



BOARD OF DIRECTORS
RETREAT MINUTES
FRIDAY, JUNE 12, 2015

8:30 AM

Ben Franklin Academy Library

***Due to the length of the retreat meeting,
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, Bill Castor, Matt Warder, Kimberly Smith, and Kent Warder.

Other Notables: Bob Barber, Principal
Diana Simpson, Assistant Principal (middle school)
Barbara Spencer, Assistant Principal (elementary school)
Kristen Goldberg, Preschool Director
Burgandy Hodge, Operations Director

Enrollment Numbers:

K – 104
1 – 104
2 – 104
3 – 130
4 – 104
5 – 104
6 – 100
7 – 90
8 – 75
Total = 915

Convene: 8:35am

- o Opening (5 minutes)
 - o Welcome/Announcements
 - o Mission/Vision
 - o Pledge of Allegiance
 - o Amend/Approve Agenda
 - Paige moves to amend the agenda to table document retention policy to the next meeting.
 - Jason seconds the motion.
 - The motion is unanimously approved.
 - Jason moves to approve the amended agenda.
 - Paige seconds the motion.
 - The motion is unanimously approved.
- o Consent Agenda (2 minutes)
 - o Approve minutes from May 12, 2015 Board Meeting
 - o Approve minutes from the May 19, 2015 Special Board Meeting
 - o Review of Book Donation Policy
 - o Review of Employee Dress Policy
 - o Paige moves to approve the consent agenda.
 - Kent 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 11, 2015, will be read at the meeting.
 - o No open comments were received electronically or in person.
- o Selection and Approval of Board Officers and Committee Assignments for FY2015-2016 (15 minutes) – Paige Brock
 - o President
 - o Kent moves to approve Paige Brock as President.
 - o Becky seconds the motion.
 - o The motion is unanimously approved
 - o Vice President
 - o Paige moves to approve Becky Mullen.
 - o Jason seconds the motion.
 - o The motion is unanimously approved.
 - o Secretary

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- o Jason moves to approve Bill Castor as secretary.
 - o Kimberly seconds the motion.
 - o The motion is unanimously approved.
- o Treasurer
- o Kent moves to approve Jason Sunahara.
 - o Bill seconds the motion.
 - o The motion is unanimously approved.
- o Committee Assignments
 - o Committee assignments:
 - o STEM: Kimberly
 - o CEC: Becky
 - o SAC: Bill Castor
 - o PTO: Paige
 - o Fundraising: Jason Sunahara
 - o Grants: Kimberly
 - o Finance: Kent
 - o Tech: Matt W

- o Move to convene into executive session pursuant to C.R.S. §§ 24-6-402(4)(a) and (e) to discuss the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest and to determine positions relative to matters that may be subject to negotiations; develop strategy for negotiations; and instruct negotiations
 - o Paige moves to convene into executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters
 - o Jason seconds the motion.
- o The motion is unanimously approved. Paige Brock, Becky Mullen, Jason Sunahara, Bill Castor, Kimberly Smith, Kent Barwind, Matt Warder
- o Convene in executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters (a closed session) (45 minutes) – Paige Brock
 - o Executive session begins at 9:14 am, June 12, 2015.
 - Bob Barber is in attendance
 - o Paige moves to close out of executive session.
 - o Becky seconds the motion.
 - o The motion is unanimously approved. Paige, Becky, Jason, Bill, Kimberly, Matt, Kent
- o Principal Evaluation and Compensation (20 minutes) – Matt Warder
 - o Approve Principal Bonus for 2014/2015
 - o Paige moves to approve a 4% raise for the Principal for the 2014-2015 school year.
 - o Matt seconds the motion.
 - o The motion is unanimously approved.

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- o Approve Principal Compensation for 2015-2016
- o Paige moves to approve 87% of the contractually allowable bonus for 2014-2015.
 - o Jason seconds the motion.
 - o The motion is unanimously approved.
- o Discuss and Approve Principal Goals for 2015-2016
- o Discuss and Approve 2015-2016 Principal Evaluation Form
- o Paige moves to table the vote on the Principal Evaluation Form.
 - o Becky seconds the motion.
 - o The motion is unanimously approved.

