



BOARD MEETING AGENDA
JANUARY 10, 2012

6:30 – 10:00 PM
Ben Franklin Academy

- Opening (5 minutes) – Jason Sunahara
 - Welcome/Announcements
 - Pledge of allegiance
 - Read mission and vision
 - Amend/approve agenda
 - Consent agenda (5 minutes) – Jason Sunahara
 - Approve minutes from the December 13 board meeting
 - Approve revised student handbook
 - Open Comments (3 minutes/person) – Jason Sunahara
 - Remarks will be limited to three minutes.
 - See notes below on open comments
 - Principal's report (20 minutes) – Bob Barber
 - Vote to approve 2011-12 school calendar
 - Committee Reports (40 minutes)
 - PAC
 - SAC
 - PTO
 - STEM
 - Grant
 - Finance
 - Board election plans (10 minutes) – Jason Sanders
 - Staci Ferguson's seat is up for vote by the parent-voting group and Ward Cerny's seat is up for appointment by the board.
 - February – Communication to parents about board seats up for election, the process for nomination and the process for elections. Nominations due in writing to Secretary by March meeting.
 - March – Between March and April meetings, secretary sends out information about candidates.
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BEN FRANKLIN

ACADEMY

- May – Elections prior to May meeting so they can be announced at the meeting. Board appointed candidates shall be appointed at the May meeting.
- Preschool issues related to federal funding and preschool priority (10 minutes) – Paige Brock
- Updated expansion plans (20 minutes) – Matt Matherly
- Mascot (10 minutes) – Jason Sanders
- Parking report (10 minutes) – Matt Matherly
- Treasurer’s report on finances (5 minutes) – Jason Sunahara
- Policies (35 minutes) – Jason Sanders
 - First reading of revised grading policy
 - First reading of the laptop & tablet usage policy
 - Vote to approve inventory management policy
 - Vote to approve revised uniform standards for 2011-12
- Team Building (20 minutes) – Becky Mullen
- Future Board meeting schedule (5 minutes) – Jason Sanders
- Summary
 - Newsletter
 - Review action items
 - Review votes
 - Review future board agenda items
 - February – Discuss middle school curriculum options
 - February – Organize and finalize board election process
 - February – Principal to present board with a proposed 2012-13 budget
 - February – Strategic Plan
 - February – Discuss PR initiative
 - March – Complete election nomination process and prepare for election
 - May – Announce results of board elections
 - May – New board member training
 - June – Board retreat

All board meetings are open to the public and are conducted in compliance with Colorado Open Meeting Requirements.

The Ben Franklin Academy Board works for the students, parents and patrons of Ben Franklin Academy in promoting the vision and mission of the school. Community input that can help the Board meet the challenge of educating our children to our 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.

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.

Date Modified: 1/9/12

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Date Modified: 1/9/12



PROPOSED STUDENT HANDBOOK CHANGES

SECTION 4. SCHOOL OPERATIONS

SPECIAL EDUCATION 504 LEAD

The Academic Director serves as special education coordinator and the 504 Team lead. Diana Simpson is the current academic director. She can be reached at dsimpson@bfacademy.org and at 720.383.4519.

SECTION 9. POLICIES

All other policies of Ben Franklin Academy are incorporated herein by reference. The most up to date version of the Academy's policies can be found on the Academy's website.

In particular, the Conflict Resolution Policy should be referred to in all situations when an individual has a conflict with a teacher, staff, or administrator at the Academy. The most up to date version of this policy can be found at <http://www.bfacademy.org/policies>.

Principal's Report

January 3, 2012

Operation Deliverables

- **Current Enrollment**
 - Grade K 134
 - Grade 1 102
 - Grade 2 101
 - Grade 3 102
 - Grade 4 103
 - Grade 5 50
 - Grade 6 48

Total Enrollment = 640 Students

- **Dress Code and Conduct Code Enforcement**
 - Figures are available in the chart
- **Administrator Off-Site Meetings**
 - Bob Barber
 1. January 18, 2012 Charter School Administrator Meeting

Academic Deliverables

- The fall NWEA assessment will be administered in January
- TCAP (formerly CSAP) dates are:
 - 3rd Grade Reading – Feb. 13-24
 - Grades 3-5 Math, Science, Reading/Writing – March 5-23
- Sera music had begun classes at BFA – the classes offered are choir, violin, guitar and piano. All classes (except choir) are full.
- Spanish and French classes will begin the week of January 17 as an after school activity.

Calendar for 2012-2013

- Attached is a revised calendar for the 2012-2013 school year. All of the holidays match the DCSD middle and high schools to aid in vacation planning. The start date was pushed back to accommodate the construction schedule for the new addition.
 - The district schools were allowed to choose from one of 3 calendar options.
 - DCSD first day of school is either Aug. 6 or Aug. 13
- The teacher in-service days do not match the district as most of the district days are on Mondays.

Personnel Deliverables

- **Classroom Visitation Log**
 - *Will be available in the office for your review*

Building Security/Safety

- We will conduct a fire drill in January

Facilities

- We continue to have small issues with the building (leaks on the second floor, settling cracks...)
 - Bouma came out yesterday and walked a punch list and will be taking care of these problems
- The cubbies were installed during the winter break.
- The heaving tiles on the second floor have been repaired.
- Re-caulking was completed (quality of work was very poor) – I have addressed this with Ray.

- The following are groups that will be or are renting the building in January:
 - Douglas Arnold Tae Kwon Do (Tuesdays and Thursdays)
 - Warrior Basketball (Mondays, Wednesdays and Fridays)
 - Lego Camp (Tuesdays and Thursdays)
 - BFA basketball for 5th/6th grade boys and girls (Tuesdays and Thursdays)
- I spent another afternoon on Greensborough during afternoon pickup and had the following observations:
 - 41 cars parked on the street
 - one car was double parked
 - no cars were blocking driveways or businesses
 - no cars were blocking the mailbox area
 - 4 residents pulled in to pick up their mail
 - no students were left unattended
 - no students were on the roof of the mailbox structure
 - 2 students crawled under the fence as a short cut to Greensborough

Teacher Websites

- Diana and I continue to monitor teacher websites and offer suggestions as needed.

Dress Code Violation Summary

	Primary (K-3)	Intermediate (4-6)	
# of violations issued	4	7	
# of students missing dress of choice day	0	3	

Discipline Summary

	Primary (K-3)	Intermediate (4-6)	
Level 1 Infractions	4	11	
Level 2 Infractions	0	0	
Level 3 Infractions	0	0	
Suspension Days	0	2	

BEN FRANKLIN ACADEMY ~ 2012-13 SCHOOL YEAR CALENDAR

** Proposed Calendar**

<p>KEY:</p> <p>T = Teacher Work/Inservice (No students)</p> <p>H = Holiday - No students</p> <p>C = Comp Day - No students</p> <p>R = Regular School Day</p> <p>/ = Parent-Teacher Conf.</p> <p>X = End of trimester</p>	<p>JULY 2012</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p>AUGUST 2012</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p>29-31 Teacher Work Day</p>							
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28	29	30																																																																																												
<p>10 Teacher Work/ Inservice</p> <p>27 Memorial Day Holiday</p> <p>30 Last day of school</p> <p>21 school days</p>	<p>MAY 2013</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p>JUNE 2013</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							<p>165 Student Days *</p> <p>11 Teacher Work/Inserv Days</p> <p>2 Teacher Comp Days</p> <p>178-Day Contract for Teachers</p>
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PAC Policy Log

