



BOARD OF DIRECTORS
MEETING MINUTES
TUESDAY, DECEMBER 10, 2013

5:30 P.M.
Ben Franklin Academy Library
Call-In Number (Listen Only): 1-626-677-3000
Participant Code: 5787788

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, Jason Sunahara, Staci Ferguson, Matt Matherly, and Matt Warder

Other Notables: Bob Barber, Principal; Corey Burgesser, Vice Principal; Diana Simpson, Academic Director; Jason Cochrane, Academic Director; Brenda Sepan, Business Manager; Amy Taylor, SAC Vice Chair; Kristen Goldberg, Preschool Director

- Opening (5 minutes) – Jason Sunahara
 - Welcome/Announcements
 - Mission/Vision
 - Pledge of Allegiance
 - Amend/Approve Agenda
 - Paige Brock moves to amend the agenda:
 - Under the Treasuere's Report, we will table approval of the revised Financial Accounting and Reporting Policies and Procedures
 - Also under Treasure's Report, we need to add a discussion and approval of resolution re: budget appropriation.
 - After the December Curriculum, we need to add a discussion of balance and homework at BFA and allow 10 minutes.
 - Paige moves to approve the amended agenda.
 - Matt Warder seconds the motion
 - The motion is unanimously approved.
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- Consent Agenda (2 minutes) – Jason Sunahara
 - Approve minutes from November 12, 2013 Board Meeting
 - 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.
 - Open Comments submitted through the online form before noon on Tuesday, December 10, 2013, will be read at the meeting.
 - No open comments were received electronically or made at the meeting.
- Parent Teacher Organization (PTO) Report (written report submitted)
- Committee Reports (10 minutes)
 - Finance (written report submitted)
 - Fundraising Committee (written report submitted)
 - Grant (written report submitted)
 - Marketing Community Outreach (MCO) (written report submitted)
 - School Accountability Committee (SAC) (10 minutes) – Amy Taylor
 - Discussion Regarding Parent Survey
 - Parent Survey will be taken in Feb, during Parent Teacher Conferences
 - Science, Technology, Engineering and Mathematics (STEM) (written report submitted)
 - Technology (written report submitted)
- Discussion Regarding December Curriculum (15 minutes) – Paige Brock
 - No student should feel excluded and options should be provided to all students to prompt inclusivity. For example, more than 1 writing prompt for the students
 - Teachers need to consider crafts that go with the subjects they are teaching about and perception of a craft is a “Christmas” craft.
- Discussion of balance and homework at BFA (10 minutes) – Matt Matherly
 - Balance is an important part of our mission. We need to make sure we are emphasising the balance, and not having too much homework.
 - More data would be available regarding parent perception in March after the survey.
- Principal’s Report (45 minutes) – Bob Barber
 - Review and discuss the Unified Improvement Plan
 - Review and discuss the proposed 2014-2015 Academic Calendar
 - Approve the proposed 2014-2015 Academic Calendar

- Paige Brock moves to approve the proposed 2014-2015 Academic Calendar, with August 11-12 being teacher work days, August 13 being the drop in meet and greet, and August 18 being an off day of the teachers.
 - Matt Matherly seconds the motion
 - The motion is unanimously approved.
- Discuss Preschool Tuition for the 2014-2015 Academic Year
- Approve maintaining the 2013-2014 Preschool Tuition rates for the 2014-2015 Academic Year
 - Paige Brock moves to approve maintaining the 2013-2014 Preschool Tuition rates for the 2014-2015 Academic Year.
 - Matt Warder seconds the motion
 - The motion is unanimously approved.
- Discuss Full-Day Kindergarten Tuition for 2014-2015 Academic Year
- Approve increase of \$100 in Full-Day Kindergarten Tuition for 2014-2015 Academic Year from \$4,200 per year to \$4,300 per year
 - Paige Brock moves to approve increase of \$100 in Full-Day Kindergarten Tuition for 2014-2015 Academic Year from \$4,200 per year to \$4,300 per year.
 - Staci Ferguson seconds the motion.
 - The motion is unanimously approved.
- Treasurer's Report (15 minutes) – Jason Sunahara
 - Review Revised Current Year Budget
 - Review November 2013 Financials
 - The Finance Committee has reviewed and recommends approval of the November 2013 Financials.
 - Approve the November 2013 Financials
 - Jason Sunahara moves to approve the November 2013 Financials.
 - Paige Brock seconds the motion
 - The motion is unanimously approved.
 - Becky Mullen abstained.
 - Review proposed revisions to Financial Accounting and Reporting Policies and Procedures.
 - Tabled
 - Approve the revised Financial Accounting and Reporting Policies and Procedures
 - Tabled
 - Discussion and approval of resolution re: budget appropriation.

- We are resolving to have the money spent according to the budget. This will also give us access to the reserve funds.
- Paige Brock moves to approve the Ben Franklin Board of Directors Resolution Re: Budget Appropriation.
 - Jason Suanhara seconds the motion
 - The motion is unanimously approved.
- Policy Review (2 minutes) – Paige Brock
 - Approve revisions to Laptop and Tablet Usage Policy (now known as the Mobile Electronic Device Policy)
 - Paige Brock moves to approve the Mobile Electronic Device Policy.
 - Matt Warder seconds the motion.
 - The motion is unanimously approved.
- 2013-14 Principal Evaluation Standards (10 minutes) – Paige Brock
 - Discussion regarding Principal evaluation standards
 - Approve formula/basis for determining Principal bonus/raise
 - Tabled
- Renewal Site Visit (10 minutes) – Paige Brock
 - The biggest suggestion was we need to set up our successors for success.
 - Current board members need to look at their current responsibilities and see if it is a job we should be doing, are we the right person to do the job, or can a committee/employee be doing it.
- Board Training (10 minutes) – Staci Ferguson
- 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)(f)(I) to discuss personnel matters.
 - Paige Brock moves to convene into executive session pursuant to C.R.S. §§ 24-6-402(4)(f)(I) to discuss personnel matters.
 - Jason Sunahara seconds the motion
 - Yeah – Staci Ferguson, Matt Warder, Matt Matherly
 - Becky Mullen was out of the room at the time.
 - Paige Brock moves to convene out of executive session pursuant to C.R.S. §§ 24-6-402(4)(f)(I) to discuss personnel matters.
 - Jason Sunahara seconds the motion
 - Yeah – Becky Mullen, Matt Matherly, Matt Warder
 - Staci Ferguson left during executive session.
 - No votes were taken while in executive session
- Summary (5 minutes) – Paige Brock
 - Calendar:

December 18: Teacher Appreciation
December 23-January 3: Winter Break
January 14: Board Meeting
January 16: Ben Franklin's Birthday
January 17, 20: No School
January 21-24: Middle School Science Fair

- Newsletter
- Review Action Items
- Review Votes – Staci Ferguson
- Review Future Board Agenda Items
 - Plan in Case of Leadership/Administration Change
 - Charter Contract Renewal
 - Location for Board Meeting Agendas and Schedule
 - Quarterly Review of Strategic Plan
 - Follow Up Discussion from Board Retreat Regarding Re-Structuring of MCO
- Adjourn
- Paige Brock moves to adjourn
 - Jason Sunahara seconds the motion.
 - The motion is unanimously approved.

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: 1/13/2014
Approved by the Board: 1/14/2014