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BOARD OF DIRECTORS  
MEETING MINUTES  
TUESDAY, MARCH 14, 2017

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5:00 – 6:00 P.M. Board Candidate Forum/Candidate Q&A Session  
6:00 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:**

<b>Grade</b>	<b>Enrolled</b>	<b>Waitlist</b>
K	103	70
1	104	90
2	104	58
3	104	226
4	104	94
5	130	148
6	93	144
7	69	3
8	73	0
<b>TOTAL</b>	<b>884</b>	<b>833</b>

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# BEN FRANKLIN ACADEMY

	<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>F</b>
AM 3s	11		11		11
AM 3s		14		14	
AM 4s	16		16		16
All Day 4s	7		7		7
All Day 4s		9		9	
AM 4s		15		15	
PM 4s	15		15		15
PM 4s		12		12	
<b>Daily Total</b>	<b>49</b>	<b>50</b>	<b>49</b>	<b>50</b>	<b>49</b>

Attendees: Paige Brock, Becky Mullen (departed at 8:48pm), Bill Castor, Kent Barwind, Ann Citrin, Bryan Molen, Matt Warder. Also in attendance: Halsley Hoff (Business Manager), Michelle Bynum (Office Manager), Diana Simpson (5-8 Assistant Principal), Lisa Fischer (PTO Co-Secretary), Pam Betts (PTO President), Kimberly Kent (former PTO President), Carrie Keen (former PTO President), Dee Duncan (STEM Committee Representative)

- Opening (5 minutes)
  - Paige calls the meeting to order at 6:07 pm
  - Welcome/Announcements
  - Mission/Vision
  - Pledge of Allegiance
  - Amend/Approve Agenda
    - Paige moves to approve the agenda.
    - Matt seconds the motion.
    - The Agenda is unanimously approved.
  
- Consent Agenda (2 minutes) – Paige Brock
  - Approve the Minutes from the February 13, 2017 Board Meeting
  - Approve the Minutes from the February 28, 2017 Special Board Meeting
  - Paige moves to approve the Consent Agenda.
  - Bryan seconds the motion.
  - The Consent Agenda is unanimously approved.
  
- Open Comments (Strategic Plan Goal #3) (3 minutes/person) – Becky Mullen
  - 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, March 14, 2017, will be read at the meeting.
    - Open comments were received electronically from Angie Van Wyk, Andrea Day, Yvette Bueno Olson, Lisa Fischer, Angela Gibson, Katherine Anderson, Melissa Anderson, Carrie Keen and Christine Upright.. All were in support of the naming of the BFA library in honor of Shelly Dana.
    - Elizabeth Billups spoke in support of naming the BFA library in honor of Shelly Dana.

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- Christi Richardson and Rachel Molieri expressed a concern regarding the “personal financial contribution” language included in the current draft of the Ben Franklin Academy Naming Guidelines.
  - Mindy Pooler spoke in support of naming the BFA library in honor of Shelly Dana.
  - Pam Betts, BFA PTO President, spoke in support of naming the BFA library in honor of Shelly Dana.
- Ben Franklin Academy Naming Guidelines (Strategic Plan Goals #3 and 5)(25 minutes) – Becky Mullen
    - Discussion and Vote on Ben Franklin Academy Naming Guidelines
    - The draft Ben Franklin Academy Naming Guidelines was read aloud in an effort to ensure transparency and a consistent understanding of the proposed document among the Board members and those present.
      - Becky moves to approve the Ben Franklin Academy Naming Guidelines.
      - Bryan seconds the motion.
      - The motion to approve the Ben Franklin Academy Naming Guidelines is unanimously approved.
- BFA PTO Request to Name the BFA Library in Honor of Shelly Dana (written proposal submitted prior to the Feb. 13 meeting) (15 minutes) – Paige Brock
    - Discussion and Vote on BFA PTO request to name the BFA library in honor of Shelly Dana
      - The PTO was given an advance copy of the factors identified in the proposed guidelines and the opportunity to submit an addendum to their proposal submitted before the February 13, 2014 Board meeting. The PTO Officers declined to do so and requested that the proposal be evaluated on its merits.
      - Becky moves to approve the BFA PTO request to name the BFA library in honor of Shelly Dana.
      - Paige seconds the motion.
      - The motion to approve the naming of the BFA Library in Honor of Shelly Dana is unanimously approved.
      - Paige read a prepared statement outlining the specific contributions made by Shelly Dana as set forth in the PTO’s proposal and how they are consistent with the Ben Franklin Academy Naming Guidelines. Although not stated in the proposal, Shelly Dana was a Founding Family member and there is evidence of financial support by the Dana family. It was noted that Shelly Dana resigned her role as president of the PTO in May of 2014, which is two months short of the three-year waiting period specified in the Ben Franklin Academy Naming Guidelines. Notably, the PTO has repeatedly declined to name an award after Shelly Dana, instead indicating that they wanted something more in line with their naming proposal.
- Principal’s Report (Strategic Plan Goals #1-6) (60 minutes) – Bob Barber
    - Review and Vote on proposed Gym Names
      - Paige moves to approve the naming of the BFA gymnasiums Thunder/Lightning with the clarification that Bob select which is which.
      - Becky seconds the motion.

