



BOARD OF DIRECTORS
MEETING MINUTES
TUESDAY, JANUARY 10, 2017

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	103	81
1	104	82
2	104	51
3	104	258
4	104	85
5	130	153
6	94	146
7	68	9
8	73	
TOTAL	884	865

BEN FRANKLIN ACADEMY

	M	T	W	TH	F
AM 3s	10		10		10
AM 3s		14		14	
AM 4s	16		16		16
All Day 4s	7		7		7
All Day 4s		9		9	
AM 4s		15		15	
PM 4s	16		16		16
PM 4s		12		12	
Daily Total	49	50	49	50	49

Attendees: Paige Brock, Becky Mullen, Kent Barwind, Matt Warder, Bryan Molen, Ann Citrin, Bob Barber (Principal), Diana Simpson (5-8 Assistant Principal – arrived at 6:15pm), Barbara Spencer (K-4 Assistant Principal), Elizabeth Billups (Parent Presenter on Uniform Policy), Jason Sunahara (Parent/STEM Presenter on Destination Imagination), Staci Ferguson (Uniform Committee).

- Opening (5 minutes)
 - Paige calls the meeting to order at 5:36pm
 - Welcome/Announcements
 - Mission/Vision
 - Pledge of Allegiance
 - Amend/Approve Agenda
 - Paige moves to approve the Agenda.
 - Ann seconds the motion.
 - The Agenda is unanimously approved.
- Consent Agenda (2 minutes) – Paige Brock
 - Approve Minutes from the December 13, 2016 Board Meeting
 - Paige moves to approve the Consent Agenda.
 - Kent 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, January 10, 2017, will be read at the meeting.
 - No comments were received in-person or online. It was also confirmed that there were no open comments received electronically for the December meeting.
- Parent Presentation on Fur Restriction for Shoes in Uniform Policy (5 minutes) – Elizabeth Billups
- Principal’s Report (Strategic Plan Goals #1-6) (45 minutes) – Bob Barber
 - Review and approve proposed BFA Sports Logos
 - Presentation regarding middle school honors classes (10 minutes)
- Treasurer’s Report (Strategic Plan Goals #2 and 6) (15 minutes) – Kent Barwind
 - Finance Committee Updates
 - Review December Financials

- The Finance Committee has reviewed and recommends approval of the December 2016 Financials.
 - Approve the December 2016 Financials.
 - Kent moves to approve the December 2016 Financials.
 - Paige seconds the motion.
 - The December 2016 Financials are unanimously approved.
- Parent Teacher Organization (PTO) Report (Strategic Plan Goal #3) (written report submitted)
- Board Committee Reports (Strategic Plan Goals #1-3 and 6) (45 minutes) (written reports submitted, as indicated)
 - Calendars/Budget Submission Deadlines (3 minutes) – Paige Brock
Note: Committee Budgets and proposed events are due to the Board for review at the February 13 meeting.
 - Arts Committee (written report submitted) – Becky Mullen
 - Community Events Committee (CEC) (written report submitted) – Becky Mullen
→ Budget submitted
 - Curriculum Committee (meets in Fall, Winter and Spring; written report submitted) (5 minutes) – Diana Simpson
 - Facility Committee (see Ben Franklin Academy Building Corporation) – Bill Castor
 - Finance Committee (written report to be submitted) (see Treasurer’s Report) – Kent Barwind
 - Fundraising Committee (written report to be submitted) – Paige Brock
 - Grant Committee (no report at this time) – Bill Castor
 - School Accountability Committee (SAC) (written report submitted) (10 minutes) – Bryan Molen
→ Finalize and approve Parent Satisfaction Survey
→ Kent moves to approve the Parent Satisfaction Survey with the edits presented at the meeting.
→ Matt seconds the motion.
→ The Parent Satisfaction Survey with the edits presented at the meeting is unanimously approved.
 - Science, Technology, Engineering and Mathematics (STEM) Committee (written report to be submitted) (20 minutes) – Matt Warder
→ Presentation on Destination Imagination (10 minutes) – Jason Sunahara
→ Review and approve proposed budget for FY2017-2018
→ TABLED until February Board meeting.
→ Review and approve proposed events for FY2017-2018
→ TABLED until February Board meeting.
 - Succession Committee (written report to be submitted) (7 minutes) – Paige Brock/Bryan Molen
→ Review Timeline and Status
 - Technology Committee (revised proposed plan to be submitted) – Matt Warder
 - Uniform Committee (written report submitted) (see Policy Review) – Paige Brock
- Ben Franklin Academy Building Corporation Report (Strategic Plan Goals #5 and 6) (15 minutes) – Kent Barwind, Bill Castor and Bob Barber
- Board Meeting Schedule and Agenda (5 minutes) – Bill Castor/Paige Brock