Date Rec'd	Date/PAC Response	Via	Category	Comments/ Concerns	Response
8/15/2001	08/15/01	??	Uniform	Different brands at EO wearing differently.	Comment from PAC member.
8/6/2011	08/01/11	Email / Facebook	Uniforms	Backorders of formal uniform and shoes clarification.	Clarified policies and gave her reassurance on backordered items.
8/12/2011	08/12/11	Email to PAC	Uniforms	Poor Customer Service at EO. Owner told parent that EO did not choose to work with BFA, BFA chose EO.	Email sent to Mr. Barber, only sent to PAC to log complaint.
8/13/2011	n/a	Facebook	Uniforms	Parent shopped for three children at EO and all but 3 items are on backorder.	n/a
8/14/2011	08/14/11	Email	Uniforms	Will there be a contingency for backordered uniforms?	Told parent that all items should be received for school. Also, Mr. Barber will allow students to wear other approved uniforms if formal uniform is on backorder.
8/15/2011		Facebook	Uniforms	Parent purchased uniforms in June with discount but went to exchange for larger sizes and they will not give her the original discount.	Parent went back to EO, and manger took care of her issues and gave her additional discount.
8/16/2011	08/16/11	Email	Hoodies	Why can't K-5 wear hoodies? Can the reasoning be added to the uniform policy so that parents can better understand why hoodies are for the older kids?	Hoodies for 6th and up to differentiate the older children.
8/16/2011	08/16/11	Email	Shoes	Clarification of deck shoes.	Clarified that shoes are appropriate.
8/29/2011		Email	uniform	Parent is having issues with backordered items and dislikes that there is one vendor.	EO is working with other stores to get more stock to help BFA. EO feels a problem too.
9/5/2011	n/a	In person	Uniforms	Suggestions for better uniform styles.	n/a
9/6/2011	09/08/11	Email	Carpool	Need someone to direct traffic on Plaza/carpool entrance.	Understand her frustration and we will pass on this suggestion to the board.
9/8/2011	09/14/11	Email	Carpool	Suggestions for improving carpool.	Thanks for helping and being supportive.
9/10/2011	9/10/01	Facebook	Classroom Policy	Afternoon parents concerned that Kindergarteners were not being met at the door. Need clarification on plan.	All PM Kindergarten children will be met at the front door and taken to classrooms together at 12:25.
9/15/2011	9/18/11	Email	Uniforms	Can we add the red BFA logo to the Blue Polo? Can there be more options for warmer weather clothes for the K-5, maybe a zipper fleece?	Told parent we would pass suggestions to the board when they look at the uniform policy later this year
9/17/2011	09/18/11	Email	School Personel	Teachers asking for supplies in addition to the \$150.00 supply fees.	Bob Barber will talk to teachers and reiterate that all supplies will be purchased from \$150.00 supply fees.
9/27/2011	09/27/11	In Person	School Personel	Concern that aides at recess are not properly supervising children; why doesn't fence encompass playground, dangerous.	Recommended that parent direct concern with personnel to Mr. Barber. Fence will not be extended.
9/28/2011	09/28/11	Email	Library	Younger child checked out inappropriate book at library.	Librarian hopes to code books for future. Diana Simpson will work with teachers to help ensure that children are picking age appropriate books.
10/1/2011	10/02/11	Email	Uniforms	PTO wants to add embroidered names to sweatshirts.	Policy will need to change to have this done. This will be looked at in the future.
10/5/2011	NA	In person & Email	Classroom Policy	1st grade classes have 3 planned bathroom breaks, and then tickets for emergency trips to the bathroom. If child has ticket at the end of the day, then they are rewarded at the end of the day with candy. Parents are upset with this classroom policy.	Ongoing.
10/29/2011	10/29/11	Facebook	Uniforms	Parents asking for clarification on boots and whether they can be worn during school if they are the appropriate color. In speaking with Mr. Barber, he is fine with boots, but parents are being told by Mrs. Simpson that boots are not fine.	Emailed Mr. Barber and waiting on response.
10/31/2011	11/1/11	Email	Carpool	Parent thinks that the carpool personel were rude to her when she pulled into the crosswalk inadvertently.	Told parent that hopefully this was an isolated incident, but it would be logged in the PAC log for the board to review
11/20/2011	11/22/11	Email	Building	parent sent suggestions to help with cleanliness of the building. 1) more trash cans 2) cover for board room table 3) garbage disposal 4) paper towels for the cabinet labeled paper towels.	Thanked parent for the great ideas. Forwarded this information to Burgandy Hodge, Mr. Barber and Shelley Dana.

PAC Policy Log

Date/PAC						
Date Rec'd	Response	Via	Category	Comments/ Concerns	Response	
11/28/2011	11/30/11	Email	Uniforms	Parent is asking that the Board consider adding another vendor as she has had poor experiences with EO. She feels competition for EO may improve their customer service. Parent also concerned that EO vendors are inconsistent as quality differs amongst her products.	Sympathized with parent about poor customer service and told her board was concerned with this as well. Also, told her EO was at recent board meeting and indicated they are working on customer service with BFA Families. Told parent Uniform committee was formed to review the policy and the parent concerns.	
12/6/2011	12/7/11	Email	Calendar	Parent is asking the Board consider following the Douglas County Traditional Calendar as she has issues with childcare and this calendar gives her options to have High School students watch her children during the school breaks.	Told parent that Mr. Barber is working on the school calendar and I would forward this email to him so parent can be heard.	
12/6/2011	12/6/11	In person	Employee Dress Code	Two parents anonymously asked that the employee dress code be enforced as they feel some teachers need to dress more conservatively.	Emailed Mr. Barber. Parents did not want to name teachers and did not want a response, just wanted their voice to be heard.	
12/6/2011	12/6/11	In person BFF Social	UNOFFICIAL Parent Feedback	Concern that incoming Kindergarteners will be place in the general lottery and not given sibling status.		
12/6/2011	12/6/11	In person BFF Social	UNOFFICIAL Parent Feedback	Concern that half day Kindergarteners do not have specials. This parent thinks that a group of parents are working with Bob on this.		
12/6/2011	12/6/11	In person BFF Social	UNOFFICIAL Parent Feedback	Lack of communication from the teachers. Parents wants to have a newsletter posted online or sent home weekly and this is not happening. She feels out of the loop.		
12/6/2011	12/6/11	In person BFF Social	UNOFFICIAL Parent Feedback	Consistent teacher communication. i.e. Thursday folder for ALL students. This is confusing to parents when you have multiple children.		
12/6/2011	12/6/11	In person BFF Social	UNOFFICIAL Parent Feedback	Lack of parent volunteering opportunities in the classroom. This parents wants to volunteer in the classroom but does not have the opportunity to do so.		
1/5/2012	n/a	In Person	Uniforms	Parent would like to see another vendor that is more affordable. By using EO, parents are paying a higher price and there are still problems with the quality of the product. Parent would like a vendor that is more affordable.		
1/6/2012	n/a	In Person	Uniforms	Parent would like to say that she hope to have a choice of different vendors for the uniforms next year. She has found that the shirts that she purchased this year are fading quickly. She washes only in cold water but it does not seem to matter. Still fading		
1/6/2012	n/a	In Person	Uniforms	Parent has not had problems personally with EO, but knows of many other parents that have had problems. She would like to see these parents have an additional vendor to chooses from. She would like to have a vendor for the plaids and the bottoms (pant, short and skirts etc.), but allow parents to buy white or navy polos from other vendors as these look basically the same no matter where to buy them.		
1/6/2012	n/a	In Person	Uniforms	Frustrated that the recommendation of the Uniform Committee is partially based on the buyback program's 5% for sole provider vs. 3% for partial provider. Parent does not feel that \$3000.00 a year to the school should be a reason to keep a sole vendor. This amount is only \$5 per student which many parents would be willing to make up for the option of another vendor. Also, parents will have to buy NEW products from EO next year even if there are able to purchase all clothing from the used clothing sale or hand me downs because of logooing of a new uniform shirt and making it required to have the LOGO on all sweaters. Please don't make logo-ing of sweater mandatory as it only gives more money to EO and less money to families		
1/7/12 originally rec'd 7/30/11	7/31/11	Email	uniforms	This was from August and inadvertently left off of the log... Parent supports uniforms. Parent would like more choices to purchase uniforms. Parent find EO quite pricey. Parent says that you can buy polos at Old Navy on sale for 1/3 of the price. EO is not going to be able to fit all kids.	Thank parent for their support of uniforms. Told parent that the PAC will log all concerns and send them to the board for review.	

