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BOARD OF DIRECTORS  
MEETING MINUTES  
MONDAY, FEBRUARY 13, 2017

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5:30 P.M. Board Meeting  
Jason Sanders Science Lab  
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	103	81
1	104	90
2	104	54
3	104	248
4	104	86
5	130	150
6	93	142
7	68	2
8	73	0
<b>TOTAL</b>	<b>883</b>	<b>853</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	11		11		11
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	15		15		15
PM 4s		12		12	
<b>Daily Total</b>	<b>49</b>	<b>50</b>	<b>49</b>	<b>50</b>	<b>49</b>

Attendees: Becky Mullen, Bill Castor, Kent Barwind, Ann Citrin (arrived at 5:43pm), Matt Warder, Bryan Molen, Bob Barber (Principal), Halsley Hoff (Business Manager), Michelle Bynum (Office Manager), Paige Brock (joined via telephone from 7:51pm until 8:25pm), Diana Simpson (5-8 Assistant Principal) Kimberly Kent (former PTO President), Carrie Keen (former PTO President), Pam Betts (PTO President) and multiple PTO representatives and BFA community members.

- Opening (5 minutes)
  - Becky calls the meeting to order at 5:33 pm
  - Welcome/Announcements
  - Mission/Vision
  - Pledge of Allegiance
  - Amend/Approve Agenda
    - Bill moves to approve the agenda.
    - Kent seconds the motion.
    - The Agenda is unanimously approved.
  
- Consent Agenda (2 minutes) – Becky Mullen
  - Approve revised Minutes from the December 13, 2016 Board Meeting
    - Becky moves to approve the revised December Board Meeting Minutes.
    - Bryan seconds the motion.
    - The revised December Minutes are unanimously approved
  
  - Approve the Minutes from the January 10, 2017 Board Meeting
    - Becky moves to approve the Minutes from the January 10, 2017 Board Meeting.
    - Bryan seconds the motion.
    - The Minutes from the January 10, 2017 Board Meeting are 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 Monday, February 13, 2017, will be read at the meeting.
    - There were no comments in-person or electronically.

# BEN FRANKLIN ACADEMY

- Presentation by the BFA PTO requesting naming of the library in honor of Shelly Dana (written proposal submitted) (30 minutes total: 10 minutes for presentation; 20 minutes for Board discussion) – Pam Betts (PTO President), Carrie Keen and Kimberly Kent (former PTO Presidents)
  - Discussion and vote on BFA PTO request to name the library in honor of Shelly Dana
    - Bill moves to postpone the decision on naming of the library in honor of Shelly Dana until the March Board meeting and subject to criteria to be approved by a majority vote of the Board.
    - Kent seconds the motion.
    - The motion to postpone the decision on naming of the library in honor of Shelly Dana until the March Board meeting and subject to criteria to be approved by a majority vote of the Board is unanimously approved.
    - Becky agreed to draft the proposed criteria for naming rights for consideration by the Board prior to the March meeting.
  
- Principal’s Report (Strategic Plan Goals #1-6) (45 minutes) – Bob Barber
  - Review and approve proposed BFA Sports Logos
    - Becky moves to approve the “Shield Logo” contingent upon fixing coloring issues.
    - Bryan seconds the motion.
    - The motion to approve the logo is unanimously approved.
  
  - Review BFA Actions as Related to Parent and Student Survey Data
  - Review and approve proposed student fees for the 2017-2018 Academic Year

	½ Day Kindergarten	Grade K – 5	Grade 6, 7, 8
Classroom/Learning Supplies	\$45	\$60	\$60
Paper/Copies	25	25	20
Bulk Supplies	25	35	35
Technology Fees	10	15	10
Art Supplies	0	5	5
Music Supplies	0	5	5
Physical Education Equipment	0	5	5
Field Day	0	3	3
Awards	0	2	2
Chromebook Insurance	0	0	25
Marshall/Safety Program	15	15	15
	\$120	\$170	\$185

- Becky moves to approve the student fees for the 2017-2018 Academic Year as proposed above, subject to possible adjustment for the costs of District Services.
- Matt seconds the motion.
- The motion to approve the student fees for the 2017-2018 Academic Year as shown in the table above, subject to possible adjustment for the costs of District Services, is unanimously approved.

