



BOARD OF DIRECTORS
MEETING MINUTES
TUESDAY, SEPTEMBER 10, 2013

5:30 P.M.
Ben Franklin Academy Library

Attendance: Paige Brock, Becky Mullen, Jason Sunahara, Staci Ferguson, Matt Matherly, and Matt Warder

Notables: Bob Barber, Principal; Corey Burgesser, Vice Principal; Jason Cochrane, Academic Director; Diana Simpson, Academic Director; Diana Simpson, Business Manager; Andy Beggins, Finance Committee Chair; Ann Citrin, SAC Committee Chair; Dawn Csech, STEM Committee Chair.

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

- Opening (5 minutes) – Jason Sunahara
 - Welcome/Announcements
 - Mission/Vision
 - Pledge of Allegiance
 - Amend/Approve Agenda
 - Paige Brock moves to amend the agenda to add the discussion and approval of the revised bylaws for the STEM committee, table the parent presentation re foreign language until Oct due to parent conflict and allocate the 10 mins prviously allotted fot the foreign language presentation to the Board appointment.
 - Jason Sunahara seconds the motion
 - The motion is unanimously approved
 - Jason Sunahara moves to approve the amended agenda.
 - Paige Brock seconds the motion
 - The motion is unanimously approved.
 - Consent Agenda (2 minutes) – Jason Sunahara
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BEN FRANKLIN ACADEMY

- Approve minutes from August 13, 2013 Board Meeting
- Approve Student Attendance Policy
- Jason Sunahara moves to approve the consent agenda.
 - Paige Brock seconds the motion
 - The motion is unanimously approved.
- Open Comments (3 minutes/person) – Jason Sunahara
 - Remarks will be limited to three minutes per person. Please see guidelines at end of agenda.
- Appointment of Director to Seat 7, Class C (40 minutes) – Staci Ferguson
 - Introduction/Question and Answer Session with Candidates Nominated for Board Consideration
 - Board to appoint Director for term ending May 2014
 - Staci Ferguson makes a motion to appoint Matt Warder as a Board Director filling Seat 7, Class C.
 - Paige Brock seconds the motion
 - Yeas – Matt Matherly, Becky Mullen, Jason Sunahara, Ward Cerny (appearing by phone).
 - Approve Ben Franklin Academy Board of Directors Resolution re: Directors and Officers
 - Paige Brock moves to adopt the Ben Franklin Academy Board of Directors Resolution re: Directors and Officers.
 - Jason Sunahara seconds the motion.
 - The motion is unanimously approved.
 - Approve the revised Ben Franklin Academy Charter School Board Director Certification Form
 - Staci Ferguson moves to approve the revised Ben Franklin Academy Charter School Board Director Certification Form.
 - Becky Mullen seconds the motion.
 - The motion is unanimously approved.
 - Approve the revised Ben Franklin Academy Charter School Board Director Agreement
 - Staci Ferguson moves to approve the revised Ben Franklin Academy Charter School Board Director Agreement.
 - Jason Sunahara seconds the motion.
 - The motion is unanimously approved.
 - Distribute and collect Ben Franklin Academy Charter School Board Director Certification Form and Director Agreement.
- Guidelines for Responding to Parent/Student/Community Presentations to the Board (5 minutes) – Paige Brock

BEN FRANKLIN

ACADEMY

- Approve guideline for Board response, which may include approval, denial or reference to committee for further consideration, by the Board meeting following the presentation.
- We will notify the petitioners after the Board meeting following the presentation of a decision.
- Board Response to Mike Morrison regarding Allowable Length for Boys Hair.
 - Jason Sunahara makes a motion to keep the hair length guidelines for boys the same.
 - Matt Matherly seconds the motion.
 - Yeas – Staci Ferguson, Matt Warder
 - Nays – Paige Brock and Becky Mullen
- Committee Reports (40 minutes total)
 - Proposal regarding Committee Reports (5 minutes) – Paige Brock
 - Committee reports are to choose by the week before the Board meeting whether to attend the Board meeting or supply a written report (or both). Written reports are due to the Board liaison the Wednesday before the Board meeting with the exception of SAC (whose report is due the Friday before the meeting) and the Finance Committee (whose report/recommendation is due Monday before the Board meeting) due to schedules. Only items requiring approval or a vote of the Board will automatically be listed separately on the agenda. Committee chairs may request time on the agenda or the Board may request an oral report from a committee at the Board meeting in addition to the written report. The board liaison is charged with collecting the written report and forwarding for the board packet. Committee reports will be posted on the web underneath the Board agenda. The goal is to facilitate communication without creating additional time demands.
 - Finance (5 minutes)
 - Fundraising Committee (5 minutes)
 - Grant (no update)
 - Marketing Community Outreach (MCO) (5 minutes)
 - Parent Teacher Organization (PTO) (written report submitted)
 - School Accountability Committee (SAC) (5 minutes)
 - No Update
 - Science, Technology, Engineering and Mathematics (STEM) (5 minutes)
 - Jason Sunahara moves to approve the amended bylaws for the STEM committee.
 - Matt Matherly seconds the motion
 - The motion is unanimously approved.
 - Technology (5 minutes)