PAC Policy Log

PAC Policy Log					
Date Rec'd	Date/PAC Response	Via	Category	Comments/ Concerns	Response
1/7/12 originally rec'd 7/31/11	8/4/11	Email	Uniform/school delay	This was from August and inadvertently left off of the log...Parent concerned about the financial burden placed on families with the school opening late. Also, parent would like more vendor choices for uniforms. Parent feels that there are many more reasonably priced options.	Sympathized with parent about the delay start of school. Also, told parent that the board would look at the uniform policy with "an open mind" sometime mid year.
1/7/12 originally rec'd 7/31/11	8/4/11	Email	Uniforms	This was from August and inadvertently left off of the log...Parent would like more vendors for uniforms. She noted that pants from Old Navy are Half the price of EO and at Old Navy she would be able to "bargain shop" or take advantage of sales.	Told parent that Uniform Policy was set for the year, but the Board would consider reviewing the policy mid year with an open mind.



Director Election Policy
of
Ben Franklin Academy

A. Mission Statement

Ben Franklin Academy's mission is to develop young adults with character like America's founding Renaissance man, Benjamin Franklin: well-read, scientifically curious, and civically engaged.

B. 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.

C. Purpose

It is the duty of the Board of Directors to maintain and promote the mission and vision of Ben Franklin Academy. As such, candidates for election to the Board of Directors shall be sought who have a demonstrated desire, characteristics, quality, and add to the diversity of the board to maintain and promote the mission and vision of the Academy. These candidates shall be held accountable for the success of the school.

D. Seats

The board of directors shall comprise seven (7) seats labeled "Seat 1," "Seat 2," "Seat 3," "Seat 4," "Seat 5," "Seat 6," and "Seat 7." Seat 1 and Seat 2 shall be Class A directors. Seat 3 and Seat 4 shall be Class B directors. Seat 5, Seat 6, and Seat 7 shall be Class C directors. Class A directors shall serve an initial term ending with the regular meeting in May 2012. Class B directors shall serve an initial term ending with the regular meeting in May 2013. Class C directors shall serve an initial term ending with the regular meeting in May 2014. Seat 2, Seat 4 and Seat 7 shall be board appointed directors and shall be appointed by the majority of directors then in office.



E. Terms

Directors shall serve a term of three (3) years from the date of their election, or until their successors are seated. A full three-year term shall be considered to have been served upon the passage of three (3) annual elections. Directors can be removed in the manner provided by the Colorado Revised Nonprofit Corporation Act.

F. Election Arrangements

The Board Secretary shall announce the board seats up for election to each family within a week after the annual February board meeting (“the February Communication”). Candidates must be nominated in writing to the Board Secretary prior to the annual March board meeting. The Board Secretary shall distribute information about each candidate to each family prior to the April board meeting (“the April Communication”).

The Secretary of the Board shall be responsible for all election arrangements and shall follow the procedures dictated herein.

G. Notice

In the February Communication, the Board Secretary shall notify individuals in the Parent Voting Group of the date of the next Board election, the term of the Board positions open, the number of positions open, the eligibility requirements for candidates, the proxy voting procedures (if any), the nomination procedures, the application procedure, the deadlines for any voting related procedures, the means for voting, and any other voting procedures. In the April Communication, the Board Secretary shall notify individuals in the Parent Voting Group of the eligible candidates for each seat, provide a means for each individual within the Parent Voting Group to vote, and specify any voting requirements. Whenever notice to eligible voters is given, such notice shall be sufficient if given by the Academy’s normal means of communicating with parents and the Academy shall have no obligation to notify separately parents who, through no action of the Academy, lack access to or fail to receive such communications.

H. Elections

Seat 1, Seat 3, Seat 5, and Seat 6 shall be elected by a Parent Voting Group. Elections shall be completed prior to the annual board meeting held each May to enable an announcement at the May meeting. The candidate(s) receiving the most votes will fill the available seats on the



Academy's Board of Directors. In the event of a tie vote for a position, a second ballot will be cast for that position only, with only the tied candidates participating. Should a second tie occur, a result will be obtained by flipping a coin.

I. Appointments

Seat 2, Seat 4, and Seat 7 shall be appointed by majority vote of the Directors. Such appointments can be selected from the Parent Voting Group, Board of Directors, or the community at large. These seats shall be filled at the May Board meeting.

J. Director Eligibility

Candidates for election shall be nominated by another Director or a parent from the Parent Voting Group. The nomination process shall be explained to the eligible voters in the February Communication. Only one person per family may serve on the Board at any one time. A Director cannot be a paid employee of the Academy.

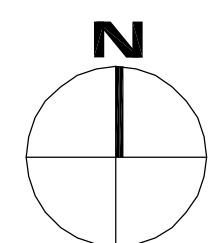
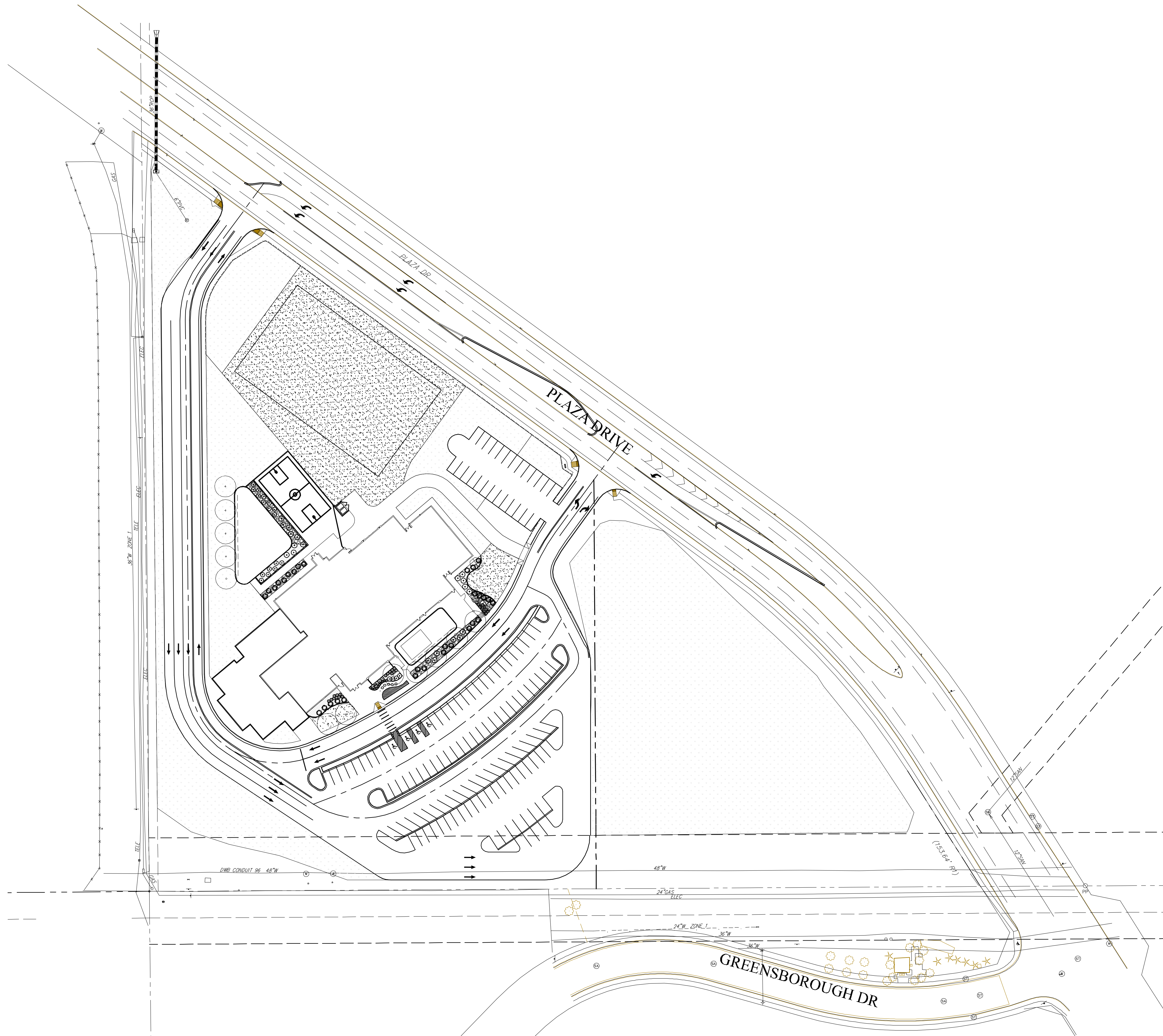
K. Eligibility of Voters

The Parent Voting Group consists of each parent or guardian whose children attend the School and teachers currently employed at the school. The Parent Voting Group shall elect the directors filling Seat 1, Seat 3, Seat 5, and Seat 6. Each individual within the Parent Voting Group can vote for one candidate for each available seat.