- Treasurer's Report (Strategic Plan Goals #2 and 6) (10 minutes) – Kent Barwind
  - Finance Committee Updates
  - Approve Auditor for FY2016-2017
    - Kent moves to approve Swanhorst & Company as the Auditor.
    - Matt seconds the motion.
    - The motion to approve Swanhorst & Company as the FY2016-2017 Auditor is unanimously approved.
  - Review January Financials
  - The Finance Committee has reviewed and recommends approval of the January 2017 Financials.
  - Approve the January 2017 Financials.
    - Kent moves to approve the January 2017 Financials.
    - Bryan seconds the motion.
    - The motion to approve the January 2017 Financials is unanimously approved.
- Parent Teacher Organization (PTO) Report (Strategic Plan Goal #3) (written report and proposed 2017-2018 dates submitted)
- Board Committee Reports (Strategic Plan Goals #1-3 and 6) (30 minutes) (written reports submitted, as indicated)
  - Arts Committee (written report submitted) (5 minutes) – Becky Mullen
    - Review and approve proposed budget for FY2017-2018
      - Becky moves to approve the Arts Committee budget for FY2017-2018 in an amount of \$1900.
      - Matt seconds the motion.
      - The motion to approve the Arts Committee budget for FY2017-2018 in an amount of \$1900 is unanimously approved.
  - Community Events Committee (CEC) (written report submitted) (5 minutes)– Becky Mullen
    - Review and approve proposed budget for FY2017-2018
      - Becky moves to approve the CEC budget for FY2017-2018 in an amount of \$6500.
      - Bryan seconds the motion.
      - The motion to approve the CEC budget for FY2017-2018 in an amount of \$6500 is unanimously approved.
    - Review and approve proposed events for FY2017-2018
      - Becky moves to approve the proposed CEC events for FY2017-2018
      - Bryan seconds the motion.
      - The motion to approve the proposed CEC events for FY2017-2018 is unanimously approved.
  - Curriculum Committee (meets in Fall, Winter and Spring; no written report at this time)
  - Facility Committee (see Ben Franklin Academy Building Corporation) – Bill Castor

# BEN FRANKLIN

ACADEMY

- Finance Committee (written report to be submitted) (see Treasurer's Report) – Kent Barwind
- Fundraising Committee (written report submitted) – Paige Brock
- Grant Committee (no report at this time) – Bill Castor
- School Accountability Committee (SAC) (written report submitted) (5 minutes) – Bryan Molen
  - Review and approve proposed budget for FY2017-2018
    - No formal budget was provided for the Board's consideration, so this agenda item was tabled until such time as the SAC submits a formal budget request.
- Science, Technology, Engineering and Mathematics (STEM) Committee (written report to be submitted) (5 minutes) – Matt Warder
  - Review and approve proposed budget for FY2017-2018
    - Matt moves to approve the STEM Committee budget for FY2017-2018 in an amount of \$5600.
    - Bill seconds the motion.
    - The motion to approve the STEM Committee budget for FY2017-2018 in an amount of \$5600 is unanimously approved.
  - Review and approve proposed events for FY2017-2018
    - Matt moves to approve the events calendar for the STEM Committee for FY2017-2018.
    - Ann seconds the motion.
    - The motion to approve the events calendar for the STEM Committee for FY2017-2018 is unanimously approved.
- Succession Committee (written report submitted) (10 minutes) – Bryan Molen
  - Review and approve recruitment packet
    - Bryan moves to approve the recruitment packet subject to the noted edits to the FAQs.
    - Matt seconds the motion.
    - The motion to approve the recruitment packet is unanimously approved.
  - Review and approve training calendar
    - Bryan moves to approve the training calendar.
    - Matt seconds the motion.
    - The motion to approve the training calendar is unanimously approved.
  - Review and approve revised Succession Plan
    - Bryan moves to approve the revised Succession Plan.
    - Bill seconds the motion.
    - The motion to approve the revised Succession Plan is unanimously approved.
- Technology Committee (revised proposed plan to be submitted) – Matt Warder
  - Tabled until the March Board Meeting
- Uniform Committee (written report submitted) (see Policy Review) – Paige Brock

