - October 17-28: Fun Run (October 27: Run)
 - October 20: Rachel's Challenge
 - October 21: Parents' Night Out (DC Fundraiser)
 - October 28: Halloween Parties

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- October 29: Parent Workshop
- November 2: Middle School Elective Performance
- November 3: PTO's Moms' Night Out
- November 4: Teacher Work Day/No School (Byran Molen and Ann Citrin)
- November 8: Board Meeting
- November 8-11: 6th Grade Outdoor Education
- November 11: Veterans' Day Celebration
- November 18: STEM Fruit Toss; Parents' Night Out (DC Fundraiser)
- November 21-25: Thanksgiving Break
- o Newsletter: Art Committee
- o Review Action Items
- o Review Votes
- o Review Future Board Agenda Items
 - o Approve Half-Day Kindergarten Tuition
 - o Approve Academic Calendar
 - o Standards/Guidelines for Committee Budgeting and Consultant Fees
 - o Board Responsibilities
 - o Review BFA Actions as Related to Parent and Student Survey Data
 - o Policy Review: Building Key, Key Fobs and Access Card Policy; Continuing Disclosure Policy and Procedures; Financial Accounting and Reporting Policies and Procedures; Parent Communication Policy; Scheduling Policy; Continuing Disclosure Policy (December)
- o Adjourn
 - o Paige moves to adjourn the meeting.
 - o Bill seconds the motion.
 - o The meeting adjourns at 9:48pm.

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: 10/29/2016
Date Approved: 11/15/2016