L. Postponements

In the event an annual board meeting is canceled or postponed for any reason, the deadlines mentioned herein shall be effective as of the date and time of the announced and posted board meeting time.

Revision status:
Created 3/18/2011
Revised 3/26/2011
Approved 4/12/2011

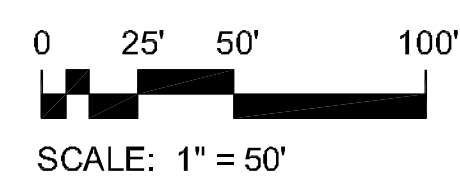


01/06/12

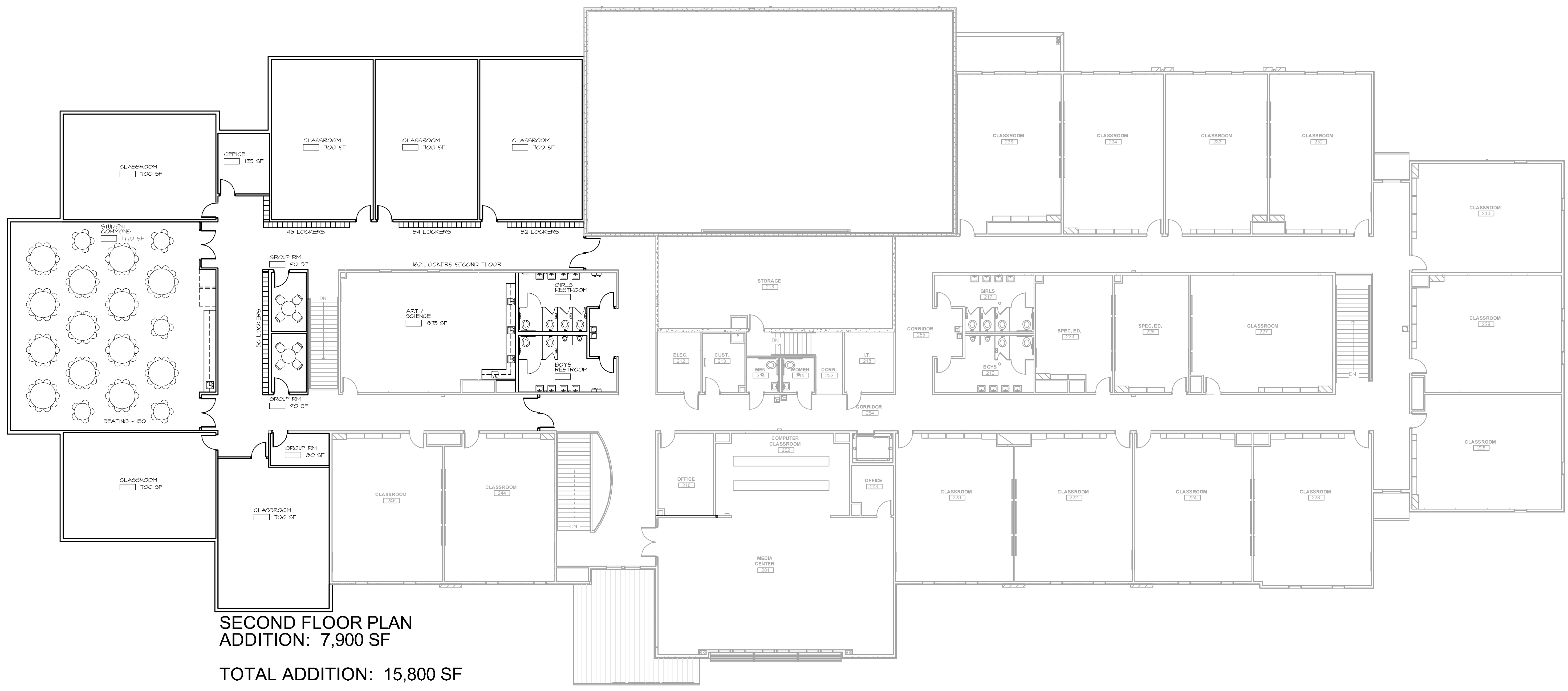
BEN FRANKLIN ACADEMY

CONCEPTUAL SITE PLAN -MIDDLE SCHOOL ADDITION

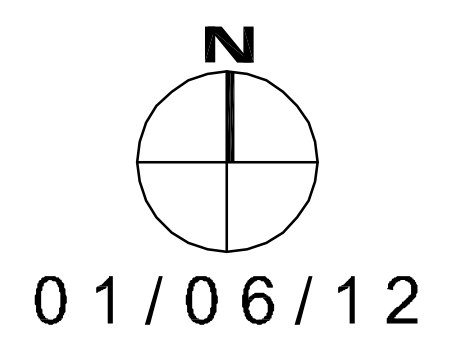
A - 1
HIGHLANDS RANCH, CO



1331 Nineteenth Street
Denver, CO. 80202 P 303.607.0977
www.slaterpaull.com



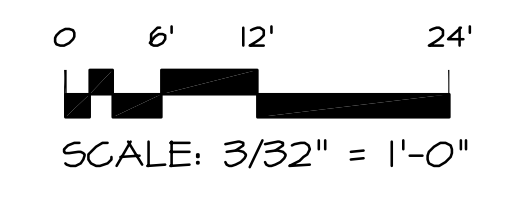
SECOND FLOOR PLAN
 ADDITION: 7,900 SF
 TOTAL ADDITION: 15,800 SF



BEN FRANKLIN ACADEMY

CONCEPTUAL DESIGN - MIDDLE SCHOOL ADDITION

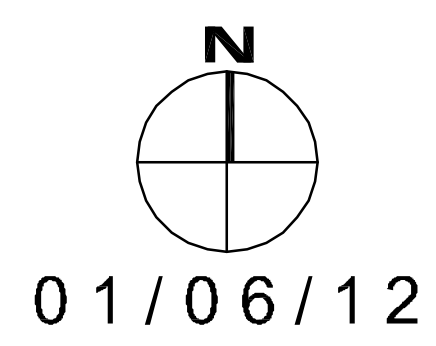
A - 2
 HIGHLANDS RANCH, CO



1331 Nineteenth Street
 Denver, CO. 80202 P 303.607.0977
 www.slaterpaul.com



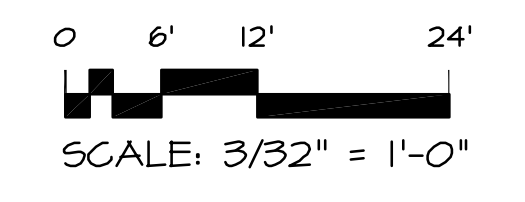
FIRST FLOOR PLAN
ADDITION: 7,900 SF



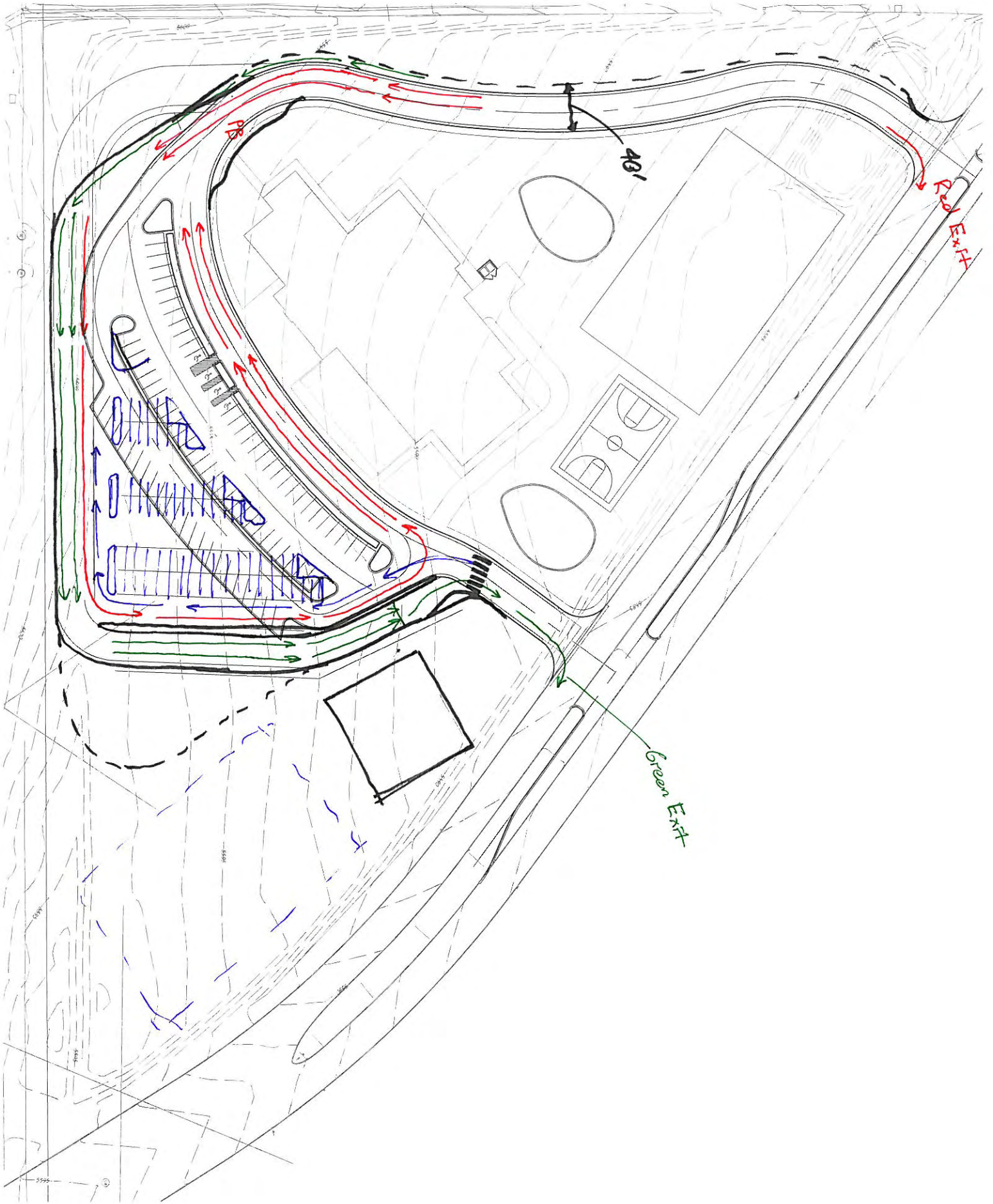
BEN FRANKLIN ACADEMY

CONCEPTUAL DESIGN - MIDDLE SCHOOL ADDITION

A - 1
HIGHLANDS RANCH, CO



1331 Nineteenth Street
Denver, CO. 80202 P 303.607.0977
www.slaterpaull.com



BEN FRANKLIN ACADEMY
LIGHTNING
BOLTS





Ben Franklin Academy

Balance Sheet

12/31/2011

Accrual Basis

	<u>Dec 31, 11</u>
ASSETS	
Current Assets	
Checking/Savings	
8101 - Cash	317,916.52
Total Checking/Savings	<u>317,916.52</u>
Accounts Receivable	
8153 - Accounts Receivable	9,436.00
Total Accounts Receivable	<u>9,436.00</u>
Other Current Assets	
Undeposited Funds	590.00
Total Other Current Assets	<u>590.00</u>
Total Current Assets	<u>327,942.52</u>
Other Assets	
9000 - Reserves	114,312.16
Total Other Assets	<u>114,312.16</u>
TOTAL ASSETS	<u><u>442,254.68</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
7421 - Accounts Payable	18,415.05
Total Accounts Payable	<u>18,415.05</u>
Other Current Liabilities	
7400 - Current Liabilities	149,572.18