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ACADEMY

- Ben Franklin Academy Building Corporation Report (Strategic Plan Goals #5 and 6) (15 minutes) – Kent Barwind, Bill Castor and Bob Barber
- Selection and Approval of Board Offices of President and Treasurer for FY2017-2018 (10 minutes) – Paige Brock
  - Appoint Board President for FY2017-2018
    - Paige nominates Bill Castor to the position of President for the FY2017-2018.
    - Becky moves to appoint Bill Castor to the position of President for the FY2017-2018.
    - Kent seconds the motion.
    - Bill Castor is unanimously appointed as the President for the FY2017-2018.
  - Appoint Board Treasurer for FY2017-2018
    - Paige nominates Kent Barwind to the position of Treasurer for the FY2017-2018.
    - Paige moves to appoint Kent Barwind to the position of Treasurer for the FY2017-2018.
    - Bill seconds the motion.
    - Kent Barwind is unanimously appointed as the Treasurer for the FY2017-2018.
- Board of Directors Election and Appointment (10 minutes) – Bill Castor/Becky Mullen
- Board Meeting Schedule and Agenda (5 minutes) – Bill Castor
  - Discussion and approval of amended schedule for Board of Directors' Meeting for FY2017-2018 regarding Board meeting schedule.
    - Bill proposed that the Board meetings be scheduled for the 3<sup>rd</sup> Thursday of each month to make it less likely that business travel will cause future conflicts. After discussion, it was agreed that Bill will make a specific proposal to adjust the schedule at a future meeting so the new Board members will have a voice in the decision.
- Discussion Regarding Traffic Concerns on Plaza (10 minutes) – Bill Castor
  - Ann agreed to find the legislation related to the determination of School Speed Zones. The Board will evaluate and consider potential courses of action at the March Board Meeting with the intent of defining a plan to reduce speeds/improve safety on Plaza Drive.
- Board Training (Strategic Goal #1) (10 minutes)
  - Synergy – Ann Citrin
- Legislative Update (5 minutes) – Matt Warder
- Policy Review (Strategic Plan Goals #1-3 and 6) (17 minutes) – Bryan Molen/Ann Citrin
  - Inventory Management Policy – First Reading and Vote (2 minutes)
    - Approve Inventory Management Policy
      - Bryan moves to approve the Inventory Management Policy.
      - Ann seconds the motion.
      - The motion to approve the Inventory Management Policy is unanimously approved.
  - Uniform Policy – Second Reading and Vote (15 minutes) – Bryan Molen/Ann Citrin
    - Approve revised Uniform Policy and tables

# BEN FRANKLIN ACADEMY

- Ann moves to approve the Uniform Policy subject to the addition of the clarifying edits discussed.
  - Kent seconds the motion.
  - The Uniform Policy subject the addition of the clarifying edits discussed was unanimously approved.
- Approve the tables associated with the Uniform Policy
  - Ann moves to approve the tables associated with the Uniform Policy subject to the phase out of the boys ¼ zip, khaki/navy jumpers, all oxfords and the plaid belt, as noted in the tables.
  - Matt seconds the motion.
  - The tables associated with the Uniform Policy subject to the phase out of the boys ¼ zip, khaki/navy jumpers, all oxfords and the plaid belt, as noted in the tables, were unanimously approved.
- Convene in executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters (a closed session) (40 minutes) – Becky Mullen
  - Becky moves to convene into executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters
  - Matt seconds the motion.
  - A roll call vote was taken and the motion was unanimously approved.
  - The executive session begins at 9:24pm
  - Those present during the executive session were: Bill Castor, Ann Citrin, Becky Mullen, Kent Barwind, Matt Warder, Bryan Molen and Bob Barber (Principal)
  - Becky moves to adjourn from executive session pursuant to C.R.S. § 24-6-402(4)(f)(I)
  - The executive session is adjourned at 9:49pm
  - No votes were taken during the executive session
- Summary (5 minutes) – Becky Mullen
  - Calendar:
    - February 13-24: Parent Satisfaction Survey
    - February 15 and 16: Parent-Teacher Conferences/Book Fair
    - 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
    - March 4: Father-Daughter Event
    - March 8: Full Day Kindie Musical
    - March 13-17: Teacher/Staff Appreciation Week
    - March 14: BFA Board Meet the Candidates; Board Meeting
    - March 20-24: Spring Break
    - March 30: Mom's Night Out
    - April 3-7: BFA Board Elections
    - April 21: Teacher In Service – Becky Mullen/Paige Brock
- Newsletter: Uniform Policy Updates – Matt Warder; Announcement of President – and Treasurer-Elect – Paige Brock
- Board Email: Elections – Bill Castor/Becky Mullen
- Review Action Items
- Review Votes

- o Review Future Board Agenda Items
  - Standards/Guidelines for Committee Budgeting and Consultant Fees
  - Board Responsibilities
  - Review BFA Actions as Related to Parent and Student Survey Data
  - Discussion regarding class size
  - Approve amount to be allocated to teacher raises and evaluation procedure
  - Distribute Principal Evaluation
  - Strategic Plan Quarterly Review
  - FY2017-2018 Budget Review
  - Staff Retention and Recruitment
  - Approve School Activity Calendar
  - Board Elections
  - Review Purchased Services Contract with DCSD
  - Review UIP
  - Review proposed SAC Bylaw revisions
- o Adjourn
  - Becky moves to adjourn the meeting.
  - Ann seconds the motion.
  - The meeting is adjourned at 9:54pm.

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.

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Date Modified: 3/8/2017  
Date Approved: 3/14/2017