



---

## SAC MEETING MINUTES

DECEMBER 17, 2015

---

Ben Franklin Academy  
4:15pm-5:00pm

**ATTENDEES: GLENN ROPER, SARAH NISBET, BARBARA SPENCER,  
JENNIFER GUTIERREZ-HUGHES, BETH MARCHISIO, AND SUSAN FUJII**

### **WELCOME/ OPEN COMMENTS**

### **NOVEMBER MEETING MINUTES APPROVED**

#### **BY-LAWS – REPORT**

- The Board has some suggested revisions to the by-laws that they want us to incorporate. We will seek input and additional information from Bill.
- Jennifer reports that the District SAC may have updated by-laws, and will send a link to them for us to consider.

#### **PARENT & STUDENT SURVEYS**

- The parent survey subcommittee will finalize the questions; input given to Sarah.
- Glenn will check on getting access to the SurveyMonkey account.

#### **UIP UPDATE**

- Barbara reported on the UIP progress. Until more guidance is given, BFA is starting from scratch in preparing a UIP.
- However, BFA has good documentation in what has been examined and has a plan for going forward.

#### **POLICY REVIEW–**

- Asset Management Policy – no comments at this time
- Teacher Compensation Policy – no comments at this time
- Assistance for Qualified Free and Reduced Lunch Recipients – no comments at this time.

#### **MEETING ADJOURNED**