Total Other Current Liabilities	<u>149,572.18</u>
Total Current Liabilities	<u>167,987.23</u>
Total Liabilities	167,987.23
Equity	
Opening Balance Equity	(29,416.28)
Net Income	303,683.73
Total Equity	<u>274,267.45</u>
TOTAL LIABILITIES & EQUITY	<u><u>442,254.68</u></u>



Ben Franklin Academy

Income Statement

12/1/2011 - 12/31/2011

Accrual Basis

	<u>Dec 11</u>
Income	
1000 · Revenue - Local	64,152.27
3000 · Revenue - State	3,727.02
5000 · Revenue - Other Sources	310,611.20
Total Income	<u>378,490.49</u>
Gross Profit	<u>378,490.49</u>
Expense	
0100 · Payroll Expenses	154,408.63
0200 · Employee Benefits	25,902.27
0300 · Professional and Technical Svcs	1,529.88
0400 · Purchased Property Services	95,043.25
0500 · Purchased Services	42,557.89
0600 · Supplies	2,776.87
0700 · Property	2,898.00
0800 · Other Types of Expenses	1,050.56
Total Expense	<u>326,167.35</u>
Net Income	<u><u>52,323.14</u></u>



Ben Franklin Academy

Budget To Actual

7/1/2011 to 12/31/2011

Accrual Basis

	<u>Jul - Nov 11</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
1000 · Revenue - Local	484,438.27	755,598.00	64.11%
3000 · Revenue - State	108,883.64	243,636.00	44.69%
4000 · Revenue - Federal	0.00	4,501.00	0.0%
5000 · Revenue - Other Sources	1,757,905.50	3,598,731.00	48.85%
Total Income	<u>2,351,227.41</u>	<u>4,602,466.00</u>	<u>51.09%</u>
Gross Profit	2,351,227.41	4,602,466.00	51.09%
Expense			
0100 · Payroll Expenses	763,200.05	1,453,693.00	52.5%
0200 · Employee Benefits	121,449.89	303,658.00	40.0%
0300 · Professional and Technical Svcs	32,107.64	126,231.00	25.44%
0400 · Purchased Property Services	348,498.74	882,232.00	39.5%
0500 · Purchased Services	255,574.10	507,531.00	50.36%
0600 · Supplies	321,852.42	387,772.00	83.0%
0700 · Property	200,103.32	417,589.00	47.92%
0800 · Other Types of Expenses	4,757.52	100.00	4,757.52%
Total Expense	<u>2,047,543.68</u>	<u>4,078,806.00</u>	<u>50.2%</u>
Net Income	<u><u>303,683.73</u></u>	<u><u>523,660.00</u></u>	<u><u>57.99%</u></u>



