



BOARD OF DIRECTORS ELECTION/APPOINTMENT  
FREQUENTLY ASKED QUESTIONS

**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, the arts, 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 social emotional development, character, sports, and nature.

<b>Who?</b>	The Ben Franklin Academy (BFA) community is seeking leaders, who are passionate about and committed to BFA’s mission and vision, to serve on the BFA Board of Directors (Board). Only one person per family may serve on the Board at any one time. Neither Directors nor family members of Directors may be employees or independent contractors of BFA or serve as officers or voting members of the BFA Parent Teacher Organization.
<b>Qualifications</b>	No specific qualifications are needed to serve on the Board. It is, however, the goal of the Board to have a group of individuals with diversified qualifications that supports the vision, mission and long-term strategic plan of BFA.
<b>Why?</b>	The ability of any charter school to carry out its mission and vision depends on the strength of its organizational foundation. A critical element of this foundation is the charter school board itself. In addition to fulfilling legal requirements, every charter school needs a board composed of individuals who not only support the school's mission but also sincerely believe in and seek to promote it. Advocating for BFA and its educational philosophy is an important function of the Board and involves promoting the mission, vision and goals of BFA within both the BFA community and the community at large.
<b>Nomination Deadline</b>	11:59 p.m. (MST) on <b>February 17th, 2023.</b>
<b>Q&amp;A Forum</b>	Candidates for all open Board seats must attend a question and answer session with the current Board, which is also open to the BFA community, at <b>5 p.m., Tuesday, March 21, 2023.</b>

# BEN FRANKLIN ACADEMY

<b>Election</b>	In Spring 2023, the BFA community will elect two (2) directors. Specifically, Board elections will take place electronically from <b>Monday, April 10 through 11:59 p.m. (MST) on Sunday, April 16, 2023.</b>
<b>Appointment</b>	On April 18, 2023, the Board will appoint one (1) director. Any candidate not elected by the BFA community or any other qualified individual is eligible to be appointed by the Board. The Board may nominate candidates for the Board appointed seat up until the Board vote held on <b>Tuesday, April 18, 2023</b> , during the regularly scheduled Board meeting.
<b>Results</b>	Results of the election will be announced and the appointment by the Board will be made on <b>Tuesday, April 18, 2023</b> , at the regularly scheduled Board meeting.
<b>Board Goals</b>	Specifically, the Board has identified the following six (6) goals in BFA’s Strategic Plan: <ol style="list-style-type: none"> <li>1) Improve the educational experience on a continual basis</li> <li>2) Maintain financial stability</li> <li>3) Increase parent satisfaction and demand for enrollment</li> <li>4) Promote staff and professional development</li> <li>5) Maintain and develop facility</li> <li>6) Renew Charter Contract</li> </ol>
<b>Governing Board Duties and Activities</b>	<ul style="list-style-type: none"> <li>● Know and participate in approving all policies, which guide the organization, its governance, and its work.</li> <li>● Be familiar with the organization’s priorities and initiatives, including its public policy activities.</li> <li>● Provide active assistance in public policy activities, including making contacts with key policy makers, participating in press conferences, delivering testimony, and otherwise supporting advocacy activities, while working with staff.</li> <li>● Use the mission and vision of BFA to guide decisions and policies.</li> <li>● Ensure BFA's long-term success through financial and educational oversight.</li> <li>● Actively monitor BFA’s income and expenses and review and approve the annual budget.</li> <li>● Utilize established sub-committees to further the strategic goals and mission and vision of BFA.</li> <li>● Review all policies annually and approve all new/revised policies.</li> <li>● Receive monthly reports from the Principal and conduct annual performance review of Principal.</li> <li>● Identify areas of strength and weakness as a governing board and provide training as appropriate.</li> <li>● Review policies, budgets, minutes, reports, documents, etc. thoroughly prior to voting to either approve or deny the same.</li> <li>● Conduct operations in compliance with all applicable laws, including, but not limited to, Sunshine and Open Meetings laws.</li> <li>● Respect, listen to, and treat courteously all people involved with the organization.</li> </ul>

