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BOARD OF DIRECTORS  
RETREAT MINUTES  
FRIDAY, JUNE 20, 2014

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9:00 AM

Davita Conference Room  
2000 16th St., Denver, CO 80202

*Due to the length of the retreat meeting and the fact that BFA is being hosted offsite, the retreat meeting will not be broadcasted via telephone conference line.*

**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, Matt Matherly, Matt Warder, Kent Barwind, Staci Ferguson (*by telephone, as indicated*)

Other Notables: Bob Barber, Principal; Diana Simpson, Assistant Principal for Middle School; Brenda Sepan, Business Manager

- o Opening (5 minutes) – Jason Sunahara
    - o Welcome/Announcements
    - o Mission/Vision
    - o Pledge of Allegiance
    - o Amend/Approve Agenda
      - Paige Brock moves to amend the Agenda to table the approval of the Finance Committee Chair until August and to reflect that that Finance Committee has not yet reviewed the May 2014 Financials.
      - Kent Barwind 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.
  - o Consent Agenda (2 minutes) – Jason Sunahara
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# BEN FRANKLIN ACADEMY

- o Approve minutes from May 13, 2014 Board Meeting
  - Jason Sunahara moves to approve the Consent Agenda.
  - Kent Barwind seconds the motion.
  - The motion is unanimously approved.
- 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.
  - o Open Comments submitted through the online form before noon on Thursday, June 19, 2014, will be read at the meeting.
    - There were no open comments, electronically or otherwise.
- o Selection and Approval of Board Officers and Committee Assignments for FY2014-2015 (10 minutes) – Staci Ferguson/Paige Brock (*Staci Ferguson appeared by telephone*)
  - o President
    - Staci Ferguson moves to appoint Paige Brock as President.
    - Becky Mullen seconds the motion.
    - The motion is unanimously approved.
  - o Vice President
    - Staci Ferguson moves to appoint Becky Mullen as Vice President.
    - Matt Matherly seconds the motion.
    - The motion is unanimously approved.
  - o Secretary
    - Jason Sunahara moves to appoint Staci Ferguson as Secretary.
    - Kent Barwind seconds the motion.
    - The motion is unanimously approved.
  - o Treasurer
    - Staci Ferguson moves to appoint Jason Sunahara as Treasurer.
    - Matt Warder seconds the motion.
    - The motion is unanimously approved.
  - o Committee Liaison Appointments for FY2014-2015:
    - Finance Committee: Kent Barwind
    - Fundraising Committee: Jason Sunahara
    - Grant Committee: Matt Warder
    - MCO: Becky Mullen
    - PTO: Paige Brock
    - SAC: Staci Ferguson
    - STEM Committee: Matt Matherly
    - Technology Committee: Jason Sunahara

- o Convene in executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters (a closed session) (50 minutes) – Kent Barwind/Matt Warder
  - o 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.
    - Becky Mullen seconds the motion.
    - Yeas: Jason Sunahara, Staci Ferguson, Matt Matherly, Matt Warder and Kent Barwind.
    - *Staci Ferguson left during the session.*
    - Paige Brock moves to convene out of executive session pursuant to C.R.S. §24-6-402(4)(f)(I) to discuss personnel matters and return to the open session.
    - Matt Warder seconds the motion
    - Yeas: Becky Mullen, Jason Sunahara, Matt Matherly and Kent Barwind.
    - No votes were taken while in Executive Session.
  - o Principal Evaluation and Compensation (10 minutes) – Kent Barwind/Matt Warder
    - o Approve Principal Bonus for 2013-2014
      - Matt Warder moves to approve the revised scale for the Principal Bonus for FY2013-2014 as presented at the meeting.
      - Jason Sunahara seconds the motion.
      - The motion is unanimously approved.
      - Paige Brock moves to approve a Principal Bonus for FY2013-2014 at 86% of the contractually allowable maximum bonus.
      - Matt Matherly seconds the motion.
      - The motion is unanimously approved.
    - o Approve Principal Compensation for 2014-2015
      - Paige Brock moves to approve a 3.3% raise for the Principal's Compensation for FY2014-2015.
      - Matt Warder seconds the motion.
      - The motion is unanimously approved.
    - o Discuss and Approve Principal Goals for 2014-2015
      - Paige Brock moves to approve the Principal Goals for 2014-2015 as set forth at the meeting.
      - Matt Warder seconds the motion.
      - The motion is unanimously approved.
    - o Discuss and Approve 2014-2015 Principal Evaluation Form
      - Discussion for future half-day executive session for Principal evaluation.

- Paige Brock moves to approve the use of the current Principal Evaluation Form (with the correction of non-substantive typos) for use in 2014-2015.
- Matt Warder seconds the motion.
- The motion is unanimously approved.
- Paige Brock moves to approve the scale for the 2013-2014 Principal Bonus for use for the FY2014-2015 Principal Bonus.
- Kent Barwind seconds the motion.
- The motion is unanimously approved.
- Paige Brock moves to set the Principal Compensation formula for FY2015-2016 as the percent score on the Principal Evaluation of the maximum percentage pay increase offered to teachers, with the percentage capped at four (4) percent for the Principal raise.
- Matt Warder seconds the motion.
- The motion is unanimously approved.

