



BOARD OF DIRECTORS
MEETING MINUTES
TUESDAY, MARCH 8, 2016

5:00 P.M. Board of Directors Candidate Forum/Q&A
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	87
1	104	55
2	104	220
3	104	145
4	130	152
5	103	118
6	91	23
7	81	15
8	64	7
TOTAL	885	819

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

BOARD CANDIDATES

Elizabeth Billups, Cindy Brawley, Ann Citrin and Bryan Molen

ATTENDEES

Board Members Present: Bill Castor, Paige Brock, Jason Sunahara, Becky Mullen, Kimberly Smith, Kent Barwind, Matt Warder. Others: Bob Barber (Principal), Diana Simpson (Middle School Assistant Principal), Halsley Hoff (Business Manager), Randi Curtis (parent), Rob Griggs (parent), Guest Presenters (present during the STEAM Expansion presentation only) – Kurt Connelly (Inline Mgmt), Kris Belter (Intergroup Architects), and Dennis Richard (Golden Triangle Construction)

- o Opening (5 minutes)
 - o Meeting called to order at 5:44pm
 - o Welcome/Announcements
 - o Mission/Vision
 - o Pledge of Allegiance
 - o Amend/Approve Agenda
 - Paige moves to amend the agenda to include the ratification of the execution of the Preliminary Official Statement under the Update Regarding Financing section of the meeting.
 - Jason moves to approve the Amended Agenda.
 - Kent seconds the motion.
 - The Amended Agenda is unanimously approved.
- o Consent Agenda (2 minutes) – Jason Sunahara
 - o Approve Minutes from the February 16, 2016 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, March 8, 2016, will be read at the meeting.
 - There were no comments received online.
 - Rob Griggs (parent) appeared to express concern about the lack of a requirement for carpool and lunchroom volunteer hours. (Missed open comments portion of the meeting but permitted to make open comment later.) Paige agreed to follow up with Rob offline to discuss his ideas/suggestions on the matter.
- o Board of Directors Election and Appointment (5 minutes) – Bill Castor
 - Elections will be held online for the Parent Elected Seat April 4 – April 8. Results of the election will be announced and the appointment will be made on April 12, 2016 at the regularly scheduled Board meeting. All Board candidates are encouraged to be there for the results of both the election and the appointment. New Board members are to attend the regularly scheduled May Board meeting and will take their seats at the end of that meeting.

BEN FRANKLIN

ACADEMY

- It was suggested that candidates for the Board include pictures with their online questions/resume.
- Each candidate was asked to confirm via email to Bill whether they approve of the use of their picture. If all confirm their support, they will send pictures to Bill and Becky for posting.
- o Parent Comment Regarding Cursive Instruction (10 minutes) – Randi Curtis
 - Randi presented data/studies/information regarding the need for inclusion of cursive writing/reading in our curriculum. The Board will consider the input and include further discussion in the regularly scheduled April meeting.
- o Parent Teacher Organization (PTO) Report (written report submitted)
- o Board Committee Reports (written reports submitted, as indicated) (20 minutes)
 - o Finance Committee (written report to be submitted)
 - o Fundraising Committee (written report submitted)
 - o Grant Committee (written report to be submitted)
 - o Community Events Committee (CEC) (written report submitted) (5 minutes) – Becky Mullen
 - o Appointment of CEC Vice Chair for the 2016-2018 Academic Years
 - Becky moves to approve the appointment of Julie Roper as Vice Chair for the 2016-2018 academic years.
 - Paige seconds the motion.
 - The appointment of Julie Roper as Vice Chair for the 2016-2018 academic years is unanimously approved.
- School Accountability Committee (SAC) (written report submitted) (5 minutes) – Bill Castor
- o Review and approve proposed revised SAC Bylaws
 - SAC to confirm notice requirement for posting of agendas.
 - Paige moves to approve the revised SAC Bylaws.
 - Becky seconds the motion.
 - The revised SAC Bylaws are unanimously approved.
- o Science, Technology, Engineering and Mathematics (STEM) Committee (written report submitted) (10 minutes) – Kimberly Smith
 - o Goals for Science Fair
 - o Proposed Adjusted Schedule for Science Fair
 - o Technology Committee (no update)
- o Ben Franklin Academy Building Corporation Report (65 minutes)
 - o Presentation by and introduction to Golden Triangle Construction, Inc. (20 minutes)
 - o Approve proposed scope of authority for Ben Franklin Academy Building Corporation (20 minutes) – Kent Barwind
 - The Ben Franklin Academy Building Corporation will be allotted time on the regular BFA meeting agendas on a monthly basis.
 - Paige moves that the Ben Franklin Academy Building Corporation be given the authority to make business decisions, including necessary payments, related to the STEAM Expansion provided that they are consistent with the Vision and Mission of BFA, within the approved scope of the project, and the approved total budget of \$5 million. BFA specifically retains the right to final approval of the final design, architect, owner’s representative and general contractor.

