



BOARD OF DIRECTORS
 RETREAT/WORKING MEETING MINUTES
 MONDAY, JUNE 13, 2016

8:00 AM

Ben Franklin Academy Library

*Due to the length of the retreat/working meeting,
 it will not be broadcasted via telephone conference line.*

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 | 103 | 77 |
| 1 | 104 | 60 |
| 2 | 104 | 228 |
| 3 | 104 | 154 |
| 4 | 130 | 152 |
| 5 | 103 | 122 |
| 6 | 91 | 19 |
| 7 | 81 | 3 |
| 8 | 64 | 5 |
| TOTAL | 884 | 820 |

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 | 45 | 44 | 45 | 44 | 45 |

- o Opening (5 minutes)
 - o Meeting called to order at 8:05am
 - In attendance are BFA Board directors Paige Brock, Becky Mullen, Matt Warder (via telephone until 9:47am), Kent Barwind, Ann Citrin (via telephone until 9:20 am when she joined in person; Ann was absent from 2:45pm until 4:15pm and then attended the remainder of the meeting in-person), Bryan Molen and Bill Castor. Also in attendance were Principal Bob Barber, Middle School Principal Diana Simpson and Elementary Assistant Principal Barbara Spencer.
 - o Welcome/Announcements
 - o Mission/Vision
 - o Pledge of Allegiance
 - o Amend/Approve Agenda
 - Paige moves to amend the Agenda to reduce the time allotted to the Strategic Plan review by 20 minutes and add 10 minutes to the times allotted to the Principal and Board evaluations.
 - Kent moves to table the review of the BFA May Financials until the August Board meeting.
 - Paige moves to approve the Amended Agenda.
 - Becky seconds the motion.
 - The Amended Agenda is unanimously approved.
- o Consent Agenda (2 minutes)
 - o Approve Minutes from the May 10, 2016 Board Meeting
 - o Approve Minutes from the May 19, 2016 Special Board Meeting
 - Paige moves to approve the Consent Agenda.
 - Becky seconds the motion.
 - The Consent Agenda is unanimously approved.
- o Open Comments (3 minutes/person)
 - 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 Friday, June 10, 2016, will be read at the meeting.
 - o No comments were received in-person or online.
- o School Accountability Committee (SAC) Presentation on Student Survey Results (30 minutes) – Sarah Nisbet
- o Convene in executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters (a closed session) (45 minutes) – Paige Brock
 - o Paige Brock moves to convene into executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters.
 - o Becky seconds the motion.
 - o A roll call vote was taken and it was unanimously approved.
 - o The Board convenes into executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters at 8:51am.
 - o In attendance during the executive session are BFA Board directors Paige Brock, Becky Mullen, Matt Warder (via telephone), Kent Barwind, Ann Citrin (via telephone – joined in person at 9:20am), Bryan Molen and Bill Castor and Principal Bob Barber.
- o Paige moves to close the executive session held pursuant to C.R.S. § 24-6-402(4)(f)(I) to

- discuss personnel matters.
- o Bill seconds the motion.
 - o The Executive Session is closed at 10:02am
 - o Principal Evaluation and Compensation (20 minutes) – Matt Warder
 - o Approve Principal Bonus for 2015-2016
 - Kent moves to approve a bonus of 94.5% of the maximum allowable bonus.
 - Paige seconds the motion.
 - A bonus of 94.5% of the maximum allowable bonus is unanimously approved.
 - o Approve Principal Compensation for 2016-2017
 - Paige moves to approve the Principal compensation for 2016-2017 at 94.5% of the maximum allowable.
 - Becky seconds the motion.
 - The motion is unanimously approved.
 - o Discuss and Approve Principal Goals for 2016-2017
 - Ann moves to approve the Principal Goals as outlined in the Principal Performance Evaluation and the Principal's Report for 2016-2017.
 - Kent seconds the motion
 - The motion and Principal Goals are unanimously approved.
 - o Discuss and Approve 2016-2017 Principal Evaluation Form
 - Paige moves to approve the Principal Evaluation Form with the scorecards being consistent with that form for 2016-2017.
 - Brian seconds the motion
 - The Principal Evaluation form and scorecards for 2016-2017 are unanimously approved.
 - o Legislative Update (5 minutes) – Matt Warder
 - o Board Evaluation/Goal Setting (110 minutes) – Becky Mullen/Paige Brock
 - o Board Evaluation Results (30 minutes)
 - o Discussion Regarding Board Responsibilities (50 minutes)
 - o Goal Setting (30 minutes)
 - o Board Training (30 minutes)
 - SEC Reporting (25 minutes) – Scott Campbell
 - Sign Board Director Agreements/Conflict of Interest Forms (5 minutes) – Bill Castor
 - o Selection and Approval of Board Officers and Committee Assignments for FY2016 -2017 (15 minutes) – Paige Brock
 - o Approval of Board Vice President
 - Kent moves to appoint Becky Mullen as the Board Vice President for the FY2016-2017 school year.
 - Paige seconds the motion.
 - Becky Mullen is appointed as the Board Vice President for the FY2016-2017 school year.
 - o Approval of Board Secretary
 - Kent moves to appoint Bill Castor as the Board Secretary for the FY2016-2017 school year.
 - Becky seconds the motion.
 - Bill Castor is appointed as the Board Secretary for the FY2016-2017 school year.

