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BOARD OF DIRECTORS  
MEETING MINUTES  
TUESDAY, NOVEMBER 15, 2016

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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.

**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:**

<b>Grade</b>	<b>Enrolled</b>	<b>Waitlist</b>
K	104	141
1	104	64
2	104	44
3	104	248
4	130	98
5	103	149
6	93	136
7	68	16
8	73	6
<b>TOTAL</b>	<b>883</b>	<b>902</b>

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# BEN FRANKLIN ACADEMY

	<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>F</b>
AM 3s	9		9		9
AM 3s		14		14	
AM 4s	16		16		16
All Day 4s	7		7		7
All Day 4s		10		10	
AM 4s		16		16	
PM 4s	16		16		16
PM 4s		12		12	
<b>Daily Total</b>	<b>48</b>	<b>52</b>	<b>48</b>	<b>52</b>	<b>48</b>

Attendees: Paige Brock, Becky Mullen, Bill Castor, Kent Barwind (arrived at 5:50pm), Bryan Molen, Matt Warder (via telephone), Bob Barber (Principal), Diane Simpson (5-8 Assistant Principal), Halsley Hoff (Business Manager), Burgandy Hodge (Operations Director), Kristen Goldberg (Preschool Director), Michelle Bynum (Office Manager/Volunteer Coordinator).

- Opening (5 minutes)
  - Paige calls the meeting to order at 5:42pm
  - Welcome/Announcements
  - Mission/Vision
  - Pledge of Allegiance
  - Amend/Approve Agenda
    - Paige moves to amend the agenda to postpone Board training on synergy to the January 2017 Board meeting.
    - Bill seconds the motion.
    - The motion to Amend Agenda is unanimously approved.
    - Paige moves to approve the Amended Agenda.
    - Bryan seconds the motion.
    - The Amended Agenda is unanimously approved.
- Consent Agenda (2 minutes) – Paige Brock
  - Approve Minutes from the October 18, 2016 Board Meeting
    - Paige moves to approve the Consent Agenda.
    - Bryan seconds the motion.
    - The Consent Agenda is unanimously approved.
- Open Comments (Strategic Plan Goal #3) (3 minutes/person) – Becky Mullen
  - Remarks will be limited to three minutes per person. Please see guidelines at end of agenda.
  - Open comments submitted through the online form before noon on Tuesday, November 15, 2016, will be read at the meeting.
    - No comments were received online or in-person.
- Principal's Report (Strategic Plan Goals #1-6) (45 minutes) – Bob Barber
  - Review and approve proposed BFA Sports Logos
  - Approve Preschool Tuition for 2017-2018
    - Paige moves to approve the proposed Preschool tuition noted in the Principal's Report.
    - Becky seconds the motion.
    - The motion to approve the Preschool tuition for 2017-2018 as shown in the Principal's Report is unanimously approved.
  - Approve Full-Day Kindergarten Tuition for 2017-2018

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- Paige moves to approve the proposed Full-Day Kindergarten tuition at \$4300 annually, with a deposit of \$215 due at enrollment, to be applied to their account as noted in the Principal's Report.
- Bryan seconds the motion.
- The motion to approve the proposed Full-Day Kindergarten tuition for 2017-2018 at \$4300 annually, with a deposit of \$215 due at enrollment, to be applied to their account as noted in the Principal's Report is unanimously approved.
- Review Proposed 2017-2018 Academic Calendar
- Review and approve current year budget
  - Paige moves to approve the Revised BFA Working Budget.
  - Bryan seconds the motion.
  - The Revised BFA Working Budget is unanimously approved.
- Board Resolution re: Budget Appropriation (5 minutes) – Kent Barwind
  - Review and approve Ben Franklin Academy Board of Directors Resolution re: Budget Appropriation
    - Kent moves to approve the Ben Franklin Academy Board of Directors Resolution re: Budget Appropriation
    - Becky seconds the motion
    - The Ben Franklin Academy Board of Directors Resolution re: Budget Appropriation is unanimously approved.
- Treasurer's Report (Strategic Plan Goals #2 and 6) (25 minutes) – Kent Barwind
  - Finance Committee Updates
  - Review October Financials
  - The Finance Committee has reviewed and recommends approval of the October 2016 Financials.
    - Approve the October 2016 Financials.
      - Kent moves to approve the October 2016 Financials.
      - Becky seconds the motion.
      - The October 2016 Financials are unanimously approved.
  - Review and accept the recommendations of the Auditor for FY 2015-2016
    - Kent moves to accept the recommendations of the Auditor for FY 2015-2016.
    - Bryan seconds the motion.
    - The recommendations of the Auditor for FY 2015-2016 are unanimously approved
  - Review of 1st Quarter Financials
- Parent Teacher Organization (PTO) Report (Strategic Plan Goal #3) (written report submitted)
- Board Committee Reports (Strategic Plan Goals #1-3 and 6) (25 minutes) (written reports submitted, as indicated)
  - Arts Committee (written report submitted) - Becky Mullen
  - Community Events Committee (CEC) (written report submitted) (5 minutes) – Becky Mullen
    - Discussion regarding Parent Seminar
  - Curriculum Committee (meets in Fall, Winter and Spring; no update at this time) – Paige Brock
  - Facility Committee (see Ben Franklin Academy Building Corporation) – Bill Castor

