



BOARD OF DIRECTORS
MEETING MINUTES
TUESDAY, DECEMBER 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	104	172
1	104	271
2	104	268
3	104	177
4	130	152
5	103	134
6	96	94
7	83	120
8	64	6
TOTAL	892	1452

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		7		7	
AM 4s		16		16	
PM 4s	8		8		8
PM 4s		6		6	
Daily Total	47	41	47	41	47

ATTENDEES

Board members in attendance included Paige Brock, Jason Sunahara, Becky Mullen, Matt Warder, Kimberly Smith and Kent Barwind (arrived at 5:41 p.m.). Others in attendance included Bob Barber (Principal) and Diana Simpson (Middle School Principal).

- o Opening (5 minutes)
 - o Meeting called to order at 5:34 p.m.
 - o Welcome/Announcements
 - o Mission/Vision
 - o Pledge of Allegiance
 - o Amend/Approve Agenda
 - Matt moves to amend the agenda to table the discussion and approval of the Principal Compensation Formula until January.
 - Paige seconds the motion.
 - The Amended Agenda is unanimously approved.
- o Consent Agenda (2 minutes) – Jason Sunahara
 - o Approve Minutes from the November 10, 2015 Board Meeting
 - Jason moves to approve the Consent Agenda.
 - Becky 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, December 8, 2015, will be read at the meeting.
 - o No open comments were received through online submission or in-person.
- 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)
 - o Fundraising Committee (written report submitted)
 - o Grant Committee (no update)
 - o Community Events Committee (CEC) (written report submitted)
 - o School Accountability Committee (SAC) (written report submitted) (10 minutes) – Paige Brock
 - o Discussion regarding survey questions
 - o Review of proposed revised Committee Bylaws
 - o Approve revised Committee Bylaws
 - o Committee Bylaws returned to SAC for further revision.
 - o Science, Technology, Engineering and Mathematics (STEM) Committee (written report to be submitted) (5 minutes) – Kimberly Smith
 - o “You Be the Chemist Challenge” Discussion
 - o Technology Committee (no update)
- o Update re Financing (10 minutes) – Kent Barwind
 - o Approve engagement of D.A. Davidson as Underwriters
 - Kent moves to approve D.A. Davidson as Underwriters for BFA’s bond issuance with a cost of approximately \$99,000.
 - Matt seconds the motion.
 - The engagement of D.A. Davidson as Underwriters for BFA’s bond issuance is unanimously approved.

BEN FRANKLIN

ACADEMY

- o Strategic Plan Quarterly Review (10 minutes) - Kent Barwind
- o Treasurer's Report (10 minutes) – Jason Sunahara
 - o Review ColoTrust Statements
 - o Review Accrediation Report for FY2014-2015
 - o Review October [November] Financials
 - o The Finance Committee has reviewed and recommends approval of the November 2015 Financials.
 - Approve the November 2015 Financials.
 - Jason moves to approve the November 2015 Financials.
 - Paige seconds the motion.
 - The November 2015 Financials are unanimously approved
- o Principal's Report (30 minutes) – Bob Barber
 - o Approve Proposed 2016-2017 Academic Calendar
 - Paige moves to approve proposed Calendar A for the 2016-2017 school year.
 - Jason seconds the motion.
 - Calendar A is unanimously approved for the 2016-2017 school year.
 - o Review Projected 2016-2017 Enrollment
 - o [Discussion regarding Brand Tagline]
 - Becky moved to approve “The Core Knowledge STEAM School of Choice” tag line.
 - Jason seconds the motion.
 - The tagline “The Core Knowledge STEAM School of Choice” is unanimously approved.
 - o Approve Student Fees for 2016-2017
 - Jason moves to approve the proposed Student Fees for 2016-2017.
 - Kent seconds the motion.
 - The proposed Student Fees for 2016-2017 are unanimously approved.
- o Board Responsibilities (10 minutes)
 - o Facility Oversight – Jason Sunahara
 - Review and approve proposed costs for revised gym drawings – **TABLED**
- o Review and Approval Administrator Payments (10 minutes) – Jason Sunahara
 - o Approve Payment to Administrator Payments
 - o No vote is necessary for administrative payments because they are within budget line item.
- o Revised Principal Compensation Formula (10 minutes) – Matt Warder – **TABLED UNTIL JANUARY**
 - o Discussion re Revised Principal Compensation Formula
 - Approve Revised Principal Compensation Formula
- o Board Training: Board Modules (15 minutes) – Kimberly Smith
- o Board Succession Plan (10 minutes) – Kimberly Smith
- o Discussion regarding Charter School Presidents and Administrators Forum (5 minutes) – Paige Brock
- o First Reading of Policies (5 minutes) – Paige Brock
 - o First Reading of revised Board of Directors Election Policy – Paige Brock
- o Second Reading of Policies (5 minutes) – Paige Brock
 - o Parent Communication Plan – Second Reading and Vote
 - Approve Parent Communication Plan
 - Paige moves to approve the Parent Communication Plan.
 - Matt seconds the motion.
 - The Parent Communication Plan is unanimously approved.

BEN FRANKLIN ACADEMY

- o Policy Review (10 minutes) – Paige Brock
 - o Financial Accounting and Reporting Policies and Procedures – First Reading and Vote – **TABLED**
 - Approve Financial Accounting and Reporting Policies and Procedures
 - o Mobile Electronic Device Usage Policy – First Reading and Vote
 - Approve Mobile Electronic Device Usage Policy
 - **Paige moves to approve the Mobile Electronic Device Usage Policy.**
 - **Matt seconds the motion.**
 - **The Mobile Electronic Device Usage Policy is unanimously approved.**
- o Legislative Update (5 minutes) – Matt Warder
- o Summary (5 minutes) – Becky Mullen
 - o Calendar:
 - December 7-18: Hour of Code
 - 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; Jr. Choir Caroling
 - December 21 – January 1: Winter Break – No School
 - January 6: Principal Q&A
 - January 12: Board Meeting
 - January 14: Ben Franklin’s Birthday Celebration
 - January 15: Teacher Work Day – No School
 - January 18: Martin Luther King Day – No School
 - January 20-22: Middle School Science Fair
 - February 25-27: Charter School Conference
 - o Newsletter: STEM (Kimberly)
 - o Review Action Items
 - o Review Votes
 - o Review Future Board Agenda Items
 - o Principal Succession Plan
 - o Revised Principal Job Description
 - o Attendance at Teacher /Staff Meeting/In-Service
 - o Board Training: Roberts Rules of Order
 - o Board of Directors Background Check Policy
 - o Dashboard
 - o Policy Review: Uniform Policy; Asset Management Policy; Teacher Compensation Policy; and Assistance for Qualified Free and Reduced Lunch Recipients
 - o Board Responsibilities: Technology Plan/Oversight
 - o Standards/Guidelines for Committee Budgeting and Consultant Fees
 - o Adjourn
 - **Paige moves to adjourn**
 - **Becky seconds the motion**
 - **Meeting adjourned at approximately 9:00 p.m.**

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.

BEN FRANKLIN ACADEMY

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: 1/6/2016

Approved: 1/12/2016