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BOARD OF DIRECTORS  
MEETING MINUTES  
TUESDAY, JANUARY 13, 2015

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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, Matt Warder, Kent Barwind, Amy Taylor

Other Notables: Bob Barber, Principal; Barbara Spencer, Assistant Principal K-5; Diana Simpson, Assistant Principal Middle School; Kristen Goldberg, Preschool Director; Burgandy Hodge, Operations Director

K	103
1	104
2	103
3	130
4	104
5	102
6	102
7	83
8	54
TOTAL	885

Convene 5:31pm

- Opening (5 minutes) – Jason Sunahara
    - Welcome/Announcements
    - Mission/Vision
    - Pledge of Allegiance
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- Amend/Approve Agenda
  - Jason Sunahara moves to approve the agenda
  - Paige Brock seconds the motion
  - The motion is unanimously approved.
- Consent Agenda (2 minutes) – Paige Brock
  - Approve minutes from the December 9, 2014 Board Meeting
  - Review of Teacher Compensation Policy
  - Jason Sunahara moves to approve the consent agenda.
    - Kent Barwind 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, January 13, 2015, will be read at the meeting.
  - No open comments were received electronically or in person.
- Parent Request Regarding Payment of Expenses/Costs for “Breakfast with Santa” (15 minutes) – Tiffanie Vaught
  - Discussion and possible vote regarding authorization of payment of expenses/costs for “Breakfast with Santa” event.
  - No motion was made.
- Board Committee Reports (15 minutes, written reports submitted as indicated)
  - Fundraising Committee (written report submitted)
  - Grant Committee (written report submitted)
  - Marketing Community Outreach (MCO) (written report submitted)
  - School Accountability Committee (SAC) (written report submitted) (15 minutes) – Amy Taylor/Staci Ferguson
    - Review Parent Satisfaction Survey
      - Suggested a few additional questions for the survey
  - Science, Technology, Engineering and Mathematics (STEM) (written report submitted)
  - Technology (no update at this time)
  - Finance (written report to be submitted)
- Treasurer’s Report (15 minutes) – Jason Sunahara
  - Review December 2014 financials
  - The Finance Committee has reviewed and recommends approval of the December 2014 financials.
  - Approve the December 2014 financials

# BEN FRANKLIN ACADEMY

- Jason Sunahara moves to approve the December 2014 financials.
  - Becky Mullen seconds the motion
  - The motion is unanimously approved.
- Discussion regarding delinquent/past payment tuition and procedure moving forward.
- Policies: Second Reading (10 minutes) – Kent Barwind
  - Approve the revised Financial Accounting and Reporting Policies and Procedures
    - Kent Barwind moves to approve the revised Financial Accounting and Reporting Policies and Procedures with the addition of the language “and other factors” to the collections section. Paragraph 2 under Full Day Kindergarten.
      - Paige Brock seconds the motion
      - The motion is unanimously approved.
    - Approve Assistance for Qualified Free and Reduced Lunch Recipients policy.
      - Kent Barwind moves to approve the Assistance for Qualified Free and Reduced Lunch Recipients policy.
        - Becky Mullen seconds the motion
        - The motion is unanimously approved.
- Policy Review (5 minutes) – Kent Barwind
  - Review Asset Management Policy
- Principal’s Report (35 minutes) – Bob Barber
- Discussion Regarding School Technology and e-Books (15 minutes) – Matt Warder
  - Get an inventory of what we have and talk with teachers to see what our needs are.
- Discussion Regarding Volunteer Commitment and Follow Up (10 minutes) – Paige Brock
- Board Meeting Schedule and Agenda (5 minutes) – Staci Ferguson
  - Discussion regarding Board meeting schedule and consideration of dates in October due to Fall Break and February due to Parent-Teacher Conferences.
  - Staci Ferguson moves to approve the holding of Ben Franklin Academy Board of Director’s regular meetings on the second Tuesday of the month at 5:30 p.m. at BFA with the following exceptions: 1) there will be a Board retreat/working meeting scheduled in June and no regular June Board meeting will be held; 2) there will be no regular meeting of the Board in July; 3) the regular October meeting will be held October 20 due to Fall Break; and 4) the regular February meeting will be held on February 16 due to Parent-Teacher Conferences.
    - Matt Warder seconds the motion.
    - The motion is unanimously approved.

- Staci Ferguson approve posting of Ben Franklin Academy Board of Director's Meeting Agendas on the BFA website ([www.bfacademy.org](http://www.bfacademy.org)) 24 hours prior to a meeting.
  - Matt Warder seconds the motion
  - The motion is unanimously approved.
- Board Training (20 minutes) – Staci Ferguson/Amy Taylor
  - Update Board Binders – Staci Ferguson
  - Board Module Review – Amy Taylor
- Legislative Update (10 minutes) – Matt Warder
- Discussion Regarding Board Responsibilities (15 minutes) – Paige Brock
- Review and Approve Revised Board Calendar (5 minutes) – Paige Brock
  - Paige Brock moves to approve the revised Board Calendar.
    - Amy Taylor seconds the motion.
    - The motion is unanimously approved.
- Summary (5 minutes)
  - Calendar:
    - January 15: Ben Franklin's Birthday Celebration
    - January 16: Teacher Work Day
    - January 19: No School
    - January 21-23: Middle School Science Fair
    - January 29: Parent Seminar
    - February 7: Father-Daughter Event
    - February 10: Board Meeting
    - February 10 and 12: Parent-Teacher Conferences
    - February 13 and 16: No School
    - February 20: Muffins with Mom
    - February 26-27: Colorado League of Charter Schools Conference
- Newsletter: First Week and Second Week of the Month Items
- Review Action Items
- Review Votes - Staci Ferguson
- Review Future Board Agenda Items
  - January 22 Meeting with Russ Caldwell
  - Policy Review: Inventory Management Policy; Uniform Policy
  - Board Training
  - Committee Appreciation
  - Multi-Committee Meeting

- Traffic and Parking Procedures
- Board of Directors Election and Appointment
- Second Quarter Financials
- Adjourn
  - Paige Brok moves to adjourn
    - Jason Suanahra seconds the motion
    - The motion is unanimously approved.
  - Adjourn 9:14pm

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.

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Date Modified: 1/13/2015  
Date Approved: 2/10/2015