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- Finance Committee (written report submitted) (see Treasurer's Report) – Kent Barwind
- Fundraising Committee (written report submitted) – Paige Brock
- Grant Committee (no written report submitted) – Bill Castor
- School Accountability Committee (SAC) (written report submitted) – Bryan Molen
- Science, Technology, Engineering and Mathematics (STEM) Committee (written report to be submitted) – Matt Warder
- Succession Committee (written report submitted) (10 minutes) – Paige Brock
- Technology Committee (revised proposed plan to be submitted) (10 minutes) – Matt Warder
  - Review and approve Technology Plan
  - Tabled until the December meeting
- Ben Franklin Academy Building Corporation Report (Strategic Plan Goals #5 and 6) (15 minutes) – Kent Barwind, Bill Castor and Bob Barber
- Board Training (Strategic Goal #1) (20 minutes) – Ann Citrin
  - Synergy
  - Tabled until the January Board Meeting
- Legislative Update (5 minutes) – Matt Warder
- Policy Review (Strategic Plan Goals #1-3 and 6) (10 minutes) – Bryan Molen
  - Review of Building Key, Key Fobs and Access Card Policy – First Reading and Vote
    - Approve revised Building Key, Key Fobs and Access Card Policy
    - Bryan moves to approve the Building Key, Key Fobs and Access Card Policy.
    - Becky seconds the motion.
    - The Building Key, Key Fobs and Access Card Policy is unanimously approved.
  - Review of Financial Accounting and Reporting Policies and Procedures – First Reading and Vote
    - Approve revised Financial Accounting and Reporting Policies and Procedures
    - Paige moves to approve the Financial Accounting and Reporting Policies and Procedures.
    - Bryan seconds the motion.
    - The Financial Accounting and Reporting Policies and Procedures is unanimously approved.
  - Review of Parent Communication Policy - First Reading and Vote
    - Approve revised Parent Communication Policy
    - Kent moves to approve the Parent Communication Policy as revised with minor Board comments.
    - Bryan seconds the motion.
    - The Parent Communication Policy, as revised with minor Board comments, is unanimously approved.
- Board Calendar (5 minutes) – Paige Brock
- 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
  - Paige moves to convene into executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters (a closed session) at 9:13pm.
  - Bill seconds the motion

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- A roll-call vote is taken. The motion is unanimously approved.
- Present are Bill, Becky, Matt (via telephone), Kent, Paige and Bob Barber.
- Paige moves to adjourn the executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters (a closed session).
- Bryan seconds the motion
- The motion is unanimously approved.
- The executive session is closed at 10:02pm
- No votes were taken during the executive session.
- Summary (5 minutes) – Paige Brock
- Calendar:
  - November 18: STEM Fruit Toss; Parents’ Night Out (DC Fundraiser)
  - November 21-25: Thanksgiving Break
  - December 1: After School Band Performance
  - December 5-16: “Hour of Code”
  - December 6: Spirit Night at Chipotle
  - December 7: Third Grade Musical
  - December 8: After School and Middle School Choir Performance
  - December 9: 7th Grade Science Fair Judging; Grades 3-8 Choir Caroling
  - December 13: Board Meeting
  - December 15: Geography Bee
  - December 16: Holiday Parties; Parents Night Out (DC Fundraiser); Jr Choir Caroling
  - December 19-January 3: Winter Break
- Newsletter: Classroom Visits/Policy Updates
- Review Action Items
- Review Votes
- Review Future Board Agenda Items
  - Approve Academic Calendar
  - Standards/Guidelines for Committee Budgeting and Consultant Fees
  - Board Responsibilities
  - Review BFA Actions as Related to Parent and Student Survey Data
  - Policy Review: Continuing Disclosure Policy; Mobile Electronic Device Usage (f/k/a Laptop and Tablet Usage) Policy; Scheduling Policy
  - Strategic Plan Quarterly Review
  - Review Projected Enrollment for Next Year
  - Approve SPED Tier Option
  - Review Unified Improvement Plan
  - Review and approve proposed SAC Bylaw revisions
- Adjourn
  - Paige moves to adjourn at 10:08pm.
  - Bill seconds the motion.
  - The Board Meeting is adjourned at 10:08pm.

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.

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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: 12/12/2016