Ben Franklin Academy
A/P Aging Summary
 As of December 31, 2011

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Bill Sigler	0.00	885.00	0.00	0.00	0.00	885.00
Blue Mesa Environmental	65.00	0.00	0.00	0.00	0.00	65.00
Colorado Bureau Of Investigation	0.00	632.00	0.00	0.00	0.00	632.00
Employers Council Services, LLC	0.00	31.23	0.00	0.00	0.00	31.23
Employers Preferred Insurance Co	850.10	0.00	0.00	0.00	0.00	850.10
Fisher Science Education	421.95	133.32	0.00	0.00	0.00	555.27
Gradelink Corporation	0.00	2,748.00	0.00	0.00	0.00	2,748.00
Lego Education	0.00	1,803.80	0.00	0.00	0.00	1,803.80
Master Klean Janitorial	0.00	3,791.11	0.00	0.00	0.00	3,791.11
Metro Districts	672.58	0.00	0.00	0.00	0.00	672.58
Music Products, Inc.	269.46	0.00	0.00	0.00	0.00	269.46
Musicians Friend	2,226.51	0.00	0.00	0.00	0.00	2,226.51
Pearson History and Geography	0.00	1,742.64	0.00	0.00	0.00	1,742.64
Philadelphia Insurance Co	0.00	1,759.34	0.00	0.00	0.00	1,759.34
Rocky Mountain Alarm	0.00	55.00	0.00	0.00	0.00	55.00
School Specialty	328.01	0.00	0.00	0.00	0.00	328.01
TOTAL	<u>4,833.61</u>	<u>13,581.44</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>18,415.05</u>



Ben Franklin Academy
Budget To Actual - Preschool

as of 12/31/2011

Accrual Basis

	<u>Jul - Dec 11</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
1000 - Revenue - Local	83,341.65	140,410.00	59.36%
Total Income	<u>83,341.65</u>	<u>140,410.00</u>	<u>59.36%</u>
Gross Profit	83,341.65	140,410.00	59.36%
Expense			
0800 - Other Types of Expenses	0.00	100.00	0.0%
0500 - Purchased Services	571.36	1,747.00	32.71%
0300 - Professional and Technical Svcs	2,008.51	2,500.00	80.34%
0200 - Employee Benefits	2,961.08	11,604.00	25.52%
0600 - Supplies	3,013.22	10,400.00	28.97%
0700 - Property	21,867.01	22,000.00	99.4%
0100 - Payroll Expenses	31,272.88	72,525.00	43.12%
Total Expense	<u>61,694.06</u>	<u>120,876.00</u>	<u>51.04%</u>
Net Income	<u><u>21,647.59</u></u>	<u><u>19,534.00</u></u>	<u><u>110.82%</u></u>

Ben Franklin Academy
Weekly Cash Flow Projection
 January 07 through February 18, 2012

	Current Week	1/8/12	1/15/12	1/22/12	1/29/12	2/5/12	2/12/12
Cash:							
Beginning Cash	229,936	229,871	224,644	241,243	329,666	236,210	233,210
Cash Receipts	0	0	21,600	310,611	12,175	0	21,600
Adjustments	0	0	0	0	0	0	0
Total Cash	229,936	229,871	246,244	551,854	341,841	236,210	254,810
Business Expenses:							
TABOR	0	0	0	0	10,437	0	0
Reserves	0	0	0	0	9,318	0	0
Salaries	0	0	0	146,800	0	0	0
Medicare	0	0	0	2,100	0	0	0
Medical/Dental/Vision/PERA	0	0	0	38,000	0	0	0
Trash	0	0	0	0	460	0	0
Fire/Security	0	0	0	0	3,100	0	0
Ground/Bldg Lease	0	0	0	0	76,786	0	0
Equipment Rental/Copier	0	3,000	0	0	0	3,000	0
Purchased Services/DCSD	0	0	0	34,615	0	0	0
Telephone	0	0	0	0	30	0	0
Supplies	0	0	0	0	5,000	0	0
Gas/Electric	0	0	1,200	0	0	0	1,200
CC Fees	0	0	0	0	500	0	0
Miscellaneous	0	0	400	0	0	0	400
Adjustments	0	0	0	0	0	0	0
Total Business Expenses	0	3,000	1,600	221,515	105,631	3,000	1,600
Cash Available for Disbursement	229,936	226,871	244,644	330,339	236,210	233,210	253,210
Accounts Payable:							
Blue Mesa Environmental	65	0	0	0	0	0	0
Musicians Friend	0	2,227	0	0	0	0	0
Metro Districts	0	0	0	673	0	0	0
Master Klean Janitorial	0	0	3,401	0	0	0	0
Adjustments	0	0	0	0	0	0	0
Total Accounts Payable	65	2,227	3,401	673	0	0	0
Ending Cash Balance	229,871	224,644	241,243	329,666	236,210	233,210	253,210



GRADING POLICY

SECTION 1. BEN FRANKLIN ACADEMY

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.

PURPOSE

The purpose of this policy is to define the grading scale used by Ben Franklin Academy as well as to define the late grading guidelines for the school to ensure consistency in grading.

SECTION 2. GRADING SCALE

Ben Franklin Academy uses the standard 10-point grade scale. Fractions above one-half will be rounded up. For example performance of 93.5% shall be an A grade.

A+	98-100%	C+	77-79%
A	94-97%	C	73-76%
A-	90-93%	C-	70-72%
B+	87-89%	D+	67-69%
B	83-86%	D	64-66%
B-	80-82%	F	Below 64%

ACADEMIC RESPONSIBILITY

It is important for students to understand that there are consequences for not turning in their school work/assignments on time. And it's important that a grade reflect a student's actual performance in a subject area so that the grade can measure true academic performance. To achieve the goal of measuring academic performance and encouraging academic responsibility, students will receive two separate grades per subject. The first will be a measure of academic performance and will be based solely on their body of work. The second will be a measure of academic responsibility and will be based on the timeliness of their work as well as student

effort. Students who turn in quality work late will receive an academic performance grade that reflects their work product. But the student will lose points in their academic responsibility grade.

The Academic Responsibility grade will also be based on the 10-point grade scale. Students will be docked five percentage points for every day an assignment is turned in late. For example, a student that turns in all their work on time will receive 100% in Academic Responsibility resulting in an A+ academic responsibility grade. As another example, a student that turns in one assignment two days late and another assignment one day late will earn a 90% in Academic Responsibility resulting in an A- grade in academic responsibility.

The Academic Responsibility grade will be reflected as 25% of a student's total GPA, but cannot increase a student's overall GPA. For example, if a student has 93% in Academic Performance and 90% in Academic Responsibility their overall grade will be 92.25 % resulting in a grade of A-. As another example, a student that has 100% in academic responsibility, and 90% in academic performance, the student's overall grade will be 90%.

Consequences for turning in work late will also result in discipline as per the discipline policy.

SECTION 3. EXTRA CREDIT

Extra credit shall not be given. However, the Academy's focus is on learning and expects that each student shall have the opportunity to learn the relevant materials and skills. Accordingly, teachers at the Academy may work with the students to ensure that the students have mastered the relevant materials and skills. For example, a teacher may have a classroom policy in place to permit students to "redo" an assignment or test to gain a percentage of additional points to the original score. Any "redo" must be completed within one week of the original assignment or test.

POLICY HISTORY:

Original: approved by the board 8/30/11

Revision: approved by the board XX/XX/XXXX



DRAFT LAPTOP AND TABLET USAGE POLICY

SECTION 1. BEN FRANKLIN ACADEMY

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PURPOSE

The purpose of this policy is to ensure that mobile technology is properly used for educational purposes and is not a distraction for students, teachers, staff and the administration.

Laptop and tablet computers owned by Ben Franklin Academy shall be managed according to the Inventory Management Policy. The Academy will maintain technology standards consistent with the Academy's Technology Standards.

SECTION 2. LAPTOPS AND TABLETS

Laptop and tablet usage by students shall be limited to classroom instruction.

Students shall not bring laptops or tablets from home unless approved by the principal for educational purposes. The technology specialist or his/her designee must review and approve any such laptop or tablet for classroom use at least once a week. The technology specialist and/or his/her designee may require software to be installed or uninstalled on such laptops or tablets.

Students shall not check out or take home a laptop or tablet as noted in the Inventory Management Policy.

Students shall neither download nor install software on any laptop or tablet computer. Staff can only download or install software previously approved by the technology specialist or his/her designee. The technology specialist shall make this determination solely on the basis of whether the software may harm the laptop or tablet, the Academy's

technology infrastructure, or based on offensive material. The technology specialist can work with the principal in order to deem software offensive.