BEN FRANKLIN

ACADEMY

- Uniform (5 minutes)
- Convene in executive session (a closed session) (20 minutes) – Paige Brock
 - Move to convene into executive session pursuant to C.R.S. §§ 24-6-402(4)(a) and (e) to discuss matters related to the purchase, acquisition, lease, transfer, or sale of property interests and negotiations.
 - Jason Sunahara moves to convene into executive session pursuant to C.R.S. §§ 24-6-402(4)(a) and (e) to discuss matters related to the purchase, acquisition, lease, transfer, or sale of property interests and negotiations.
 - Becky Mullen seconds the motion
 - Yeas – Matt Matherly, Staci Ferguson, Matt Warder, Paige Brock
 - Jason Sunahara moves to convene out of executive session pursuant to C.R.S. §§ 24-6-402(4)(a) and (e) to discuss matters related to the purchase, acquisition, lease, transfer, or sale of property interests and negotiations.
 - Matt Matherly seconds the motion
 - Yeas – Becky Mullen, Staci Ferguson, Matt Warder, Paige Brock
 - No votes were taken while in executive session
- Principal’s Report (30 minutes) – Bob Barber
 - Reviewed TCAP scores and trends
- Treasurer’s Report (5 minutes) - Jason Sunahara
 - Status of Audit
 - Completed physical audit; we are waiting for them to produce a rough draft.
 - Review July and August 2013 financials
 - The Finance Committee has reviewed and recommends approval of the July and August 2013 financials.
 - Approve the July 2013 financials
 - Jason Sunahara moves to approve the July 2013 financials.
 - Paige Brock seconds the motion.
 - The motion is unanimously approved.
 - Approve the August 2013 financials
 - Jason Sunahara moves to approve the August 2013 financials.
 - Matt Warder seconds the motion
 - The motion is unanimously approved.
- Policy Review (10 minutes) – Paige Brock
 - Approve revised Homework Policy
 - Paige Brock moves to approve the revised Homework Policy.
 - Becky Mullen seconds the motion.
 - The motion is unanimously approved.

BEN FRANKLIN ACADEMY

- Approve revised Grading Policy
 - Paige Brock moves to approve the revised Grading Policy.
 - Jason Sunahara seconds the motion.
 - The motion is unanimously approved.
- Approve revised Board Election Policy
 - Paige Brock moves to approve the Board Election Policy.
 - Matt Matherly seconds the motion.
 - The motion is unanimously approved.
- Dates on Director Classroom Visits (5 minutes) – Becky Mullen
- Board Evaluation Discussion (15 minutes) – Paige Brock
 - Tabled until next month for time purposes
- Board Calendar (5 minutes) – Paige Brock
 - Review proposed Board Calendar
- 2013-14 Principal Evaluation Standards (15 minutes) – Paige Brock
 - Discussion regarding proposed, revised Principal evaluation
- Summary (5 minutes)
 - Calendar:
 - September 1: Intent to Renew Contract due to DCSD (previously submitted)
 - September 21: Harvest Festival
 - September 26: STEM Expo
 - October 1: Comments on data and recommendations regarding charter renewal from the DCSD, if any, due
 - October 2: Muffins with Mom
 - October 8: Board of Directors Meeting
 - October 8/10: Parent-Teacher Conferences
 - October 14-18: Fall Break
 - October 23: Policy Q&A
 - November 1: Contract Appendix Documents due to DCSD for Charter Renewal
- Newsletter: Matt Warder to write.
- Review Action Items
- Review Votes - Staci Ferguson
- Review Future Board Agenda Items
 - Review of Audit Report
 - Plan in Case of Leadership/Administration Change
 - Charter Contract Renewal
 - Review of Strategic Plan

- Review of Board Notebooks
- Finance Policies and Procedures
- Adjourn
 - Paige Brock moves to adjourn the meeting
 - Jason Sunahara seconds the motion
 - The motion is unanimously approved.

All board meetings are open to the public and are conducted in compliance with Colorado Open Meeting Requirements.

The Ben Franklin Academy Board works for the students, parents and patrons of Ben Franklin Academy in promoting the vision and mission of the school. Community input that can help the Board meet the challenge of educating our children to our 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: 9/10/2013