



BOARD OF DIRECTORS
MEETING MINUTES
TUESDAY, AUGUST 11, 2015

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.

In Attendance: Paige Brock, Becky Mullen, Bill Castor, Jason Sunahara, Kent Barwind, Kimberly Smith, and Matt Warder

Other Notables: Bob Barber and Diana Simpson (not for entire meeting due to New Family Orientation)

Enrollment by grade

k - 104
1 - 103
2 - 103
3 - 103
4 - 130
5 - 99
6 - 99
7 - 85
8 - 73

899

Wait list by grade

250
233
128
119
105
68
102
45
4

1054

- o 5:35 pm - Opening (5 minutes)
 - o Welcome/Announcements
-

BEN FRANKLIN

ACADEMY

- o Mission/Vision
- o Pledge of Allegiance
- o Amend/Approve Agenda
 - Jason moves to amend the agenda to remove facilities report
 - Second – Paige
- o Approve Revised/Amended Agenda
 - Jason moves to approve the amended agenda
 - Second - Jason
- o Consent Agenda (2 minutes) – Paige Brock
 - o Approve Minutes from the June 12, 2015 Board Retreat
 - o Approve Minutes from the June 19, 2015 Special Board Meeting
 - o Approve Minutes from the June 25, 2015 Special Board Meeting
 - o Approve Minutes from the July 30, 2015 Special Board Meeting
 - o Approve Annual Board Calendar
 - o Jason moves to approve the consent agenda
 - o Second - Paige
- o Principal's Report (15 minutes) – Bob Barber
- 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. – None received
 - o Open comments submitted through the online form before noon on Tuesday, August 11, 2015, will be read at the meeting. – None received.
- o Parent Teacher Organization (PTO) Report (written report submitted)
- o Board Committee Reports (15 minutes, written reports submitted, as indicated)
 - o Finance Committee End-of-the-Year and August Reports (written reports to be submitted)
 - o Fundraising Committee (written report submitted)
 - o Grant Committee (written report submitted)
 - o Community Events Committee (CEC) (written reports for July and August submitted) (5 minutes) – Becky Mullen
 - Approve Community Events Committee revised Bylaws
 - o Paige moves to accept the proposed CEC Bylaws subject to the chair term limit being the same as the other named officers.
 - o Seconded - Matt
 - o School Accountability Committee (SAC) (written report submitted)
 - o Science, Technology, Engineering and Mathematics (STEM) Committee (written report submitted) (10 minutes) – Kimberly Smith
 - o Technology Committee (no update)
- o Discussion re Municipal/Financial Advisor (20 minutes) – Kent Barwind
 - o Discussion regarding comments to proposed Municipal Advisor Agreement
- o Treasurer's Report (20 minutes) – Jason Sunahara
 - o Review June Financials
 - o The Finance Committee has reviewed and recommends approval of the June 2015 Financials.
 - Approve the June 2015 Financials.
 - o Matt moves to approve the June 2015 Financials
 - o Seconded by Paige
 - o Review July Financials
 - o The Finance Committee has reviewed and recommends approval of the July 2015 Financials.
 - Approve the July 2015 Financials.

BEN FRANKLIN

ACADEMY

- Jason moves to approve the July 2015 Financials
 - Seconded by Matt
- Review 4th Quarter/Year-End Financials
- Update on Audit Status
- Review/Renewal of Insurance
- Board Training (15 minutes)
 - Update Board Binders (5 minutes) – Bill Castor – Tabled until September Mtg
 - Conflict Resolution Policy (10 minutes) – Paige Brock
- Legislative Update (5 minutes) – Matt Warder
- Revised Principal Evaluation Form (15 minutes) – Matt Warder
- Board Responsibilities (10 minutes)
 - Facility Oversight – Jason Sunahara – Tabled until September Board Meeting
- Policy Review (5 minutes) – Paige Brock
 - Conflict Resolution Policy - First Reading and Vote
 - Approve revised Conflict Resolution Policy
 - Paige moves to approve the revised Conflict Resolution Policy
 - Kent seconds
 - Credit Card Processing Policy - First Reading and Vote
 - Approve revised Credit Card Processing Policy
 - Paige moves to approve the revised Credit Card Processing Policy
 - Matt seconds
 - Facility Use Policy - First Reading and Vote
 - Approve revised Facility Use Policy
 - Paige moves to approve the revised Facility Use Policy
 - Matt seconds
 - Homework Policy - First Reading and Vote
 - Approve revised Homework Policy
 - Paige moves to approve the revised Homework Policy
 - Jason seconds
 - Meta Policy - First Reading and Vote
 - Approve revised Meta Policy
 - Paige moves to approve the revised Meta Policy
 - Bill seconds
 - Traffic and Parking Management Policy - First Reading and Vote
 - Approve revised Traffic and Parking Management Policy
 - Paige moves to approve the revised Traffic and Parking Management Policy
 - Kent seconds
- Second Reading of Policies (2 minutes) – Paige Brock
 - Field Trip Policy - Second Reading and Vote
 - Paige moves to approve the revised Field Trip Policy
 - Becky seconds
- First Reading of revised Board of Directors Conflict of Interest Policy (3 minutes) – Paige Brock
- Newsletter/Parent Communication (10 minutes) – Jason Sunahara
- Board/Committee Document Repository (15 minutes) – Jason Sunahara/Kimberly Smith
- Summary (5 minutes) – Paige Brock
 - Calendar:
 - August 13: Registration
 - August 14: Student Assessment Day/Registration
 - August 17: Back to School Family Picnic
 - August 19: First Day of School & Boo-Hoo/Yahoo

BEN FRANKLIN ACADEMY

- August 25: Principal's Q&A
- August 26: Back to School Night (K-4)
- August 27: Back to School Night (5-8)
- September 2: Principal's Q&A
- September 7: Labor Day - No School
- September 8: Board Meeting
- September 18: Grandparent-Student Event
- September 24: STEM Expo
- September 26: Harvest Festival
- November 14: BENefit Bash
- o Newsletter
- o Review Action Items
- o Review Votes
- o Review Future Board Agenda Items
 - o Plan in Case of Leadership Change
 - o Attendance at Teacher /Staff Meeting/In-Service
 - o Multi-Committee Meeting (to be scheduled)
 - o Board Training: Roberts Rules of Order; Financial Documents
 - o Board Succession Plan
 - o Revised Principal Job Description
 - o Records Retention Policy
 - o Board of Directors Background Check Policy
 - o Board Responsibilities: Technology Oversight, Marketing Plan/Oversight
 - o Policy Review: Enrollment Policy; Student Attendance Policy; and Board of Directors Election Policy
- o Paige moves to adjourn
- o Bill seconds
- o Adjourn 8:38pm

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: 8/24/2015