In consultation with the principal, a teacher may restrict laptop or tablet usage for any student.

POLICY HISTORY:

Original: approved by the board XXXXX



DRAFT INVENTORY MANAGEMENT POLICY

SECTION 1. BEN FRANKLIN ACADEMY

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PURPOSE

The purpose of this policy is to ensure the proper safe keeping and protection of Ben Franklin Academy's assets.

SECTION 2. INVENTORY MANAGEMENT

Each individual item costing over \$400 shall be inventoried. Inventoried items shall be labeled with a unique barcode and serial number. An inventory database shall be maintained that lists at least the serial number, location, description, and/or staff member responsible for each inventoried item. The inventory database shall be maintained by a designee of the principal and shall be updated when the location or the responsible staff member changes. A barcode and scanner shall be used. This scanner can be used in conjunction with the database to keep the inventory up to date.

PORTABLE DEVICES

Portable devices for classroom use include laptops and tablet computers. These devices can be designated as a classroom portable device or a staff portable device.

Classroom Portable Devices

Classroom portable devices will be housed in a secure location. The Technology Specialist or the Technology Specialist's designee shall manage the physical storage of these devices in a secure location. For use in a classroom, classroom portable devices can only be checked out at most for a single day. At some time prior to the end of the school day, classroom portable devices must be returned to the secure location and

checked back in by the Technology Specialist or the Technology Specialist's designee. Classroom portable devices shall not be checked out over night. Nor shall classroom portable devices be checked out to a student or teacher for use at home, even for academic purposes.

When classroom portable devices are checked in or out within a mobile cart, the Technology Specialist or the Technology Specialist's designee shall ensure that each and every portable device is present in the cart and indicate as such in a database.

Staff Portable Devices

Staff Portable Devices are for the use by an assigned staff member. The inventory database shall reflect this use and indicate the assigned staff member. The assigned staff member can use an assigned device away from the facility. The assigned staff member shall be responsible for the safe keeping of the staff portable device. At the principal's sole discretion, the principal can allow or disallow a staff member from using a staff portable device away from the facility.

NON-PORTABLE DEVICES

Non-Portable Devices shall also be inventoried. The database cataloging

POLICY HISTORY:

Original: approved by the board XXXXX

UNIFORM COMMITTEE BOARD REPORT

TUESDAY JANUARY 10, 2012

1. The uniform committee's recommendations:
 - Bob has approved a uniform section in the news letter. We want to educate our parents about the uniforms ie; why we have a uniform policy vs a dress code, why EO, how to purchase their uniforms better (size, items, etc.), how to wash the uniforms, why the hoodies are for grades 6-8 only, return policy of EO, sales at EO.
 - All the added items and changed items and wording are in red in the policy and charts.
 - It is optional to logo any of the polos.
 - The logo will be one color as it was this year. The red tops will have a white logo and the blue and white tops will have the red logo.
 - All outer wear (sweaters included) must have the logo
 - We are recommending a change in the formal uniform:
 - Blue shirts with the red logo
 - Tan bottoms
 - A BFA sweatshirt or sweater may be worn with the formal uniform at anytime.
 - All of these changes will take place for the 2012-2013 school year.



UNIFORMS

SECTION 1. BEN FRANKLIN ACADEMY

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PURPOSE

The learning environment can be influenced by students' attire. The purpose of the Uniform Policy is to promote learning by reducing distraction, disruptions and disciplinary problems. The policy also promotes student pride in themselves and their school. This policy is intended to promote uniformity of dress. Students are required to adhere to these standards.

Section 1.01 Grooming and General Guidelines

Students are required to arrive at school properly and neatly attired. Uniforms are mandatory and should be worn as the manufacturer intended. Uniforms must be purchased from Educational Outfitters (www.educationaloutfitters.com). The acceptable school uniform can be found by reviewing the Ben Franklin Academy Uniform Standards for All Students and Additional Uniform Standards for Girls. Clothing which is oversized, undersized, excessively baggy, tight, or revealing is not acceptable. Uniforms are required to be in good repair. Under no circumstances may students write on, cut up, defame or add to their uniforms.

Hair

Hair shall be clean, neatly groomed, evenly cut, a natural hair color and follow the natural shape of the head. No distracting or disruptive hairstyles or colors will be permitted. No beads, yarn, fabric, or other items may be braided into hair. Girls may wear colorcoordinated hair accessories. Boys' and girls' bangs cannot be longer than the eyebrows

BEN FRANKLIN

ACADEMY

in front. Boys' hair shall not extend below the top of the shirt collar in back or below the bottom the earlobes on the sides, and shall not be worn in a ponytail, Mohawk, oiled, or spiked. Side burns shall not extend below the bottom the earlobe. Beards or mustaches shall not be worn.

Hats

At no time will hats, caps, bandanas, or visors be permitted for either boys or girls.

Jewelry

Jewelry and accessories are acceptable as long as they are conservative and in keeping with the type and color of the uniform. Girls may wear one post or small (1/2") hoop per ear, without dangles or charms. Girls or boys may wear one each of the following items: simple necklace (not large or bulky), bracelet, ring, or watch. Boys shall not wear earrings.

Makeup and Nail Polish

Girls may wear nail polish in a single color for all fingers of both hands, in clear or pale pink. For sixth graders and beyond, girls ONLY may wear lightly applied mascara (brown or black), blush (pale neutral or pale pink), and lip gloss (clear or pale pink). Boys shall not wear makeup.

Body Art

At no time shall tattoos of any kind be allowed on the face, hands, arms, legs, or any other exposed skin. Exposed body parts shall not be pierced, except as allowed for girls' earrings (see Jewelry above).

Pants

Pants must fit properly and shall not ride lower than the natural waist, fit neither too loose or tight, not visibly flared, must be no longer than the sole of the shoe, and no shorter than 2" above the ankle bone. Jeans, sweatpants, athletic wear, cargo-type clothing, corduroy, capris, and leggings are not acceptable.

Shirts

Collared shirts shall always be worn, even when sweatshirts, sweaters, and jumpers are also worn. Undershirts must be tucked in and not visible at any time.

Shoes

Shoes must be closed-toe with backs. Students may not wear sandals, flip-flops, "wheelies", or clogs. Shoes must be tied in a traditional manner and must stay on the heels when walking. Multicolored laces are not allowed. Shoes must meet the uniform standard on all school days with the exception that shoes may have patterns on Dress of Choice Days.

Outerwear (Boys and Girls)

Snow boots may be worn to school or during recess in inclement weather. Boots must be

BEN FRANKLIN ACADEMY

removed in designated areas within the school building and replaced with shoes. **All sweaters and sweatshirts must display the Ben Franklin Academy logo while worn in the building and on field trips.**

SECTION 2. EXCEPTIONS

Organizational uniforms such as Boy Scouts and Girls Scout Uniforms may be worn in place of, or in addition to, the Ben Franklin Academy Uniform on spirit days. If the Organizational Uniform does not include all clothing elements, (i.e. no specified pant/skirt), the applicable Ben Franklin Academy component should be worn with the Organizational Uniform components.

Temporary exceptions to the clothing requirements of this policy may be granted by the Principal for hardship, as an individual reward, based on family circumstance (i.e. funeral), for medical or religious reasons, or as part of the Dress of Choice day. Exceptions to the clothing requirements of this policy shall not include exceptions to the student grooming standards set forth herein, unless expressly authorized by the Principal. Upon request, reasonable accommodations in the Uniform Policy shall be made by the Principal for students with disabilities or religious convictions which conflict with the code.

SECTION 3. DRESS OF CHOICE (DOC)

Dress of Choice Days shall be scheduled periodically as a reward for those students who have not received a single Uniform Policy Violation between the previous DOC day and the upcoming DOC day. Clothes worn by all the students during the Dress of Choice days shall be modest, in good condition, and neat in appearance. Students are not allowed to wear pajama items or clothing that contains wording or images that could be interpreted as racial, vulgar, or offensive in any way. Revealing clothes are not acceptable (i.e. tank tops, midriiffs, sleeveless, etc.)

