



BOARD OF DIRECTORS
MEETING MINUTES
TUESDAY, SEPTEMBER 9, 2014

5:30 P.M.
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, Jason Sunahara, Staci Ferguson (arrived late), Matt Warder, Kent Barwind (called in)

Other Noteables: Bob Barber, Principal; Diana Simpson, Assistant Principal Middle School; Barbara Spencer, Assistant Principal K-5; Burgandy Hodge, Operations Director; Brenda Sepan, Director of Finance; Kristen Goldberg, Preschool Director; Amy Taylor, SAC Chair/MCO Policy Officer

Enrollment:

K	104
1	104
2	104
3	130
4	104
5	104
6	100
7	82
8	54
Total	886

- Convene 5:31pm
 - Opening (5 minutes) – Jason Sunahara
 - Welcome/Announcements
 - Mission/Vision
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- Pledge of Allegiance
- Amend/Approve Agenda
 - Paige Brock moves to amend the agenda to move the Board appointment discussion to after the committee reports
 - Becky Mullen seconds the motion
 - The motion is unanimously approved
 - Becky Mullen moves to have Amy Taylor replace Julia Porterfield to present for the MCO.
 - Paige Brock 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
 - Approve minutes from the August 12, 2014 Board Retreat
 - Jason Sunahara moves to approve the consent agenda.
 - Matt Warder 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, September 9, 2014, will be read at the meeting.
 - No open comments were submitted electronically or made in person.
- Board Appointment for Seat 3, Class B, Procedure/Process (15 minutes) – Staci Ferguson
 - We will set up the nomination form on the webpage this week and close at noon on Oct 3rd. Nominations need to be received by Thursday, Oct 9th. Nominees are encouraged to attend the October 21st Board Meeting for a Q&A. We are hoping to appoint someone at the November Board meeting if the Board is ready.
 - Staci Ferguson will send an email to the parent community explaining the process to make nominations for Board consideration.
- Parent Teacher Organization (PTO) Report (written report submitted) (5 minutes) – Paige Brock
 - October 30th is the Fun Run. The Board will take steps to show its support for the run.
- Board Committee Reports (25 minutes)
 - Staci Ferguson entered the room.
 - Finance (written report to be submitted) (5 minutes) – Kent Barwind

BEN FRANKLIN ACADEMY

- Finance Committee Year End Report.
- Finance Committee will work on preparing a draft policy for Free and Reduced assistance.
- Fundraising Committee (written report submitted)
- Grant Committee (written report submitted)
- Marketing Community Outreach (MCO) (written report submitted) (10 minutes) – Julia Porterfield/Becky Mullen
 - Quarterly review and discussion of Policy Log
- School Accountability Committee (SAC) (written report submitted)
- Science, Technology, Engineering and Mathematics (STEM) (written report submitted) (10 minutes) – Paige Brock
 - Review and approve proposed budget
 - Paige Brock moves to approve the proposed budget for the STEM Expo expenses.
 - Jason Sunahara seconds the motion.
 - The motion is unanimously approved.
- Technology (written report submitted)
- Principal's Report (25 minutes) – Bob Barber
- Board Training (25 minutes)
 - Reviewing, Understanding and Analyzing Assessment Data (20 minutes) – Bob Barber
 - Update Board Binders (5 minutes) – Staci Ferguson
- Treasurer's Report (15 minutes) - Jason Sunahara
 - Status of Audit Report
 - Review Fourth Quarter Report
 - Review August 2014 financials
 - The Finance Committee has reviewed and recommends approval of the August 2014 financials.
 - Approve the August 2014 financials
 - Jason Sunahara moves to approve the August 2014 financials.
 - Staci Ferguson seconds the motion.
 - The motion is unanimously approved.
- Approve Ben Franklin Academy Board of Directors Resolution re: Directors and Officers (5 minutes) – Paige Brock
 - Paige Brock moves to approve the Ben Franklin Academy Board of Directors Resolution re: Directors and Officers.
 - Jason Sunahara seconds the motion

BEN FRANKLIN ACADEMY

- Yeas – Kent Barwind, Matt Warder, Becky Mullen, and Staci Ferguson
- Facebook: Parent Forum Follow Up Discussion (20 minutes) – Becky Mullen
 - As a government entity, we cannot delete comments off of facebook except in very limited and specific circumstances.
 - The BFA Parent Forum Facebook page will be closed effective September 19, 2014. An announcement will be made in this week's newsletter. Parents will be directed to the official BFA facebook page and the PTO page
- Legislative Update (10 minutes) – Matt Warder
- Policy Review (5 minutes) – Paige Brock
 - The following BFA policies were reviewed and no revisions were proposed:
 - Conflict Resolution Policy
 - Credit Card Processing Policy
 - Meta Policy
 - Traffic and Parking Management Policy
 - Approve proposed revisions to the Facility Use Policy
 - Paige Brock moves to approve the revisions to the Facility Use Policy
 - Matt Warder seconds the motion
 - The motion is unanimously approved.
 - Approve proposed revisions to the Employee Dress Policy
 - Paige Brock moves to approve the revisions to the Employee Dress Policy.
 - Becky Mullen seconds the motion
 - The motion is unanimously approved.
- Dates on Director Classroom Visits (5 minutes) – Kent Barwind
 - Visits will be conducted over a two-hour period, September 22 through November 10.
- Summary (5 minutes)
 - Calendar:
 - September 13: Harvest Festival
 - September 16: MCO Parent Seminar
 - September 17: Constitution Day/Ice Cream Dine Out/Dom Testa Author Presentation.
 - September 24: Middle School Panel
 - September 25: No School/Teacher Work Day
 - September 29-October 1: 7th Grade Science Camp (Keystone)
 - October 2: STEM Expo (DATE CHANGE)
 - October 3: Donuts with Dad

October 7 and 9: Parent-Teacher Conferences

October 10: No School

October 13-17: No School/Fall Break

October 21: Board Meeting

October 22: MCO Policy Q&A

October 30: Fun Run (DATE CHANGE)

- Newsletter: First Week and Second Week of the Month Items
- Review Action Items
- Review Votes - Staci Ferguson
- Review Future Board Agenda Items
 - New Board Member Orientation/Mentor Assigned
 - Board Training: Curriculum Review
 - Policy Review: Environmental Education Policy
 - School Financing
 - Board Calendar
 - Committee Appreciation
- Adjourn
 - Paige Brock moves to adjourn the meeting
 - Jason Sunahara seconds the motion
 - The motion is unanimously approved
 - The meeting is adjourned at 8:26pm

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: 9/9/2014
Date Approved: 10/21/2014