



BOARD OF DIRECTORS
MEETING MINUTES
TUESDAY, FEBRUARY 16, 2016

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	85
1	104	53
2	104	215
3	104	139
4	130	163
5	103	116
6	93	27
7	81	13
8	64	6
TOTAL	887	817*

* Waitlist reflects February scrub.

Pre-School

	M	T	W	TH	F
AM 3s	15		15		15
AM 3s		14		14	
AM 4s	15		15		15
All Day 4s	7		7		7
All Day 4s		8		8	
AM 4s		16		16	
PM 4s	8		8		8
PM 4s		6		6	
Daily Total	47	44	47	44	47

ATTENDEES

Board Members Present: Bill Castor, Paige Brock, Jason Sunahara, Kent Barwind, Matt Warder. Others: Bob Barber (Principal), Diana Simpson (Middle School Principal), Christina Akin (CEC Secretary), Julie Roper (CEC Vice Chair)

- o Opening (5 minutes)
 - o Meeting called to order at 5:32pm
 - o Welcome/Announcements
 - o Mission/Vision
 - o Pledge of Allegiance
 - o Amend/Approve Agenda
 - Jason moves to approve the Agenda.
 - Paige seconds the motion.
 - The Agenda is unanimously approved.
- o Consent Agenda (2 minutes) – Jason Sunahara
 - Approve Minutes from the January 12, 2016 Board Meeting
 - Approve the Minutes from the January 28, 2016 Special 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, February 16, 2016, will be read at the meeting.
 - No open comments were received electronically 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 submitted)
 - o Fundraising Committee (written report submitted)
 - o Grant Committee (no update)
 - o Community Events Committee (CEC) (written report submitted) (5 minutes) – Julie Roper and Christina Akin
 - o Review and approve proposed budget for FY2016-2017
 - Paige moves to approve the CEC budget for FY2016-2017.
 - Matt seconds the motion.
 - The CEC budget totaling \$7,300 for FY2016-2017 is unanimously approved.
 - o School Accountability Committee (SAC) (written report submitted) (5 minutes) – Bill Castor
 - o Review and approve proposed budget for FY2016-2017
 - Bill moves to approve the SAC budget for FY2016-2017.
 - Jason seconds the motion.
 - The SAC budget totaling \$500 for FY2016-2017 is unanimously approved.
 - o Science, Technology, Engineering and Mathematics (STEM) Committee (written report submitted) (5 minutes) – Paige Brock
 - o Review and approve proposed budget for FY2016-2017

BEN FRANKLIN

ACADEMY

- Paige moves to approve the STEM budget for FY2016-2017.
- Kent seconds the motion.
- The STEM budget totaling \$4,650 for FY2016-2017 is unanimously approved.
- o Technology Committee (written report to be submitted)
- o Update regarding Financing (10 minutes) – Kent Barwind
 - o Ratify execution/authorization of Standard & Poor’s Engagement Letter
 - Matt moves to ratify the execution/authorization of Standard & Poor’s Engagement Letter.
 - Jason seconds the motion.
 - The motion to ratify the execution/authorization of Standard & Poor’s Engagement Letter is unanimously approved.
 - o Ratify the execution/authorization of the Amended and Restated Agreement for Early Exercise of Purchase Option
 - Kent moves to ratify the Amended and Restated Agreement for Early Exercise of Purchase Option
 - Matt seconds the motion.
 - The motion to ratify the Amended and Restated Agreement for Early Exercise of Purchase Option is unanimously approved.
- o Treasurer’s Report (10 minutes) – Jason Sunahara
 - o Discuss and approve Board budget for 2016-2017 – Tabled until March Board Meeting
 - o Review 2nd Quarter Financials
 - o Approve Auditor for FY2016-2017
 - Jason moves to approve Wendy Swanhorst from Swanhorst & Company LLC as the Auditor for FY2016-2017.
 - Kent seconds the motion.
 - The motion to approve Wendy from Swanhorst & Company LLC for FY2016-2017 as the Auditor for FY2016-2017 is unanimously approved.
 - o Review January Financials
 - o The Finance Committee has reviewed and recommends approval of the January 2016 Financials.
 - Approve the January 2016 Financials.
 - Jason moves to approve the January 2016 Financials.
 - Kent seconds the motion.
 - The January 2016 Financials are unanimously approved.
- o Principal’s Report (45 minutes) – Bob Barber
- o Board of Directors Election and Appointment (10 minutes) – Bill Castor
- o Board Responsibilities (45 minutes)
 - o Technology – Matt Warder (10 minutes)
 - o Facility Oversight
 - o Update on Construction Plans – Bill Castor (30 minutes)
 - Approve Revised Budget for Construction
 - Paige moves to approve a maximum budget of \$5million for the STEAM Expansion and associated improvements, including, but not limited to, soft and hard costs as defined in the spreadsheet entitled “Total Building Cost Matrix Draft February 16, 2016” and any and all associated fees and/or costs.
 - Jason seconds the motion.