BEN FRANKLIN ACADEMY

- Discussion regarding Board meeting schedule and consideration of dates in October due to Fall Break and February due to Valentine's Day and Parent-Teacher Conferences.
 - Approve the holding of Ben Franklin Academy Board of Director's regular meetings on the second Tuesday of the month at 5:30 p.m. at BFA with the following exceptions: 1) there will be a Board retreat/working meeting scheduled in June and no regular June Board meeting will be held; 2) there will be no regular meeting of the Board in July; 3) the regular October meeting will be held October 17 due to Fall Break; and 4) the regular February meeting will be held on February 20 due to Parent-Teacher Conferences.
 - Paige moves to approve the holding of Ben Franklin Academy Board of Directors' regular meetings on the third Tuesday of the month at 5:30 p.m. at BFA with the following exceptions: 1) there will be a Board retreat/working meeting scheduled in June and no regular June Board meeting will be held; 2) there will be no regular meeting of the Board in July; 3) the regular November meeting will be held November 14 due to Thanksgiving Break; and 4) the regular March meeting will be held on March 13 due to Spring Break.
 - Ann seconds the motion.
 - The motion regarding the scheduling of the Ben Franklin Academy Board of Directors' meetings for the 2017-2018 school year is unanimously approved.
 - Approve posting of Ben Franklin Academy Board of Director's Meeting Agendas on the BFA website (www.bfacademy.org) 24 hours prior to a meeting.
 - Paige moves to approve the posting of Ben Franklin Academy Board of Director's Meeting Agendas on the BFA website (www.bfacademy.org) 24 hours prior to a meeting.
 - Ann seconds the motion.
 - The motion is unanimously approved.
- Board Training (Strategic Goal #1)
 - Uniform Policy (see discussion on Uniform Policy in Policy Review)
- Legislative Update (5 minutes) – Matt Warder
- Policy Review (Strategic Plan Goals #1-3 and 6) (21 minutes) – Bryan Molen, Kent Barwind, Ann Citrin and Paige Brock
 - Asset Management Policy – First Reading and Vote (5 minutes) – Kent Barwind
 - Approve Asset Management Policy
 - Becky moves to approve the Asset Management Policy.
 - Matt seconds the motion.
 - The motion to approve the Asset Management Policy is unanimously approved.
 - Assistance for Qualified Free and Reduced Lunch Recipients – First Reading and Vote (2 minutes)– Kent Barwind/Bryan Molen
 - Approve Assistance for Qualified Free and Reduced Lunch Recipients
 - Kent moves to approve Assistance for Qualified Free and Reduced Lunch Recipients.
 - Bryan seconds the motion.
 - The motion to approve Assistance for Qualified Free and Reduced Lunch Recipients is unanimously approved.

BEN FRANKLIN ACADEMY

- Board of Directors Election Policy – First Reading and Vote (2 minutes) – Bryan Molen
 - Approve Board of Directors Election Policy
 - Becky moves to approve the Board of Directors Election Policy.
 - Paige seconds the motion.
 - The motion to approve the Board of Directors Election Policy is unanimously approved.

- Teacher Compensation Policy – First Reading and Vote (2 minutes) – Bryan Molen
 - Approve Teacher Compensation Policy
 - Becky moves to approve the Teacher Compensation Policy.
 - Kent seconds the motion.
 - The motion to approve the Teacher Compensation Policy is unanimously approved.

- Uniform Policy – First Reading and Discussion (10 minutes) – Paige Brock/Ann Citrin

- Board Calendar (5 minutes) – Paige Brock
 - Agenda for Town Hall Meetings – Matt Warder
 - Dates for FY2017-2018 – 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
 - **TABLED until the February meeting.**
- Summary (5 minutes) – Paige Brock
 - Calendar:
 - January 11: 5th Grade Musical: Off Their Rocker
 - January 16: MLK Day/ No School
 - NEW January 17: Ben Franklin's Birthday; Ribbon Cutting/Town Hall Meeting (6:30-7:00 and 7-8:30 p.m.)
 - January 18: 1st Grade Musical: The Day the Crayons Quit
 - January 19: Town Hall Meeting (8:30-10:00 a.m.)
 - January 27: Daybreak with Dads
 - January 28: Winterfest
 - February 1: 2nd Grade Musical: Go West
 - February 13: Board Meeting (in Sanders Science Lab)
 - February 13-24: Parent Satisfaction Survey
 - February 15 and 16: Parent-Teacher Conferences
 - February 17 and 20: No School/Presidents' Day
 - February 23-24: 2017 Colorado Charter Schools Conference (Omni Interlocken Hotel)
 - February 24 and 25: Middle School Elective Aladdin Performance
 - NEW March 4: Father-Daughter Event
- Newsletter: Ann on Town Hall
- Review Action Items
 - **Plan cross-committee meeting as soon as possible**
- Review Votes
- Review Future Board Agenda Items
 - Standards/Guidelines for Committee Budgeting and Consultant Fees
 - Board Responsibilities

BEN FRANKLIN ACADEMY

- Review BFA Actions as Related to Parent and Student Survey Data
- Policy Review: Inventory Management Policy
- Staff Retention and Recruitment
- Review Second Quarter Financials
- Approve Auditor for FY2016-2017
- Approve School Activity Calendar
- Board Elections
- Review Purchased Services Contract with DCSD
- Appoint Board President and Treasurer for FY2017-2018
- Review UIP
- Review proposed SAC Bylaw revisions
- o Adjourn
 - Paige moves to adjourn
 - Ann seconds
 - The Meeting is adjourned at 11:12pm

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: 2/1/2017
Approved: 2/13/2017