



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, 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.

Who?	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.
Qualifications	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-tem strategic plan of BFA.
Why?	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.
Nomination Deadline	11:59 p.m. (MST) on Friday, February 22nd, 2019
Q&A Forum	Candidates for all open Board seats must attend a question and answer session with the current Board, which is open to the BFA community, at 5 p.m., Tuesday, March 12th, 2019.

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Election	In spring 2019, the BFA community will elect one (1) director. Specifically, Board elections will take place electronically from Friday, April 5th, through Friday, April 12th, 2019.
Appointment	In spring 2019, 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 Tuesday, April 16th , during the regularly scheduled Board meeting.
Results	Results of the election will be announced and the appointment by the Board will be made on Tuesday, April 16th , at the regularly scheduled Board meeting.
Board Goals	Specifically, the Board has identified the following five (5) goals in BFA's Strategic Plan: <ol style="list-style-type: none"> 1) Improve the educational experience on a continual basis; 2) Maintain financial stability; 3) Increase parent satisfaction and demand for enrollment; 4) Promote staff and professional development; and 5) Maintain and develop facility: Makerspace, outdoor classroom and greenhouse.
Governing Board Duties and Activities	<ul style="list-style-type: none"> • Know and review all policies annually. Participate in approving all new/revised policies, which guide the organization, its governance, and its work. • Be familiar with the organization's priorities and initiatives, including its public policy activities. • Provide active assistance in public policy activities, including making contacts with key policy makers, delivering testimony, and otherwise supporting advocacy activities, while working with staff. • Use the mission and vision of BFA to guide decisions and policies. • Ensure BFA's long-term success through financial and educational oversight. • Actively monitor BFA's income and expenses and review and approve the annual budget. • Utilize established subcommittees to further the strategic goals and mission and vision of BFA. • Receive monthly reports from the Principal and conduct an annual performance review of Principal. • Identify areas of strength and weakness as a governing board and provide training as appropriate. • Review policies, budgets, minutes, reports, documents, etc. thoroughly prior to voting to either approve or deny the same. • Conduct operations in compliance with all applicable laws, including, but not limited to, Sunshine and Open Meetings laws. • Respect, listen to, and treat courteously all people involved with the organization.

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Term	Three (3) - year term. May serve up to two (2) consecutive terms.
Time Commitment	<ul style="list-style-type: none"> • On average, Board directors typically invest 15-20 hours per month in BFA governance and oversight duties including preparing for and attending committee and Board meetings. • 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. • Monthly Meetings: 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. • Performance Presentation: 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. • Annual Board Working Meeting: All directors attend and participate in a local full-day working/strategy meeting in June (in lieu of a regular June meeting). • Staff Appreciation Breakfast: All directors host and attend a staff appreciation breakfast in December. • School Visit: Each director will visit BFA for at least half a day per academic year for a pre-scheduled opportunity to observe classes. • Committees: 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.
Absence	Board directors are expected to attend at least 90% of the Board meetings each year.
Compensation	None
Financial Commitment/Fundraising	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.
Board Composition	<ul style="list-style-type: none"> • 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. • There are four (4) Board officers: President, Vice President, Secretary and Treasurer. The Board appoints each officer annually for a one (1) –year term. The other directors serve as At-Large Directors. All directors have equal voting rights.

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Board Style / Culture	A collaborative board that embraces the structure and feel of BFA.
Board Mentor	Each new Board director will be assigned a Board mentor to help with learning the processes.
Need to Know	<ul style="list-style-type: none"> • BFA Strategic Plan • BFA Parent Handbook • BFA Organization Structure • BFA Curriculum Structure • BFA History • BFA Bylaws • BFA Charter & Contracts • BFA's Thirteen Virtues • Board Policies • BFA Statistics (Students, Staff, Volunteers, Testing, Budget)
Reading	<ul style="list-style-type: none"> • Benjamin Franklin Biography • Cultural Literacy – E. D. Hirsch, Jr. • Boards That Make a Difference – Carver
Training and Learning Modules	<ul style="list-style-type: none"> • New directors are required to complete online learning sessions covering Board knowledge and information for charter schools. • Attendance at the annual Charter School Conference in February is recommended.
Relationship to School Staff	School staff does not report to the Board. Only the Principal reports to and is reviewed by the Board.
Public Entity/Legal Responsibilities	<ul style="list-style-type: none"> • 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. • As representatives of a public entity, directors are fiduciaries by law. • Directors owe the duties of care, obedience and loyalty to BFA. • Directors serve as trustees and it is their responsibility to ensure that the organization meets both legal and ethical standards for nonprofit, tax-exempt organizations.
Sunshine Laws	As a public entity BFA and its Board are governed by Sunshine Law, which require certain proceedings of government agencies to be open or available to the public. Board meetings are noticed and open to the public, except for Executive Sessions.
Executive Session	The Sunshine Law allows a public body to close meetings and records to the

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	public in some limited circumstances.
Quorum	Simple Majority
Board Insurance	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.
Board Agreement	Board directors will be required to sign a Board Agreement summarizing general duties and obligations.
Conflict of Interest Form	Board directors will be required to sign a Conflict of Interest Form.
BFA Foundation	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.
BFA Building Corporation	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.
Board Documents	Official documents of the Board can be found at: http://www.bfacademy.org/board-documents/ Policies can be found at: http://www.bfacademy.org/handbook-and-policies/

Date Approved: 11/13/2018