



BOARD OF DIRECTORS
MEETING MINUTES
TUESDAY, SEPTEMBER 13, 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.

STRATEGIC GOALS

1) improve educational experience on continual basis; 2) maintain financial stability; 3) increase parent satisfaction and demand for enrollment; 4) promote staff and professional development; 5) maintain and develop facility; and 6) renew Charter Contract by June 30, 2019.

Current Enrollment:

Grade	Enrolled	Waitlist
K	104	62
1	104	29
2	104	232
3	104	132
4	104	133
5	130	122
6	96	7
7	69	1
8	74	0
TOTAL	889	718

BEN FRANKLIN ACADEMY

	M	T	W	TH	F
AM 3s	8		8		8
AM 3s		14		14	
AM 4s	16		16		16
All Day 4s	7		7		7
All Day 4s		11		11	
AM 4s		16		16	
PM 4s	15		15		15
PM 4s		12		12	
Daily Total	46	53	46	53	46

Attendees: Paige Brock, Becky Mullen, Kent Barwind, Matt Warder, Ann Citrin, Bryan Molen, Bob Barber (Principal), Barbara Spencer (K-4 Assistant Principal), Diana Simpson (5-8 Assistant Principal), Burgandy Hodge (Operations Manager)

- o Opening (5 minutes)
 - o Meeting called to order by Paige at 5:43 p.m.
 - o Welcome/Announcements
 - o Mission/Vision
 - o Pledge of Allegiance
 - o Amend/Approve Agenda
 - Paige moves to approve the Agenda.
 - Becky seconds the motion.
 - The Agenda is unanimously approved.
- o Consent Agenda (2 minutes) – Paige Brock
 - o Approve Minutes from the August 9, 2016 Board Meeting
 - Paige moves to approve the Consent Agenda.
 - Becky seconds the motion.
 - The Consent Agenda is unanimously approved.
- o Open Comments (Strategic Plan Goal #3) (3 minutes/person) – Becky Mullen
 - 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, September 13, 2016, will be read at the meeting.
 - o No open comments were received online or in person.
- o Teacher Presentation regarding First Grade Science Fair (Strategic Plan Goal #1) (10 minutes) – Theresa North
 - o Discussion and vote on First Grade Science Fair
 - First grade students would present science books/folders and be scientist of the week throughout the year. Science Fair boards would not be prepared by first graders. Judges will speak with the students about the experiments the students conducted during the school year as scientist of the week and presented in their books.
 - Becky moves to approve Mrs. North's proposal to amend the way K-2 students participate in the science fair.
 - Kent seconds the motion.
 - The motion is unanimously approved.
- o Parent Teacher Organization (PTO) Report (Strategic Plan Goal #3) (written report submitted) (5 minutes) – Ann Citrin

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- o Board Committee Reports (Strategic Plan Goals #1-3 and 6) (10 minutes) (written reports submitted, as indicated)
 - o Arts Committee (written report submitted) - Becky Mullen
 - o Community Events Committee (CEC) (written report submitted) – Becky Mullen
 - o Curriculum Committee (meets in Fall, Winter and Spring; written report submitted) – Paige Brock
 - o Facility Committee (see Ben Franklin Academy Building Corporation) – Bill Castor
 - o Finance Committee (written report to be submitted) (see Treasurer’s Report) – Kent Barwind
 - o Fundraising Committee (written report submitted) – Paige Brock
 - o Grant Committee (written report submitted) – Bill Castor
 - o School Accountability Committee (SAC) (written report submitted) – Bryan Molen
 - o Science, Technology, Engineering and Mathematics (STEM) Committee (written report to be submitted) – Matt Warder
 - o Technology Committee (revised proposed plan to be submitted) (10 minutes) – Matt Warder
 - Review and approve Technology Plan
 - Tabled until the October meeting.
- o Request for Waiver of Certain Requirements of the Facility Use Policy by John Adams High School (Strategic Plan Goal #3) (10 minutes) – Paige Brock
 - o Discussion and vote on Waiver of Certain Requirements of the Facility Use Policy by John Adams High School
 - Bryan moves to approve waiving the insurance requirement, the \$200 deposit, the fee for a staff member, and the rental fee in the Facility Use Policy for JAHS. BFA specifically does not waive the indemnity and hold harmless provision. Any meeting must have a staff or board member committed to be present at the meetings. Any advertising must state that BFA and JAHS are separate and unrelated entities.
 - Becky seconds the motion.
 - The motion is unanimously approved. The insurance requirement, the \$200 deposit, the fee for a staff member, and the rental fee provisions in the Facility Use Policy are waived for John Adams High School to hold parent meeting. BFA specifically does not waive the indemnity and hold harmless provision. Any meeting must have a staff or board member committed to be present at the meetings. Any advertising must state that BFA and JAHS are separate and unrelated entities.
- o Ben Franklin Academy Building Corporation Report (Strategic Plan Goals #5 and 6) (20 minutes) – Kent Barwind and Bob Barber
 - o Review and vote on proposal for addition of turf play surface
 - Paige moves to expand the scope of authority for the Building Corporation on the STEAM Expansion to include a silica turf field on the southeast portion of the property.
 - Matt seconds the motion.
 - The motion is unanimously approved. The scope of authority for the Building Corporation on the STEAM Expansion includes a silica turf field on the property.
- o Treasurer’s Report (Strategic Plan Goals #2 and 6) (15 minutes) – Kent Barwind
 - o Finance Committee Updates

