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BOARD OF DIRECTORS  
MEETING AGENDA  
TUESDAY, OCTOBER 20, 2015

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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.

- o Opening (5 minutes)
    - o Welcome/Announcements
    - o Mission/Vision
    - o Pledge of Allegiance
    - o Amend/Approve Agenda
  - o Consent Agenda (2 minutes) – Paige Brock
    - o Approve Minutes from the September 8, 2015 Board Meeting
  - 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.
  - 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 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
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# BEN FRANKLIN

ACADEMY

- o Ratify Engagement Letters/Fee Arrangements Relating to Financing (10 minutes) – Paige Brock
  - o Ratify execution of Engagement Letter with Kutak Rock
  - o Ratify execution/authorization of Standard & Poor’s Engagement Letter
  - o Ratify execution of Final Engagement Letter of George K Baum & Associates as Municipal Advisors
  - o Ratify Application Fee paid to Colorado Educational & Cultural Facilities Authority
  - o Review and approve notice to Benjamin Franklin Academy Project Development, LLC
- 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.
    - Approve the September 2015 Financials.
  - 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
    - Approve the Revised 2015-2016 Budget
- o Principal’s Report (40 minutes) – Bob Barber
- o Board Responsibilities (10 minutes)
  - o Technology Plan/Oversight (10 minutes)– Matt Warder
- 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
- 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 Second Reading of Policies (2 minutes) – Becky Mullen
  - o Document Retention Policy - Second Reading and Vote
    - Approve Document Retention Policy
- o Policy Review (5 minutes) – Paige Brock
  - o Environmental Education Policy – First Reading and Vote
    - Approve Environmental Education Policy
  - o Enrollment Policy – First Reading and Vote
    - Approve Enrollment Policy
  - o Student Attendance Policy – First Reading and Vote
    - Approve Student Attendance Policy
- 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
    - November 30: Halloween Parties
    - November 2: Middle School Open House; Grant Committee Meeting

# BEN FRANKLIN

ACADEMY

- 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: Pumpkin 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

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: 10/19/2015