# BEN FRANKLIN ACADEMY

<b>Term</b>	Three (3) year term. May serve up to two (2) consecutive terms.
<b>Time Commitment</b>	<ul style="list-style-type: none"> <li>● On average, Board directors typically invest approximately 20 hours per month in BFA governance and oversight duties including preparing for and attending committee and Board meetings.</li> <li>● In addition, directors agree to represent BFA at outside meetings or events important to the organization at least once every three (3) months. Specific assignments will be determined at the Board or committee level.</li> <li>● <b>Monthly Meetings:</b> New Directors attend the regular May meeting but are non-voting. Board meets monthly one night a month for 3 – 5 hours and as needed. A special session may be scheduled and noticed if needed to address specific needs. The Board does not meet in July.</li> <li>● <b>Performance Presentation:</b> All directors attend a presentation by the Principal in May. Outgoing directors will attend and complete the Principal Annual Performance Review. New directors will attend and participate in the meeting but will not complete the evaluation.</li> <li>● <b>Annual Board Working Meeting:</b> All directors attend and participate in a local full-day working/strategy meeting in June (in lieu of a regular June meeting).</li> <li>● <b>Staff Appreciation Breakfast:</b> All directors host and attend a staff appreciation breakfast in December.</li> <li>● <b>School Visit:</b> Each director will visit BFA for at least half a day per academic year for a pre-scheduled opportunity to observe classes.</li> <li>● <b>Committees:</b> Directors actively serve on at least one (1) standing committee and attend committee meetings regularly, attending at least two-thirds of the scheduled committee meetings as well as special meetings as needed.</li> </ul>
<b>Absence</b>	Board directors are expected to attend at least 90% of the Board meetings each year.
<b>Compensation</b>	None
<b>Financial Commitment/Fundraising</b>	Directors must support BFA as appropriate and agree to participate in fundraising activities of the school and related entities. Board directors are to make a personally significant financial contribution to the organization each year; it is up to the director to determine the amount.
<b>Board Composition</b>	<ul style="list-style-type: none"> <li>● The Board is comprised of seven (7) seats, serving staggered three-year terms. Four (4) of the seats are elected by the BFA community and three (3) of the seats are Board-appointed in accordance with the Board of Directors Election Policy.</li> <li>● There are four (4) Board officers: President, Vice President, Secretary and Treasurer. The Board appoints the officers annually for a one (1) –year term. The other directors serve as At-Large Directors. All directors have equal voting rights.</li> </ul>
<b>Board Style / Culture</b>	A collaborative board that embraces the structure and feel of BFA.
<b>Board Mentor</b>	Each new Board director will be assigned a Board mentor to help with

# BEN FRANKLIN ACADEMY

	learning the processes.
<b>Need to Know</b>	<ul style="list-style-type: none"> <li>• BFA Strategic Plan</li> <li>• BFA Parent Handbook</li> <li>• BFA Organization Structure</li> <li>• BFA Curriculum Structure</li> <li>• BFA History</li> <li>• BFA Bylaws</li> <li>• BFA Charter &amp; Contracts</li> <li>• BFA’s Thirteen Virtues</li> <li>• Board Policies</li> <li>• BFA Statistics (Students, Staff, Volunteers, Testing, Budget)</li> </ul>
<b>Reading</b>	<ul style="list-style-type: none"> <li>• Benjamin Franklin Biography</li> <li>• Cultural Literacy – E. D. Hirsch, Jr.</li> <li>• Boards That Make a Difference - Carver</li> </ul>
<b>Training and Learning Modules</b>	<ul style="list-style-type: none"> <li>• New directors are required to complete online learning sessions covering Board knowledge and information for charter schools.</li> <li>• Attendance at the annual Charter School Conference in February is recommended.</li> </ul>
<b>Relationship to School Staff</b>	School staff does not report to the Board. Only the Principal reports to and is reviewed by the Board.
<b>Public Entity/Legal Responsibilities</b>	<ul style="list-style-type: none"> <li>• BFA is a public school chartered by the Douglas County School District pursuant to Colorado Revised Statutes, C.R.S. §22-30.5-101-409, et seq. as amended.</li> <li>• As representatives of a public entity, directors are fiduciaries by law.</li> <li>• Directors owe the duties of care, obedience and loyalty to BFA.</li> <li>• Directors serve as a trustee and it is their responsibility to ensure that the organization meets both legal and ethical standards for nonprofit, tax-exempt organizations.</li> </ul>
<b>Sunshine Laws</b>	As a public entity BFA and its Board are governed by Sunshine Laws, which are law requiring certain proceedings of government agencies to be open or available to the public. Board meeting are noticed and open to the public, except for Executive Sessions.
<b>Executive Session</b>	The Sunshine Law allows a public body to close meetings and records to the public in some limited circumstances.
<b>Quorum</b>	Simple Majority
<b>Board Insurance</b>	BFA purchases and maintains Directors and Officers (D&O) insurance coverage to help cover the defense costs, settlements and judgments arising out of lawsuits and wrongful act allegations asserted against or incurred by its Board directors in such capacity.
<b>Board Agreement</b>	Board directors will be required to sign a Board Agreement summarizing general duties and obligations.

**BEN FRANKLIN**  
ACADEMY

<b>Conflict of Interest Form</b>	Board directors will be required to sign a Conflict of Interest Form.
<b>BFA Foundation</b>	The Ben Franklin Academy Foundation is a separate legal entity from the school that exists solely to advance the mission and vision of BFA by raising and allocating funds and managing property for the benefit of the school and its students. Currently, the directors of BFA also serve as directors for the Ben Franklin Academy Foundation.
<b>BFA Building Corporation</b>	The Ben Franklin Academy Building Corporation is a separate legal entity from the school that has been authorized to make certain capital improvements to the school.
<b>Board Documents</b>	Official documents of the Board can be found at: <a href="http://www.bfacademy.org/board-documents/">http://www.bfacademy.org/board-documents/</a> Policies can be found at: <a href="http://www.bfacademy.org/handbook-and-policies/">http://www.bfacademy.org/handbook-and-policies/</a>

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