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- o Review August Financials
- o The Finance Committee has reviewed and recommends approval of the August 2016 Financials.
 - Approve the August 2016 Financials.
 - Kent moves to approve the August 2016 Financials.
 - Bryan seconds the motion.
 - The August 2016 Financials are unanimously approved.
- o Update on Audit Status
- o Review/Renewal of Insurance
- o Principal's Report (Strategic Plan Goals #1-6) (45 minutes) – Bob Barber
- o Board Training (Strategic Goal #1) (20 minutes) – Bob Barber and Diana Simpson
 - o Understanding and Analyzing Assessment Data
- o Strategic Plan Quarterly Review (Strategic Plan Goals #1-6) (10 minutes) – Becky Mullen
- o Legislative Update (5 minutes) – Matt Warder
- o Policy Review (Strategic Plan Goals #1-3 and 6) (10 minutes) – Bryan Molen
 - o Board of Directors Conflict of Interest Policy – First Reading and Vote
 - Approve revised Board of Directors Conflict of Interest Policy
 - Paige moves to approve the Board of Directors Conflict of Interest Policy with the addition of the language reasonable timeframe to disclose.
 - Ann seconds the motion.
 - The Board of Directors Conflict of Interest Policy is unanimously approved.
 - o Student Attendance Policy – First Reading and Vote
 - Approve revised Student Attendance Policy
 - Paige moves to approve the Student Attendance Policy.
 - Kent seconds the motion.
 - The Student Attendance Policy is unanimously approved.
 - o Traffic and Parking Management Policy - First Reading and Vote
 - Approve revised Traffic and Parking Management Policy
 - Becky moves to approve the Traffic and Parking Management Policy.
 - Kent seconds the motion.
 - The Traffic and Parking Management Policy is unanimously approved.
- o Board Responsibilities (5 minutes) – Paige Brock
- o Board Calendar (5 minutes) – Paige Brock
 - Review and approval Board Calendar
- o Summary (5 minutes) – Paige Brock
 - o Calendar:
 - September 12-16: Spirit Week
 - September 16: Goodies with Grandparents
 - September 23: STEM Expo
 - September 26-28: 7th Grade Outdoor Education
 - October 4-6: Book Fair
 - October 4 and 6: Parent-Teacher Conferences
 - October 7: No School
 - October 10-14: Fall Break
 - October 17-28: Fun Run
 - October 18: Board Meeting
 - October 28: Halloween Parties
 - October 29: Parent Workshop
 - November 8-11: 6th Grade Outdoor Education

- o Newsletter: Volunterism
- o Review Action Items
- o Review Votes
- o Review Future Board Agenda Items
 - o Multi-Committee Meeting (to be scheduled)
 - o Board Training: Understanding and Analyzing Assessment Data
 - o Standards/Guidelines for Committee Budgeting and Consultant Fees
 - o Curriculum Committee Presentation
 - o Board Responsibilities
 - o Review BFA Actions as Related to Parent and Student Survey Data
 - o Policy Review: Document Retention Policy; Enrollment Policy; Environmental Education Policy; Continuing Disclosure Policy
- o Adjourn
 - Paige moves to adjourn the meeting.
 - Kent seconds the motion.
 - The meeting is adjourned at 10:11 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.

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: 10/8/2016
Date Approved: 10/18/2016