**10:25 -10:35 Break**

- o Principal's Report (50 minutes) – Bob Barber
- o Parent Teacher Organization (PTO) Report (written report submitted)
- o Year End Committee Reports (20 minutes)
  - o *Committee meeting dates submitted for calendar*
  - o Finance (written report to be submitted) (5 minutes) – Paige Brock
    - o *Approve Finance Committee Chair*
      - Tabled UNTIL August meeting.
  - o Fundraising Committee (written report to be submitted)
  - o Grant (written report submitted)
  - o Marketing Community Outreach (MCO) (written report submitted)
  - o School Accountability Committee (SAC) (written report submitted)
  - o Science, Technology, Engineering and Mathematics (STEM) (written report submitted) (5 minutes) – Matt Matherly
    - o *Approve STEM Committee Co-Chairs*
      - Matt Matherly moves to approve Tiffany Beffel and Kristi Morris as the STEM Committee Co-Chairs.
      - Paige Brock seconds the motion.
      - The motion is unanimously approved.
  - o Technology (written report submitted) (10 minutes) – Jason Sunahara
    - o *Approve funding plan for Chromebook Purchase*
      - Jason Sunahara moves to approve the plan for purchasing Chromebooks.
      - Matt Warder seconds the motion.
      - The motion is unanimously approved.

- o *Discussion regarding and approval of internet services*
  - Tabled for follow up regarding Board questions.
- o Review/Approval of Strategic Plan (15 minutes) – Matt Matherly
  - o Approve Strategic Plan
    - Jason Sunahara moves to approve the Strategic Plan.
    - Matt Matherly seconds the motion.
    - The motion is unanimously approved.
- o Policy Review (25 minutes)
  - o Homework Policy (15 minutes) – Jason Sunahara
    - Tabled for clarification on specific items.
  - o Board Election Policy (5 minutes) – Paige Brock
    - Paige Brock moves to approve the revised Board Election Policy.
    - Becky Mullen seconds the motion.
    - The motion is unanimously approved.
  - o Board Director Certification Form (Conflict Form) (5 minutes) – Paige Brock
    - Kent Barwind moves to approve the revised Board Director Certification Form.
    - Matt Matherly seconds the motion.
    - The motion is unanimously approved.

**12:30-2:00 Lunch**

- o Convene in executive session pursuant to C.R.S. §§ 24-6-402(4)(a) and (e) to discuss property financing and contract negotiations (a closed session) (20 minutes) – Kent Barwind
  - o Move to convene into executive session pursuant to C.R.S. §§ 24-6-402(4)(a) and (e) to discuss property financing and contract negotiations
    - Paige Brock moves to convene into executive session pursuant to C.R.S. §§ 24-6-402(4)(a) and (e) to discuss property financing and contract negotiations.
    - Matt Warder seconds the motion.
    - Yeas: Becky Mullen, Jason Sunahara, Matt Matherly and Kent Barwind.
    - Paige Brock moves to convene out of executive session pursuant to C.R.S. §§ 24-6-402(4)(a) and (e) to discuss property financing and contract negotiations and return to the open session.
    - Matt Warder seconds the motion
    - Yeas: Becky Mullen, Jason Sunahara, Matt Matherly and Kent Barwind.
    - No votes were taken while in Executive Session.
- o Treasurer’s Report (10 minutes) – Jason Sunahara
  - o Review 2013-2014 Financials/Budget to Actual to Date

- o Review May 2014 Financials
- o The Finance Committee has reviewed and recommends approval of the May 2014 Financials.
  - Amended to reflect that the Finance Committee has not yet reviewed the May 2014 Financials.
- o Approve the May 2014 Financials
  - Kent Barwind moves to approve the May 2014 Financials.
  - Matt Matherly seconds the motion.
  - The motion is unanimously approved.
- o Marketing (20 minutes) – Becky Mullen
  - o Middle School Retention and Recruitment
- o Board Training (10 minutes)
  - o Reviewing Financial Documents (10 minutes) – Kent Barwind
    - Tabled until August due to time constraints.
  - o Sign Board Director Agreements/Conflict of Interest Forms
- o Board Evaluation/Goal Setting (70 minutes) – Paige Brock
  - o Board Evaluation Results (15 minutes)
  - o Community Building (10 Minutes)
  - o Board-Teacher/Staff Roundtable (15 minutes) – Becky Mullen/Jason Sunahara
  - o Goal Setting (30 Minutes)
- o Board Succession Plan (15 minutes) – Matt Warder
  - Tabled until August due to time constraints.
- o Legislative Update (written report distributed) – Matt Warder
- o Summary (5 minutes) – Paige Brock
  - o Calendar: *(addition: August 12: PTO Skate City)*
    - June 20: Pirates Cove
    - July 8: BFF Park Playdate - Civic Green Park!
    - July 30: MCO Preschool Social
    - August 7: MCO Summer Social (Middle School)
    - August 13: Meet and Greet
    - August 9: Ben's Brigade Work Day!
    - August 14: MCO Summer Social (3-5)!
    - August 18: MCO Summer Social (K-2)!
    - August 20: First Day of School/BooHoo/Yahoo
    - August 27: Back to School Night (K-4)
    - August 28: Back to School Night (5-8)

February 26-27: Charter School Conference

- o Newsletter
- o Review Action Items
- o Review Votes
- o Review Future Board Agenda Items
  - o Facebook: Parent Forum Follow Up Discussion
  - o Plan in Case of Leadership Change
  - o Policy Review: Book Donation Policy, Discipline Policy, Employee Dress Policy, Field Trip Policy and Non-Discrimination Policy
- o Adjourn
  - Paige Brock moves to adjourn
  - Matt Warder 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.

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Date Modified: 06/23/2014

Date Approved: 08/12/2014