Break

- Principal's Report (60 minutes) – Bob Barber
- o Ben Franklin Academy Board Resolution re: Officers and Directors (5 minutes) – Paige Brock
- o Review and Approve Annual Board of Directors Meeting Calendar (5 minutes) – Paige Brock
- o The Annual Board of Directors Meeting Calendar is tabled until the August Board Meeting.
- o Parent Teacher Organization (PTO) Report (written report submitted)
- o Year End Committee Reports (10 minutes, written reports submitted, as indicated)
 - o Finance Committee June Report (written report to be submitted)
 - o Fundraising Committee (written report submitted)
 - o Grant Committee (written report to be submitted)
 - o Marketing Community Outreach (MCO) Committee (written report to be submitted) (10 minutes) – Becky Mullen
 - Review and approve revised Bylaws
- o Becky moves to table the approval of the MCO Bylaws.
 - o Paige seconds the motion
 - o The motion is unanimously approved.
 - o School Accountability Committee (SAC) (written report submitted)
 - o Science, Technology, Engineering and Mathematics (STEM) Committee (written report submitted)
 - o Technology Committee (written report submitted)
- o Review/Approval of Strategic Plan (45 minutes) – Kent Barwind
 - o Tabled pending recommended revisions

Lunch

- o Discussion Regarding Enrollment Priorities (15 minutes) – Jason Sunahara
- o Policy Review (5 minutes) – Paige Brock

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- o Student Discipline Policy – First Reading and Vote
 - Approve Student Discipline Policy
- o Becky moves to approve Student Discipline Policy.
 - Paige seconds the motion.
 - The motion is unanimously approved.
- o Non-Discrimination Policy – First Reading and Vote
 - Approve Non-Discrimination Policy
- o Jason moves to approve the Non-Discrimination Policy.
 - o Kent seconds the motion.
 - o The motion is unanimously approved.
- o Field Trip Policy – First Reading
- o First Reading of Policies (10 minutes) – Paige Brock/Becky Mullen
 - o Board of Directors Conflict of Interest Policy – First Reading
 - o Records Retention Policy – First Reading
- o Treasurer’s Report (15 minutes) – Jason Sunahara
 - o Review 2014-2015 Financials/Budget to Actual to Date
 - o Review May 2015 Financials
 - o The Finance Committee has reviewed and recommends approval of the May 2015 Financials.
 - o Approve the May 2015 Financials
 - o Jason moves to approve the May 2015 Financials.
 - Becky seconds the motion.
 - The motion is unanimously approved.
 - o The Finance Committee has reviewed and recommends approval of the Second Revised Budget for FY2015-2016
 - o The finance committee has not yet reviewed the Second Revised Budget but will at their July meeting.
 - o Approve the Second Revised Budget for FY2015-2016
 - o Paige moves to approve the second revised budget.
 - Becky seconds the motion.
 - The motion is unanimously approved.
- o Ben Franklin Academy Board of Directors Resolution re: Second Revised Budget Appropriation (5 minutes) – Paige Brock
 - o Approve the Ben Franklin Academy Board of Directors Resolution re: Second Revised Budget Appropriation
 - Paige moves to approve the Ben Franklin Academy Board of Directors Resolution re: Second Revised Budget appropriation.

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- Jason seconds the motion.

- The motion is unanimously approved.

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- o Board Evaluation/Goal Setting (60 minutes) – Becky Mullen
 - o Board Evaluation Results (20 minutes)
 - o Goal Setting (40 Minutes)
- o Board Training (15 minutes)
 - o Review of Financial Documents was tabled – Kent Barwind
 - o Sign Board Director Agreements/Conflict of Interest Forms – Paige Brock

Break

- o Discussion Regarding Board Responsibilities (40 minutes) – Paige Brock
 - o Curriculum: Paige
 - o Facilities: Jason
 - o Technology: Matt
 - o Marketing: Becky
 - o Finance: Kent
 - o Records/Corporate Formalities: Bill
- o Board Succession Plan (15 minutes) – Kimberly Smith
- o Principal Succession Plan (15 minutes) – Bill Castor
- o Legislative Update (written report to be provided)
- o Summary (5 minutes) – Paige Brock
 - o Calendar:
 - June 19: PTO Family Night at Pirate’s Cove
 - August 8: Ben’s Brigade Work Day
 - August 11: New Family Orientation
 - August 12: Meet and Greet
 - August 13/14: Student Assessment Days
 - August 17: Back to School Family Picnic
 - August 19: First Day of School & Boo-Hoo/Yahoo
 - August 26: Back to School Night (K-4)
 - August 27: Back to School Night (5-8)
 - November 14: BENefit Bash
- o Newsletter : State of BFA
- o Summer Facebook Posts
- o Review Action Items
- o Review Votes
- o Review Future Board Agenda Items
 - o Plan in Case of Leadership Change

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- o Multi-Committee Meeting (to be scheduled)
- o Roberts Rules of Order
- o Policy Review: Conflict Resolution Policy; Facility Use Policy; Homework Policy; Meta Policy; Traffic and Parking Management Policy; Credit Card Policy
- o Adjourn

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: 8-11-2015