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- The motion to name the gymnasiums Thunder/Lightning is unanimously approved with the clarification that Bob select which is which.
- Review BFA Actions as Related to Parent and Student Survey Data
- Discussion regarding class size
- Approve amount to be allocated to teacher raises and evaluation procedure
  - Paige moves to approve the total allocation for teacher raises in the amount of \$81,003.82.
  - Kent seconds the motion.
  - The motion to approve the total allocation for teacher raises in the amount of \$81,003.82 is unanimously approved.
- Review draft Unified Improvement Plan
- Review Purchased Services Contract
- Review draft BFA Budget for FY2017-2018
- Treasurer's Report (Strategic Plan Goals #2 and 6) (10 minutes) – Kent Barwind
  - Finance Committee Updates
    - Review and approve proposed revised Finance Committee Bylaws.
      - Paige moves to approve the proposed revised Finance Committee Bylaws.
      - Ann seconds the motion.
      - The motion to approve the proposed revised Finance Committee Bylaws is unanimously approved.
  - Review and Approve Board of Directors' Budget for FY2017-2018
    - Paige moves to approve the Board of Director's Budget for FY2017-2018 in the amount of \$8000.
    - Bryan seconds the motion.
    - The motion to approve the Board of Director's Budget for FY2017-2018 in the amount of \$8000 is unanimously approved.
  - Review and Ratify SEC Post-Issuance Compliance Services Pricing Agreement
    - Kent moves to ratify the SEC Post-Issuance Compliance Services Pricing Agreement.
    - Bryan seconds the motion.
    - The motion to ratify the SEC Post-Issuance Compliance Services Pricing Agreement is unanimously approved.
  - Review February Financials
  - The Finance Committee has reviewed and recommends approval of the February 2017 Financials.
    - Approve the February 2017 Financials.
      - Paige moves to approve the February 2017 Financials.
      - Kent seconds the motion.
      - The motion to approve the February 2017 Financials is unanimously approved.