- Jason seconds the motion.
- The motion to approve the scope of authority for the Ben Franklin Academy Building Corporation is unanimously approved.
- Update regarding STEAM Expansion/Construction (10 minutes) – Bill Castor
- Approve execution of contract with General Contractor for [the] STEAM Expansion (5 minutes) – Bill Castor
 - Jason moves to approve the execution of the contract with Golden Triangle Contracting (GTC) for the STEAM Expansion.
 - Matt seconds the motion.
 - The execution of the contract with Golden Triangle Contracting (GTC) for the STEAM Expansion is unanimously approved.
- Approve revised contract with Intergroup Architects for [the] STEAM Expansion (5 minutes) – Bill Castor
 - Paige moves to approve the execution of a contract with Intergroup Architects (Intergroup) for the STEAM Expansion.
 - Becky seconds the motion.
 - The execution of a contract with Intergroup Architects (Intergroup) for the STEAM Expansion is unanimously approved.
- Approve assignment of letter of intent with Inline Management to Ben Franklin Academy Building Corporation (5 minutes) – Bill Castor
 - Paige moves to assign the letter of intent with Inline Management to Ben Franklin Building Corporation.
 - Matt seconds the motion.
 - The assignment of the letter of intent with Inline Management to Ben Franklin Academy Building Corporation is unanimously approved.
- Update regarding financing (10 minutes) – Kent Barwind
 - Ratification of the Execution of the Preliminary Official Statement (POS)
 - Becky moves to ratify the execution of the POS.
 - Jason seconds the motion.
 - The ratification of the execution of the POS is unanimously approved.
- Assignment and Assumption of Ground Lease, Bill of Sale, and Landlord's Consent (5 minutes) – Kent Barwind
 - Approve Assignment and Assumption of Ground Lease, Bill of Sale, and Landlord's Consent
 - Bill moves to approve to the Assignment and Assumption of Ground Lease, Bill of Sale, and Landlord's Consent.
 - Matt seconds the motion.
 - The Assignment and Assumption of Ground Lease, Bill of Sale, and Landlord's Consent is unanimously approved.
- Treasurer's Report (10 minutes) – Jason Sunahara
 - Discuss and approve Board budget for 2016-2017
 - Jason moves to approve the Board Budget for 2016-2017 of \$8,000.
 - Kent seconds the motion.
 - The Board Budget of \$8,000 for 2016-2017 is unanimously approved.

- Review February Financials
- The Finance Committee has reviewed and recommends approval of the February 2016 Financials.
 - o Approve the February 2016 Financials.
 - Jason moves to approve the February 2016 Financials.
 - Paige seconds the motion.
 - The February 2016 Financials are unanimously approved.
- o Principal's Report (60 minutes) – Bob Barber
 - o Review proposed Budget for FY2016-2017
 - o Discussion regarding class size (annual evaluation)
 - o Approve total amount to be allocated to teacher raises
 - Kent moves to allocate a total of \$74,757.51 for teacher raises.
 - Matt seconds the motion.
 - The allocation of a total of \$74,757.51 for teacher raises for FY2016-2017 is unanimously approved.
- o Board Responsibilities (5 minutes)
 - Facility Oversight
 - o Update in Roof Maintenance Plan – Jason Sunahara (5 minutes)
- o Strategic Plan Quarterly Review (15 minutes) – Becky Mullen
- o Board Training (Modules 28, 29 and 30) (10 minutes) – Matt Warder
- o Revised Principal Job Description (10 minutes) – Matt Warder
 - o Approve the revised principal job description
 - Paige moves to approve the revised principal job description.
 - Jason seconds the motion.
 - The revised principal job description is unanimously approved.
- o Ben Franklin Academy Reimbursement Resolution (5 minutes) – Kent Barwind
 - o Approve Ben Franklin Academy Reimbursement Resolution
 - Kent moves to approve the Ben Franklin Academy Reimbursement Resolution.
 - Paige seconds the motion.
 - The Ben Franklin Academy Reimbursement Resolution is unanimously approved.
- o Second Reading of Policies (5 minutes) – Kent Barwind
 - o Asset Management Policy – Second Reading and Vote
 - o Approve Asset Management Policy
 - Kent moves to approve the Asset Management Policy.
 - Paige seconds the motion.
 - The Asset Management Policy is unanimously approved.
- o Policy Review (5 minutes) – Paige Brock
 - o Inventory Management Policy – First Reading and Vote
 - o Approve Inventory Management Policy
 - Paige moves to approve the Inventory Management Policy.
 - Matt seconds the motion.
 - The Inventory Management Policy is unanimously approved.

- Grading Policy – First Reading and Vote
 - Approve Grading Policy
 - Paige moves to approve the Grading Policy.
 - Becky seconds the motion.
 - The Grading Policy is unanimously approved.
- Legislative Update (5 minutes) – Matt Warder
- Summary (5 minutes) – Paige Brock
 - Calendar:
 - March 11, 8:00 a.m.: Special Meeting of the Board
 - March 21-25: Spring Break
 - April 6: Principal Q&A; 2nd Grade Musical: Let's Eat
 - April 7: BFF Social
 - April 12: Board Meeting
 - April 12-13: Elementary Science Fair
 - April 20: Middle School Information Night
 - April 22: Teacher Work Day – No School
 - April 30: Board Dinner
 - Newsletter: Elections
 - Review Action Items
 - Review Votes
 - Review Future Board Agenda Items
 - Review and approve Technology Plan
 - Attendance at Teacher /Staff Meeting/In-Service
 - Board Training: Robert's Rules of Order; SEC Reporting
 - Dashboard
 - Policy Review: Book Donation Policy and Volunteer and Visitor Policy
 - Standards/Guidelines for Committee Budgeting and Consultant Fees
 - Distribute Principal Evaluation to Board Members and Schedule Special Meeting for Evaluation
 - Board Director Appointed/Announce Board Election Results
 - Review and approve FY2016-2017 Budget
 - Approve Attorney of Record
 - Schedule Strategic Planning Session (Administrators, 2 Directors, Others)
 - Review SAC Student Survey Questions
 - Update re Teacher/Staff Reviews
 - Presentation of Parent Satisfaction Survey Results
 - Discussion re Goals for Middle School and Elementary Science Fair
 - Adjourn
 - Paige moves to adjourn.
 - Bill seconds the motion.
 - Meeting adjourned at 9:31pm.

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

BEN FRANKLIN ACADEMY

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: 3/15/2016