



BOARD OF DIRECTORS
MEETING MINUTES
TUESDAY, NOVEMBER 10, 2015

5:30 P.M. Board Meeting
Ben Franklin Academy Library
Due to technical difficulties,

the Board meeting may not be available via telephone conference in November.

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	104	131
1	104	278
2	104	257
3	104	165
4	130	143
5	103	126
6	96	86
7	83	114
8	64	63
TOTAL	892	1363

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		6		6	
Daily Total	48	39	48	39	48

ATTENDEES

Board members in attendance included Paige Brock, Bill Castor, Jason Sunahara, Becky Mullen (arrived at 5:48pm), Matt Warder (arrived at 6:10pm), Kimberly Smith and Kent Barwind. Others in attendance included Bob Barber (Principal), Kristen Goldberg (Preschool Director), Diana Simpson (Middle School Principal) Barbara Spencer (Asst. Principal), and Tiffany Bethell (STEM/Green Team)

- o Opening (5 minutes)
 - o Meeting called to order at 5:33pm
 - o Welcome/Announcements
 - o Mission/Vision
 - o Pledge of Allegiance
 - o Amend/Approve Agenda
 - Paige moves to amend the agenda as follows:
 - Add 10 minutes to the Board Committee Reports
 - 5 minutes added to the Community Events Committee to discuss and approve CEC using funds in the Veterans Day allocation to purchase lunch for the speaker and others, including all-day volunteers.
 - The other 5 minutes will be added to the STEM Committee report to discuss and approve STEM using funds allocated to the STEM budget for the purchase of appreciation gifts related to Pumpkin Chunkin.
 - Add 5 minutes to Ratify Engagement Letters/Fee Arrangements Relating to Financing to include the discussion and approval of the execution of the Preliminary Agreement from Colorado Educational and Cultural Facilities Authority (CECFA).
 - Jason seconds the motion
 - The Amended Agenda is unanimously approved
- o Consent Agenda (2 minutes) – Jason Sunahara
 - o Approve Minutes from the October 20, 2015 Board Meeting
 - Jason moves to approve the Consent Agenda
 - Kent 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, November 10, 2015, will be read at the meeting.
 - No comments were received through online submission or in-person
- o Principal's Report (30 minutes) – Bob Barber
 - o Approve Preschool Tuition for 2016-2017
 - Recommendation to keep morning preschool tuition rates the same in 2016-2017 as they are currently and to decrease the rate by \$25 per month for Monday/Wednesday/Friday afternoon programs and by \$15 per month Tuesday/Thursday afternoon programs.

- Paige moves to approve the proposed pricing for preschool tuition for 2016-2017 as recommended
- Kent seconds the motion
- The motion to approve the amended preschool tuition for 2016-2017 is unanimously approved
- o Approve Full-Day Kindergarten Tuition for 2016-2017
 - Bill moves to approve the Full-Day Kindergarten Tuition for 2016-2017 as the same as the 2015-2017 rate, as proposed in the Principal's Report
 - Paige seconds the motion
 - The proposed Full-Day Kindergarten Tuition for 2016-2017 is unanimously approved
- o Review Proposed 2016-2017 Academic Calendar
- o Parent Teacher Organization (PTO) Report (written report submitted)
- o Board Committee Reports (written reports submitted, as indicated) (15 minutes)
 - o Finance Committee (written report to be submitted) (5 minutes) – Kent Barwind
 - o Review of proposed revised Committee Bylaws
 - o Approve revised Committee Bylaws
 - Kent moves to approve the Revised Finance Committee Bylaws
 - Jason seconds the motion
 - The Revised Finance Committee Bylaws are unanimously approved
 - o Fundraising Committee (written report submitted)
 - o Grant Committee (no update)
 - o Community Events Committee (CEC) (written report submitted)
 - Paige moves to allow up to \$75 of CEC funds to purchase lunch for the Veteran's Day speaker and the volunteers on Veteran's Day
 - Kent seconds the motion
 - The motion is unanimously approved
 - o School Accountability Committee (SAC) (written report submitted)
 - o Science, Technology, Engineering and Mathematics (STEM) Committee (written report submitted) (10 minutes) – Kimberly Smith
 - Jason moves to allocate \$150 for compensation of a consultant for the 2015-2016 Pumpkin Chuckin' event
 - Becky seconds the motion
 - The motion is unanimously approved
 - o "You Be the Chemist Challenge" Discussion
 - The Board supports the idea of the challenge with further research to be conducted by STEM
 - o Discussion and approval of the American Lung Association and Green Team "No Idling Campaign"
 - The Board supports the campaign, which will be coordinated by the Green Team, Administration, carpool staff and others.
 - o Technology Committee (no written report submitted)
 - o Update re Financing (10 minutes) – Kent Barwind
 - o Ratify Engagement Letters/Fee Arrangements Relating to Financing (5 minutes) – Paige Brock
 - o Ratify notice to Benjamin Franklin Academy Project Development, LLC/HighMark Development
 - Bill moves to ratify notice to Benjamin Franklin Academy Project Development LLC/Highmark Development
 - Jason seconds the motion