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ACADEMY

- The motion to approve a maximum budget of \$5million for the STEAM Expansion and associated improvements, including, but not limited to, soft and hard costs as defined in the spreadsheet entitled “Total Building Cost Matrix Draft February 16, 2016” and any and all associated fees and/or costs is unanimously approved.
- Update in Roof Maintenance Plan – Jason Sunahara (5 minutes)
- Board Training (Modules 25, 26 and 27) (10 minutes) – Bill Castor
- Board Succession Plan (5 minutes) – Paige Brock
 - Follow up regarding Town Hall Meeting
 - Approve Ben Franklin Academy Board of Directors Succession Plan
 - Paige moves to approve the BFA Board of Directors Succession Plan, as amended at the meeting.
 - Jason seconds the motion.
 - The BFA Board of Directors Succession Plan is unanimously approved.
- Selection and Approval of Board Offices of President and Treasurer for FY2016-2017 (10 minutes) – Paige Brock
 - Approve Board President for FY2016-2017
 - Kent moves to approve Paige Brock as the Board President for FY2016-2017.
 - Bill seconds the motion.
 - Paige Brock is unanimously approved as the Board President for FY2016-2017.
 - Approve Board Treasurer for FY2016-2017
 - Paige moves to approve Kent Barwind as the Board Treasurer for FY2016-2017.
 - Matt seconds the motion.
 - Kent Barwind is unanimously approved as the Board Treasurer for FY2016-2017.
- Revised Principal Compensation Formula (10 minutes) – Matt Warder
 - Discussion re Revised Principal Compensation Formula
 - Approve Revised Principal Compensation Formula
 - Paige moves to approve the Revised Principal Compensation Formula, as amended at the meeting.
 - Jason seconds the motion.
 - The motion to approve the Revised Principal Compensation Formula is unanimously approved.
- Revised Principal Job Description (10 minutes) – Matt Warder
 - Approve the revised principal job description – Tabled until March meeting.
- Principal Succession Plan (10 minutes) – Bill Castor
 - Approve the revised Principal Succession Plan
 - Bill moves to approve the Principal Succession Plan.
 - Kent seconds the motion.
 - The motion to approve the Principal Succession Plan is unanimously approved.
- First Reading of Policies (5 minutes) – Kent Barwind
 - Asset Management Policy – First Reading and Vote
 - Since this was a First Reading and substantive changes were proposed, no vote was taken.
 - The Second Reading and vote will be included in the March meeting.

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ACADEMY

- o Policy Review (5 minutes) – Paige Brock
 - o Inventory Management Policy – First Reading and Vote
 - The review and vote were tabled until the March Board meeting for confirmation on practice.
- 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 Paige moves to convene into executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters.
 - o Jason seconds the motion.
 - o Roll call vote: 5 yeas; 0 nays.
 - o Executive session begins at 9:11pm
 - Those present include Paige Brock, Bill Castor, Kent Barwind, Matt Warder, Jason Sunahara and Bob Barber
 - No votes were taken during the Executive Session
 - o Paige moves to adjourn executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters.
 - o Jason seconds the motion.
 - o Executive Session is adjourned at 9:45pm
- o Summary (5 minutes) – Paige Brock
 - o Calendar:
 - February 19: Morsels with Moms
 - February 25-27: Charter School Conference
 - February 26: Into the Woods Musical Performance; End of Second Trimester
 - February 27: Father-Daughter Dance at Inverness Hotel
 - March 4: Principal Q&A
 - March 8: Board Meeting
 - March 21-25: Spring Break
 - o Newsletter: Elections (Bill)
 - o Review Action Items
 - o Review Votes
 - o Review Future Board Agenda Items
 - o Review and approve revised SAC Bylaws
 - o Attendance at Teacher /Staff Meeting/In-Service
 - o Board Training: Roberts Rules of Order
 - o Dashboard
 - o Policy Review: Grading Policy
 - o Board Responsibilities:
 - o Standards/Guidelines for Committee Budgeting and Consultant Fees
 - o Discussion regarding class size
 - o Approve amount to be allocated to teacher raises and teacher evaluation procedure
 - o Distribute Principal Evaluation to Board Members
 - o Board Elections
 - o Schedule Meet the Board Candidates
 - o Strategic Plan Quarterly Review
 - o Review First Draft of Next Year’s Budget
 - o Update re Teacher/Staff Reviews

- o Adjourn
 - Paige moves to adjourn.
 - Kent seconds the motion.
 - Meeting adjourned at 9:48pm

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: 2/18/2016 – Approved: 3/8/2016