



BOARD OF DIRECTORS  
 REVISED MEETING MINUTES  
 TUESDAY, OCTOBER 20, 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 (as of October 20, 2015)**

<b>Grade</b>	<b>Enrolled</b>	<b>Waitlist</b>
K	104	38
1	104	272
2	104	249
3	104	152
4	130	133
5	102	122
6	95	78
7	86	111
8	64	58
<b>TOTAL</b>	<b>893</b>	<b>1213</b>

**Pre-School**

	<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>F</b>
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	
<b>Daily Total</b>	<b>48</b>	<b>38</b>	<b>48</b>	<b>38</b>	<b>48</b>

# BEN FRANKLIN ACADEMY

- o Meeting called to order at 5:36
  - o Those present include: Board members: Paige Brock, Bill Castor, Becky Mullen (joined at 5:50pm), Jason Sunahara, Kent Barwind, Kimberly Smith (via telephone) and Matt Warder.
  - o Others: Bob Barber, Roger Nagel (Finance Committee), Halsley Hoff (via telephone), Michelle Bynum, Diana Simpson
- o Opening (5 minutes)
  - o Welcome/Announcements
  - o Mission/Vision
  - o Pledge of Allegiance
  - o Amend/Approve Revised Agenda
    - Jason moves to approve the Revised Agenda
    - Paige seconds the motion
    - The Revised Agenda is unanimously approved
- o Consent Agenda (2 minutes) – Paige Brock
  - o Approve Minutes from the September 8, 2015 Board Meeting
    - Jason moves to approve the Consent Agenda
    - Paige seconds the motion
    - The 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, October 20, 2015, will be read at the meeting.
    - There were no comments received electronic or otherwise
- o Parent Teacher Organization (PTO) Report (written report submitted)
- o Board Committee Reports (written reports submitted, as indicated) (5 minutes)
  - o Finance Committee (written report submitted) (5 minutes) – Kent Barwind
    - o Review of proposed revised Committee Bylaws
      - o Approve revised Committee Bylaws
      - o Committee Bylaws to be presented at November meeting due to additional revisions.
  - 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) (written report submitted)
  - o Science, Technology, Engineering and Mathematics (STEM) Committee (written report submitted)
  - o Technology Committee (no written report submitted)
- o Update re Financing (10 minutes) – Kent Barwind
- o Ratify Engagement Letters/Fee Arrangements Relating to Financing (10 minutes) – Paige Brock
  - o Ratify execution of Engagement Letter with Kutak Rock
    - Matt moves to ratify the execution of the Engagement Letter with Kutak Rock
    - Jason seconds
    - The motion to approve the execution of the Engagement Letter with Kutak Rock is unanimously approved
  - o Ratify execution/authorization of Standard & Poor's Engagement Letter
    - Becky moves to ratify the execution/authorization of Standard & Poor's Engagement Letter

- Matt seconds the motion
  - The motion is unanimously approved
- o Ratify execution of Final Engagement Letter of George K Baum & Associates as Municipal Advisors
  - Matt moves to ratify the execution of the Final Engagement Letter of George K Baum & Associates as Municipal advisors
  - Bill seconds the motion
  - The motion is unanimously approved
- o Ratify Application Fee paid to Colorado Educational & Cultural Facilities Authority
  - Kent moves to ratify the Application Fee already paid to Colorado Educational & Cultural Facilities Authority
  - Matt seconds the motion
  - The motion is unanimously approved
- o Review and approve notice to Benjamin Franklin Academy Project Development, LLC
  - Matt moves to authorize Paige Brock to draft notice of BFA's intent to buy out its existing lease prior to the November 1<sup>st</sup> deadline.
  - Bill seconds the motion
  - The motion to authorize the drafting of a letter providing notice of our intent to buyout the current lease is unanimously approved.
- o Treasurer's Report (20 minutes) – Jason Sunahara
  - o Review September Financials
  - o The Finance Committee has reviewed and recommends approval of the September 2015 Financials.
    - Jason moves to approve the September 2015 Financials.
    - Motion seconded by Paige
    - The September 2015 Financials are unanimously approved
  - o Update on Audit Status
  - o Review Revised 2015-2016 Budget
  - o The Finance Committee has reviewed and recommends approval of the Revised 2015-2016 Budget
    - Paige moves to approve the Revised 2015-2016 Budget
    - Motion seconded by Matt
    - The Revised 2015-2016 Budget is unanimously approved
- o Principal's Report (40 minutes) – Bob Barber
- o Board Responsibilities (10 minutes)
  - o Technology Plan/Oversight (10 minutes)– Matt Warder  
To be further reviewed at the November Board meeting.
- o Revised Principal Evaluation Form (10 minutes) – Matt Warder
- o Board Training (15 minutes)
  - o Board Modules (15 minutes) – Matt Warder
- o Board Succession Plan (10 minutes) – Kimberly Smith
  - Tabled until the November meeting
- o First Reading of Policies (20 minutes) – Kimberly Smith/Bill Castor
  - o First Reading of Facility Key Policy – Kimberly Smith
  - o First Reading of Principal Succession Plan – Bill Castor
  - o First Reading of Continuing Disclosure Policy and Procedures – Paige Brock
- o Second Reading of Policies (2 minutes) – Becky Mullen
  - o Document Retention Policy - Second Reading and Vote
    - Approve Document Retention Policy

- Becky moves to approve the Document Retention Policy
- Paige seconds the motion
- The Document Retention Policy is unanimously approved
- o Policy Review (5 minutes) – Paige Brock
  - o Environmental Education Policy – First Reading and Vote
    - Paige moves to approve Environmental Education Policy
    - Jason seconds the motion
    - The Environmental Education Policy is unanimously approved
  - o Enrollment Policy – First Reading and Vote
    - Paige moves to approve Enrollment Policy
    - Jason seconds the motion
    - The Enrollment Policy is unanimously approved
  - o Student Attendance Policy – First Reading and Vote
    - Paige moves to approve Student Attendance Policy
    - Jason seconds the motion
    - The Student Attendance Policy is approved (opposed by Becky)
- o Discussion re Board of Directors Election Policy (10 minutes) – Paige Brock
- o Legislative Update (5 minutes) – Matt Warder
- o Summary (5 minutes) – Paige Brock
  - o Calendar:
    - October 21: PTO Meeting
    - October 22: SAC Meeting
    - October 21 (4:00 p.m.-10:00 p.m.): Spirit Night at Buffalo Wild Wings
    - October 21, 28 and November 17: New Family Meet and Greet
    - October 30: Halloween Parties
    - November 2: Middle School Open House; Grant Committee Meeting
    - November 4: STEM Meeting
    - November 5: PTO Mom’s Night Out
    - November 6: Principal Q&A; Teacher Work Day; No School
    - November 9: Finance Committee Meeting
    - November 10: Board Meeting
    - November 10-13: 6th Grade Outdoor Ed
    - November 11: Veteran’s Day Assembly; Candy Collection
    - November 13: Pumkin Chunkin
    - 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 Parents to be Notified of Open Enrollment
    - 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 Approve Half-Day Kindergarten Tuition
    - o Review 1st Quarter Financials
    - o Dashboard
    - o Policy Review: Board of Directors Election Policy, Scheduling Policy and Parent Communication Policy

o Adjourn

- Paige moves to adjourn
- Jason seconds
- Meeting adjourned at 9:01pm

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: 11/9/2015