- The notice to Benjamin Franklin Academy Project Development LLC/Highmark Development is unanimously approved
- o Approval of execution of CECFA agreement
 - Paige moves to approve the execution of the CECFA agreement as approved by counsel
 - Jason seconds the motion
 - The motion to approve the execution of the CECFA agreement as approved by counsel is unanimously approved
- o Treasurer's Report (20 minutes) – Jason Sunahara
 - o Review October Financials
 - o The Finance Committee has reviewed and recommends approval of the October 2015 Financials.
 - o Approve the October 2015 Financials.
 - Jason moves to approve the October 2015 Financials
 - Paige seconds the motion
 - The October 2015 Financials are unanimously approved
 - o Review and accept the recommendations of the Auditor for FY2014-2015
 - Jason moves to accept the recommendations of the Auditor for FY2014-2015
 - Kent seconds the motion
 - The motion to accept the recommendations of the Auditor for FY2014-2015 is unanimously approved
 - o Review of 1st Quarter Financials
- o Board Resolution re: Budget Appropriation (5 minutes) – Kent Barwind
 - o Review and approve Ben Franklin Academy Board of Directors Resolution re: Budget Appropriation
 - Kent moves to approve the Ben Franklin Academy Board of Directors Resolution re: Budget Appropriation
 - Paige seconds the motion
 - The Ben Franklin Academy Board of Directors Resolution re: Budget Appropriation is unanimously approved
- o Board Responsibilities (20 minutes)
 - o Technology Plan/Oversight (10 minutes) – Matt Warder
 - o Facility Oversight (20 minutes) – Jason Sunahara
 - Approve proposed costs for revised gym drawings
 - Jason/Bob to clarify proposed scope, hourly rate and not-to-exceed cost with the architect
 - Review and discuss proposal from ECO Roof and Solar
- o Revised Principal Evaluation Form (10 minutes) – Matt Warder
 - o Approve continued use of 2014-2015 Principal Evaluation Form in 2015-2016
 - Jason moves to approve the continued use of the 2014-2015 Principal Evaluation Form in 2015-2016
 - Kimberly seconds the motion
 - The motion to approve the continued use of the 2014-2015 Principal Evaluation Form in 2015-2016 is unanimously approved
- o Board Training: Board Modules (15 minutes) – Kimberly Smith
 - Tabled until next month
- o Board Succession Plan (10 minutes) – Kimberly Smith
- o Discussion regarding Board of Directors Election Policy (10 minutes) – Paige Brock
- o First Reading of Policies (15 minutes) – Bill Castor/Paige Brock
 - o First Reading of revised Principal Succession Plan – Bill Castor

BEN FRANKLIN ACADEMY

- o First Reading of revised Parent Communication Policy – Paige Brock
- o Second Reading of Policies (10 minutes) – Paige Brock/Kimberly Smith
 - o Continuing Disclosure Policy and Procedures – Second Reading and Vote
 - o Approve Continuing Disclosure Policy and Procedures
 - Paige moves to approve the Continuing Disclosure Policy and Procedures
 - Jason seconds the motion
 - The Continuing Disclosure Policy and Procedures is unanimously approved
 - o Building Key and Access Policy – Second Reading and Vote
 - Approve Building Key and Access Policy
 - Paige moves to approve the Building Key and Access Policy with the stipulation that it includes reference to Keys, Key Fobs and Access Cards for all restrictions and responsibilities
 - Jason seconds the motion
 - The Building Key and Access Policy is unanimously approved with the stipulation that it will be amended to include references to Keys, Key Fobs and Access Cards for all restrictions and responsibilities
- o Policy Review (5 minutes) – Paige Brock
 - o Scheduling Policy – First Reading and Vote
 - o Approve Scheduling Policy
 - Paige moves to approve the Scheduling Policy
 - Kimberly seconds motion
 - The Scheduling Policy is unanimously approved
- o Legislative Update (5 minutes) – 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) (30 minutes) – Paige Brock
 - o 9:10 pm - Paige moves to convene into executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters.
 - Those present include all members of the Board and Bob Barber.
 - Bill leaves executive session at 9:34 pm and returns at 9:37 pm
 - o 10:03 pm – Paige moves to end the executive session pursuant to C.R.S. § 24-6-402(4)(f)(I)
 - o No votes were taken during the executive session
- o Summary (5 minutes) – Paige Brock
 - o Calendar:
 - November 10-13: 6th Grade Outdoor Ed
 - November 11: Veteran’s Day Assembly; Operation Gratitude Collection; Middle School Elective Performance
 - November 13: Pumkin Chunkin; Principal’s Q&A (rescheduled from November 6)
 - November 14: BENefit Bash
 - November 17: Prospective Parent Meeting
 - November 18: PTO Meeting
 - November 19: SAC Meeting
 - November 23-27: Thanksgiving Break
 - December 1: CEC Meeting; Fundraising Meeting
 - December 2: 2016-2017 School Lottery; STEM Meeting
 - December 4: Principal’s Q&A
 - December 7: Finance Meeting
 - December 7-18: Hour of Code

BEN FRANKLIN ACADEMY

- December 8: Board Meeting
- December 9: First Grade Musical
- December 10: Staff Appreciation Breakfast; After-School Choir and Band Performance
- December 11: Grades 3-8 Choir Caroling
- December 18: Winter Parties/Community Service
- o Newsletter: STEM (Kimberly)
- o Review Action Items
- o Review Votes
- o Review Future Board Agenda Items
 - Projected 2016-2017 Enrollment
 - 2016-2017 Academic Calendar
 - Student Fees for 2016-2017
 - Parents to be Notified of Open Enrollment
 - Strategic Plan Quarterly Review
 - Attendance at Teacher /Staff Meeting/In-Service
 - Multi-Committee Meeting (to be scheduled)
 - Board Training: Roberts Rules of Order
 - Revised Principal Job Description
 - Board of Directors Background Check Policy
 - Dashboard
 - Principal Compensation Formula
 - Policy Review: Financial Accounting and Reporting Policies and Procedures, Mobile Electronic Device Usage (f/k/a Laptop and Tablet Usage) Policy and Uniform Policy
- o Adjourn
 - Paige moves to adjourn
 - Jason seconds the motion
 - Meeting adjourned at 10:07 pm

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: 11/16/2015