BEN FRANKLIN ACADEMY

- o Selection of Committee Assignments

| Committee(s) | Board Representative |
|------------------------|----------------------|
| Art/CEC | Becky Mullen |
| Finance/Fundraising* | Kent Barwind |
| Grants/Facility Mgmt | Bill Castor |
| SAC | Bryan Molen |
| PTO/Lottery | Ann Citrin |
| STEM/Technology | Matt Warder |
| Curriculum/Fundraising | Paige Brock |

* As a representative of the Ben Franklin Academy Foundation.

- o Ben Franklin Academy Board Resolution re: Officers and Directors (5 minutes) – Paige Brock
 - Paige motions that the Ben Franklin Academy Board Resolution re: Officers and Directors be approved.
 - Ann Citrin seconds the motion.
 - The Ben Franklin Academy Board Resolution re: Officers and Directors is unanimously approved.
- o Board Attendance at Teacher In-Service/Training (5 minutes) – Paige Brock
- o Curriculum Committee Presentation – (45 minutes) – Diana Simpson/Becky Mullen
 - o Discussion regarding Science and Academic Fairs (20 minutes) – Diana Simpson
 - Vote on proposal regarding Science and Academic Fairs
 - Paige moves to continue the science fair for K-2, 3, 5 & 7 and require an Academic Fair with STEAM emphasis for grades 4,6 & 8.
 - Bryan seconds the motion.
 - The motion to continue the science fair for K-2, 3, 5 & 7 and require an Academic Fair with STEAM emphasis for grades 4,6 & 8 is unanimously approved.
 - o Update regarding curriculum (10 minutes) – Diana Simpson
 - o Discussion regarding Service Learning Opportunities (15 minutes) – Becky Mullen
- o Principal’s Report (60 minutes) – Bob Barber
- o Parent Teacher Organization (PTO) Report (written report submitted)
- o Board Committee Year-End Reports (written reports submitted, as indicated) (5 minutes)
 - o Finance Committee June Report (written report to be submitted)
 - o Fundraising Committee (written report to be submitted) (5 minutes) – Kent Barwind
 - Discuss and approve parameters for Dress of Choice fundraising
 - Kent moves that Dress of Choice days for fundraising shall be limited to no more than two per school year to be offered during the trimesters when Spirit Week is not held.
 - Bryan seconds the motion.
 - The motion to limit the Dress of Choice days for fundraising purposes is unanimously approved.
 - o Grant Committee (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 report)
- o Curriculum Committee (written report submitted)
- o Review and Approval of Strategic Plan (30 minutes) – Becky Mullen
 - o Review Strategic Plan
 - o Approve Strategic Plan
 - Becky moves to approve the Strategic Plan.
 - Paige seconds the motion.
 - The Strategic Plan is unanimously approved.
- o Ben Franklin Academy Building Corporation Report (20 minutes) – Kent Barwind and Bill Castor
- o Treasurer’s Report (10 minutes) – Kent Barwind
 - This agenda item was tabled until the next Board meeting.
 - Review 2015-2016 Financials/Budget to Actual to Date
 - Review May Financials
 - The Finance Committee will review the May 2016 Financials at their June meeting.
 - Approve the May 2016 Financials.
- o Policy Review (5 minutes) – Paige Brock
 - o Field Trip Policy – First Reading
 - o Mobile Electronic Device Usage Policy – First Reading
 - o Middle School Chromebook Policy and Handbook – First Reading
This item will be a Handbook, not a Board Policy.
 - o Student Discipline Policy – First Reading and Vote
 - Approve Student Discipline Policy
 - Paige moves to approve the Student Discipline Policy.
 - Bryan seconds the motion.
 - The Student Discipline Policy is unanimously approved.
 - o Non-Discrimination Policy – First Reading and Vote
 - Approve Non-Discrimination Policy
 - Paige moves to approve the Non-Discrimination Policy.
 - Kent seconds the motion.
 - The Non-Discrimination Policy is unanimously approved.
- o Principal Succession Plan (10 minutes) – Bill Castor
 - Bob identified the individual who would succeed him as required in the Principal Succession Plan.
- o Board Calendar (5 minutes) – Paige Brock
 - Review Board Calendar
- o Ratify Engagement of Gibson, Dunn & Crutcher LLP (5 minutes) – Paige Brock
 - Becky moves to ratify the engagement of Gibson, Dunn & Crutcher LLP to advise the Board on items related to the SEC Disclosure Policy requirements on a pro-bono basis.
 - Bryan seconds the motion
 - The motion to ratify the engagement of Gibson, Dunn & Crutcher LLP to advise the Board on items related to the SEC Disclosure Policy requirements on a pro-bono basis is unanimously approved.
 - Note: Kent Barwind recused himself from this decision due to a conflict.
- o Summary (5 minutes) – Paige Brock

BEN FRANKLIN ACADEMY

- o Calendar:
 - July 15: PTO Volunteer Appreciation at Pirate's Cove
 - August 9: Board Meeting
 - August 10-12: Registration
 - August 15: Meet and Greet
 - August 17: First Day of School
- o Newsletter: Year in Review from Principal in June; State of BFA in July from Board
- o Review Action Items
- o Review Votes
- o Review Future Board Agenda Items
 - o Board Training:
 - o Dashboard
 - o Finance Committee Year End Report
 - o Policy Review: Conflict Resolution Policy; Facility Use Policy; Homework Policy; Meta Policy; Traffic and Parking Management Policy; Credit Card Policy
 - o Standards/Guidelines for Committee Budgeting and Consultant Fees
 - o Multi-Committee Meeting (to be scheduled)
- o Adjourn
 - o Paige moves to adjourn.
 - o Kent seconds the motion.
 - o The meeting was adjourned at 5:00pm

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: 8/8/2016