# BEN FRANKLIN ACADEMY

- Quarterly Review of Strategic Plan (Strategic Plan Goals #1-6) (10 minutes) – Paige Brock
- Discussion Regarding Traffic Concerns on Plaza (Strategic Plan Goal #5) (10 minutes) – Ann Citrin
  - It was agreed that a summary of Ann’s findings would be included in the next newsletter.
- Parent Teacher Organization (PTO) Report (Strategic Plan Goal #3) (written report submitted) – Ann Citrin
- Board Committee Reports (Strategic Plan Goals #1-3 and 6) (25 minutes) (written reports submitted, as indicated)
  - Arts Committee (no written report at this time) (5 minutes) – Becky Mullen
    - Review and approve proposed budget for FY2016-2017
      - Paige moves to approve the Arts Committee Budget for FY2016-2017 in an amount of \$1100. Ceramic expenses to be taken out of the supply budget.
      - Kent seconds the motion.
      - The Arts Committee budget for FY2016-2017 is unanimously approved in an amount of \$1100.
  - Community Events Committee (CEC) (written report submitted) – Becky Mullen
  - Curriculum Committee (meets in Fall, Winter and Spring; no written report at this time) – Paige Brock
  - Facility Committee (see Ben Franklin Academy Building Corporation) – Bill Castor
  - Finance Committee (written report to be submitted) (see Treasurer’s Report) – Kent Barwind
  - Fundraising Committee (written report submitted) – Paige Brock
  - Grant Committee (no report at this time) – Bill Castor
  - School Accountability Committee (SAC) (written report submitted) (5 minutes) – Bryan Molen
    - Review and approve proposed budget for FY2017-2018
      - Paige moves to approve the School Accountability Committee (SAC) budget for FY2017-2018 in the amount of \$600. Incentives for students and teachers to complete the survey were removed from the request.
      - Kent seconds the motion.
      - The SAC budget for FY2017-2018 in the amount of \$600 is unanimously approved.
  - Science, Technology, Engineering and Mathematics (STEM) Committee (written report submitted) (5 minutes) – Matt Warder
    - Review and approve proposed revised budget for FY2017-2018
    - No motion was made.
    - Dee Duncan, on behalf of the STEM Committee, presented an overview of supplemental math programming at BFA including, but not limited to, Math Olympiad, Math Elective, Continental Math League and Valor Math Competition.
  - Succession Committee (no report at this time) – Bryan Molen
  - Technology Committee (revised proposed plan submitted) (15 minutes) – Matt Warder

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- Review and approve revised Technology Plan
- The review and approval of the revised Technology Plan is tabled until the April Board meeting.
- Ben Franklin Academy Building Corporation Report (Strategic Plan Goals #5 and 6) (10 minutes) – Kent Barwind, Bill Castor and Bob Barber
- Board of Directors Election and Appointment (Strategic Plan Goals #1-6) (10 minutes) – Bill Castor/Becky Mullen
  - April 3-7
- Board Training (Strategic Goal #1) (25 minutes)
  - Ethics – Bryan Molen
  - Update from the Colorado Charter Schools Conference – Bill Castor
- Legislative Update (5 minutes) – Matt Warder
- Summary (5 minutes) – Paige Brock
  - Calendar:
    - March 13-17: Teacher/Staff Appreciation Week
    - March 15: Panda Express Spirit Night; New Gym Celebration
    - March 20-24: Spring Break
    - March 28: Middle School Orientation
    - March 30: Mom’s Night Out
    - March 31: Parents’ Night Out (DC Trip)
    - April 3-7: BFA Board Elections
    - April 4-20: PARCC testing
    - April 5: 4th Grade Musical: Music and Me
    - April 11-12: Elementary School Science Fair
    - April 11: Board Meeting; Announcement of Election Results and Appointment
    - April 12: New Family Orientation
    - April 21: Teacher In Service – Becky Mullen/Paige Brock
- Newsletter: Ann
- Board Email: Elections – Bill Castor/Becky Mullen
- Review Action Items
- Review Votes
- Review Future Board Agenda Items
  - Standards/Guidelines for Committee Budgeting and Consultant Fees
  - Board Responsibilities
  - Review BFA Actions as Related to Parent and Student Survey Data
  - Distribute Principal Evaluation
  - Approve FY2017-2018 Budget
  - Staff Retention and Recruitment
  - Approve School Activity Calendar
  - Board Elections
  - Board Meeting Schedule
  - Approve Counsel of Record
  - Review results of Parent Satisfaction Survey
  - Review SAC Student Survey
  - Review proposed SAC Bylaw revisions (awaiting revisions to DAC Bylaws)
  - Strategic Planning Session
  - Policy Review: Volunteer and Visitor Policy
- Adjourn
  - Paige moves to adjourn the meeting at 10:42pm.

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- Matt seconds the motion.
- The motion to adjourn is unanimously approved.
- The meeting is adjourned at 10:42pm.

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: 4/2/2017

Approved: 4/11/2017