



BOARD OF DIRECTORS
MEETING MINUTES
TUESDAY, SEPTEMBER 8, 2015

5:30 P.M. Board Meeting
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.

Current Enrollment

Grade	Enrolled	Waitlist
K	103	267
1	104	242
2	104	146
3	104	127
4	130	118
5	103	75
6	95	111
7	83	61
8	64	9
TOTAL	900	1156

Pre-School

	M	T	W	TH	F
AM 3s	15		15		15
AM 3s		12		12	
AM 4s	16		16		16
All Day 4s	8		8		8
All Day 4s		6		6	
AM 4s		15		15	
PM 4s	9		9		9
PM 4s		5		5	
Daily Total	48	38	48	38	48

BEN FRANKLIN ACADEMY

Attendance: Paige Brock, Jason Sunahara, Becky Mullen, Kent Barwind (arrived at 6:04pm), Kimberly Smith, Matt Warder, Bill Castor. Others in attendance: Randi Curtis (DI STEM Committee Coordinator), Bob Barber (Principal), Barbara Spencer (Assistant Principal, K-5), Diana Simpson (Assistant Principal, Middle School), Kristen Goldberg (Preschool Director) and Michelle Bynum.

- o Opening (5 minutes) – 5:36pm
 - o Welcome/Announcements
 - o Mission/Vision
 - o Pledge of Allegiance
 - Amend/Approve Agenda
 - Paige moves to amend agenda to move the discussion of Destination ImagiNation to immediately following Open Comments.
 - Matt seconds
 - Motion is unanimously approved.
 - Paige moves to approve the Amended Agenda
 - Jason seconds
 - Motion is unanimously approved.
- o Consent Agenda (2 minutes) – Paige Brock
 - Approve Minutes from the August 11, 2015 Board Meeting
 - Approve Minutes from the August 13, 2015 Special Board Meeting
 - Jason moves to approve the Consent Agenda
 - Paige seconds
 - Consent Agenda 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 Tuesday, September 8, 2015, will be read at the meeting.
 - o No open comments were received electronically or in person.
- o Destination ImagiNation Discussion
 - Randi departs 5:50pm
- o Parent Teacher Organization (PTO) Report (written report submitted)
- o Board Committee Reports (written reports submitted, as indicated)
 - o Finance Committee (written report to be submitted after meeting)
 - o Fundraising Committee (written report submitted)
 - o Grant Committee (no written report submitted)
 - o Community Events Committee (CEC) (written report submitted)
 - o School Accountability Committee (SAC) (no update)
 - o Science, Technology, Engineering and Mathematics (STEM) Committee (written report submitted)
 - o Technology Committee (no update)
- o Update Resolution regarding Limited Waiver of Class Size Due to Clerical Error (2 minutes) – Paige Brock
 - Paige notes that, since the circumstances that prompted the approval of the potential Resolution regarding the Limited Waiver of Class Size Due to Clerical Error no longer exist, no such resolution will be put forward for consideration by the Board.
- o Update re status of work with Municipal/Financial Advisor (10 minutes) – Kent Barwind

BEN FRANKLIN ACADEMY

- o Treasurer's Report (15 minutes) – Jason Sunahara
 - Review August Financials
 - The Finance Committee has reviewed and recommends approval of the August 2015 Financials.
 - Approve the August 2015 Financials.
 - Kent moves to approve the August 2015 Financials
 - Paige seconds
 - August 2015 Financials are unanimously approved
 - Update on Audit Status
- o Review/Renewal of Insurance (10 minutes) – Jason Sunahara
- o Principal's Report (40 minutes) – Bob Barber
- o Board Responsibilities (35 minutes)
 - Facility Oversight (15 minutes)– Jason Sunahara
 - Marketing Plan/Oversight (20 minutes)– Becky Mullen
- o Revised Principal Evaluation Form (10 minutes) – Matt Warder
- o Plan in Case of Leadership Change (15 minutes) – Bill Castor
- o Board Training (20 minutes)
 - Update Board Binders (5 minutes) – Bill Castor
 - Board Binders will be maintained electronically moving forward with one printed copy to be kept at the school.
 - Board Modules (15 minutes) – Kent Barwind
- o Discussion of Topics to be Included in DCSD Charter Summit (10 minutes) – Paige Brock
- o Board Succession Plan (10 minutes) – Kimberly Smith
- o Review of Strategic Plan (10 minutes) – Paige Brock
- o First Reading of Policies (5 minutes) – Becky Mullen
 - o First Reading of Document Retention Policy
- o Second Reading of Policies (2 minutes) – Paige Brock
 - Board of Directors Conflict of Interest Policy - Second Reading and Vote
 - Approve Board of Directors Conflict of Interest Policy
 - Paige moves to approve the Board of Directors Conflict of Interest Policy
 - Matt seconds
 - The Board of Directors Conflict of Interest Policy is unanimously approved.
- o Discussion regarding Memorial Guidelines (10 minutes) – Paige Brock
 - Jason moves that the BFA Board adopt a guideline to allow memorial ceremonies on BFA property, if approved by the administration, and to allow a memorial brick to be purchased by BFA, for installation on BFA property at a location acceptable to the Board.
 - Kimberly seconds
 - Matt and Becky abstain
 - The motion regarding Memorial Guidelines is adopted.
- o DestiNation Imagination (10 minutes) – Jason Suanahara (moved per the Amended Agenda)
- o Legislative Update (5 minutes) – Matt Warder
- o Summary (5 minutes) – Paige Brock
 - o Calendar:
 - September 9: 8th Grade Washington, D.C. Information Meeting
 - September 16: PTO Meeting
 - September 17: SAC Meeting
 - September 18: Goodies with Grandparents

BEN FRANKLIN ACADEMY

- September 21: Grant Committee Meeting
- September 23: Spirit Night: Coldstone Creamery
- September 24: STEM Expo
- September 26: Harvest Festival
- September 28-30: 7th Graders at Keyston Science Center
- October 2: Principal Q&A; Daybreak with Dad
- October 5: Grant Committee Meeting
- October 6 and 8: Parent-Teacher Conferences
- October 6: Fundraising Committee Meeting; CEC Meeting
- October 7: STEM Meeting
- October 9: Finance Committee Meeting; Comp. Day
- October 12-16: Fall Break
- October 19: Grant Committee
- October 20: Board Meeting; Flu Shot Clinic
- October 21: PTO Meeting
- October 22: SAC Meeting
- November 14: BENefit Bash
- o Newsletter: STEM (Kimberly Smith); BENefit Bash (Jason Sunahara)
- o Review Action Items
- o Review Votes
- o Review Future Board Agenda Items
 - o Attendance at Teacher /Staff Meeting/In-Service
 - o Multi-Committee Meeting (to be scheduled)
 - o Board Training: Roberts Rules of Order
 - o Board Succession Plan
 - o Revised Principal Job Description
 - o Board of Directors Background Check Policy
 - o Board of Directors Responsibility: Technology Oversight
 - o Policy Review: Environmental Education Policy; Enrollment Policy; Student Attendance Policy; and Board of Directors Election Policy
 - o First Reading Facility Key Policy
- o 10:07pm – Paige moves to adjourn
- o Jason seconds
- o The motion is unanimously approved.
- o Meeting adjourned: 10:07pm

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: 9/10/2015