SECTION 4. SPIRIT DAYS

Spirit Days shall be scheduled periodically. On Spirit Days students can wear spirit wear provided only by the Parent-Teacher Organization along with the rest of the uniform. These items include t-shirts with the official Ben Franklin Academy logo. Spirit Days shall be scheduled at the discretion of the Principal. For example, on a Spirit Day, a student may wear a T-shirt purchased through the PTO along with an approved pair of shorts.

SECTION 5. FORMAL UNIFORM / FIELD TRIP UNIFORM

The first day of the school year and the first Wednesday of every month are Formal Uniform days. Other days throughout the school year may be designated a Formal Uniform day as determined by the Principal, and students and families will be notified ahead of time. All field trips will require the Formal Uniform.

The Formal Uniform for Boys and Girls is: **Blue short sleeve or long sleeve polo with**



the Ben Franklin Academy logo and tan blue pants, skort, shorts, or skirt. A Ben Franklin Academy sweater or sweatshirt may be worn over the formal uniform at anytime.

SECTION 6. UNIFORM STANDARDS

The Uniform Standards Document listed at the Academy's website is incorporated herein by reference and shall be used as a guide for all uniform decisions.

SECTION 7. UNIFORM VIOLATIONS

Uniform violations shall be subjected to discipline as per the discipline policy.

Ben Franklin Academy Uniform Standards for All Students

The omission of a specific guideline does not automatically permit its use.

Items must meet current uniform standards or may be deemed unacceptable.

Uniform Standards for Boys and Girls		Uniforms will have or will be	Uniforms will NOT have or will not be	Educational Outfitters Item #
Polo Shirt	White, navy blue, red (K-8)	Tucked in		6909 70098320
	Light blue (6-8 only)	Buttoned except top neck button		6830 68328326
	Short or long sleeve	Short sleeves fall midway between shoulder and elbow		8761 8766
	You may logo all shirts (optional)			
T-Shirts	White	Tucked in	T-shirt sleeves will not extend beyond the length of the	
	Plain / without design or pockets	To be worn only as an undershirt	overshirt sleeves	
Oxford Shirt	White	Tucked in	Pattern, writing, or emblem	6860 6861
	Short or long sleeve	Buttoned except top neck button		6718 6717
	Button down collar			
Sweaters	Navy or Red with the BFA logo	Collared shirt must be worn under the sweater	Pattern, writing, or emblem	65006300 - Boys
	V-Neck			6600
	Pull-Over or Vest			4917 - Girls Blue Only
¼ Zip Sweatshirt	Navy with the BFA logo (6-8 only)	Must bear the official Ben Franklin Academy Logo	Over-sized, or tied around the neck	6295
		An approved shirt must be worn underneath the sweatshirt	Other sweatshirts may be worn outside	
		6-8 graders may wear a hooded sweatshirt		
Crewneck Sweatshirts	Navy with the BFA logo	Must bear the official Ben Franklin Academy logo and lettering	Over-sized, or tied around the neck	Must be purchased
	Navy or Red with BFA in Navy/Red Plaid #36	An approved shirt must be worn underneath the sweatshirt		through the PTO
Fleece Jackets and	Navy or Red with the BFA logo	Must bear the official Ben Franklin Academy log and lettering	Over-sized, or tied around the neck	Must be purchased
Fleece Vests		An approved shirt must be worn underneath the jacket or vest		through the PTO

BFA T-Shirt (only allowed on spirit days)	White with red logo or approved insignia	Must bear the official Ben Franklin Academy log and lettering	Over-sized, or tied around the neck	Must be purchased through the PTO
Pants	Twill dress slacks in khaki or navy	Flat front or pleated twill pants Worn at natural waistline		7427 74907121 6714 7064600 7000 6757 7102 7548 7501
Shorts	Twill walking shorts in khaki or navy Not rolled Cuffs must be sewn in	Flat front or pleated twill shorts Worn at natural waistline	Inappropriate length - shall not be less than 4 " above the knee when kneeling Shall not be longer than the top of the kneecap measured from a standing position Not worn below the natural waistline	7388 7301 6713 7320 6767 7099
Belts	Black or brown Plain single color Braided or flat	To be worn with all pants and shorts grades 3-8 Belt will be tucked into belt loops	Without pattern or design	
Socks	White, navy, red, or tan	Plain, single color Matching in color Worn as intended	Lace, embroidery, patterns, or ruffles Not pulled up to mid calf or higher unless knee highs for girls.	
Shoes	Loafers, dress shoes, deck shoes, dress boots Black, brown, navy, gray, tan, white, and red Athletic shoes must be suitable for PE Predominately black, white, navy blue, or gray High or low top Predominately means more than 2/3	Matching pairs Laces must match the shoes and each other, and be tied in a traditional manner Shoes must stay on the heels when walking. Shoes must have durable soles, a heel no higher than 1", closed toe with backs, no part of the toe shall be exposed. Stripes and logos are permissible Athletic shoes are required for PE and may be worn on other days	Lights, rollers, cleats, wheels, neon colors, decorations Platforms, heels higher than 1", snow boots, hiking boots Patterns such as (but not limited to) plaid, flowers, polka dots, checkers, or other decorations. No fur trimmed or ornate shoes or boots The only exception is that shoes may have patterns on Dress of Choice Days	

Additional Uniform Standards for Girls

These uniform items for girls are in additions to those described previously for both boys and girls.

The omission of a specific guideline does not automatically permit its use.

Items must meet current uniform standards or may be deemed unacceptable.

Additional Uniform Standards for Girls		Uniforms will have or will be	Uniforms willNOThave or will not be	Educational Outfitters Item #
Peter Pan Blouse	White Short or long sleeve K - 5 only	Broadcloth	Pattern, writing or emblem	67388360 67376819 6820
Jumpers	Navy/Red Plaid #36 Khaki or Navy K - 5 only		Inappropriate length shall not be less than 4 " above the knee when kneeling	1194 6481
Skort	Navy/Red Plaid #36 Khaki or Navy	Skort item #6755 – khaki and navy only	Inappropriate length shall not be less than 4 " above the knee when kneeling	6755 6784 7876
Skirts	Navy/Red Plaid #36 Khaki or Navy	Pleated skirt – Solid or Plaid Worn at the natural waist	Inappropriate length shall not be less than 4 " above the knee when kneeling	6751 1034 6851 6 - 8 Only
Sweaters	Crew Neck Cardigan – Navy or Red with the BFA logo	Crew Neck Cardigan Sweater		6000
Bike Shorts	Navy, Black, or Red	Only to be worn under skirts or jumpers	Extend below the hem-line of the garment	
Socks/Tights	Grades K-8 White, navy blue, red, and tan Grades 7-8 May wear flesh colored hose Ruffle plaid socks purchased from EO	Plain single color Matching in color Flat or cable knit knee highs, or opaque tights Should be worn as intended	Laces, ruffles, or embroidery Not pulled up to mid calf of higher - unless knee high girls	 Plaid Ruffle from EO
Hair Accessories	White, navy blue, and red, Neutral colors - Tan, Brown, and Black	Plaid or solid, uniform colors	No fake braids or hair extensions, or beads No pattern other than navy red plaid No colors other than those specified Headbands not wider than 2"	
Leggings	Red, White, or Navy Blue	Worn as tights Full Length, to the ankle	No lace or designs	
Belt	Navy/Red Plaid #36			FBE36D



- February 15, 6:30 PM
 - Discuss middle school curriculum options
 - Organize and finalize board election process
 - Principal to present board with a proposed 2012-13 budget
 - Strategic Plan
 - Discuss PR initiative
- March 13, 6:30 PM
 - Complete election nomination process and prepare for election
 - Approve Principal's budget
 - Strategic plan
- April 10
 - Finalize strategic plan
- May 15, 6:30 PM
 - Announce results of board elections
 - Board elections for president, vice president, treasurer, and secretary
- May 16, 9:00 AM
 - New board member orientation
- June 12, 10 -4 PM
 - Board retreat
- August 14, 6:30 PM
 -