

SAC MEETING MINUTES

January 19, 2017

Ben Franklin Academy

4:15-5:10pm

ATTENDANCE: SARAH NISBET, METTE CASTOR, BETH MARCHISIO and BRYAN MOLEN

- I. WELCOME/OPEN COMMENTS
- II. DECEMBER SAC MEETING MINUTES APPROVAL POSTPONED UNTIL FEBRUARY MEETING
- III. TASKS
 - A. REVIEW AND UPDATE OF PARENT SURVEY
 - We will have shifts during conferences to help administer survey
 - Move February SAC meeting to February 9 to avoid conflict with parent/teacher conferences
 - Survey Incentives: 5 \$25 gift cards
 - The BOD proposed the following changes:
 - Include additional sentence in second paragraph of introduction explaining that we conduct survey to collect information regarding past and current issues. We take feedback seriously. Add drawing disclaimer.
 - #15 – 4th & 5th grades answer for homeroom teacher. Add additional comment box to include other teachers.
 - #23 & #36 – separate into two questions
 - #38 – add “K-4” to look like question 39
 - #44 – add “other” with comment box
 - #53 – add “BFA” before “App”
 - #56 – add Boohoo/Yahoo and Veteran’s Day
 - #59 – remove question. #s 57 and 59 are redundant
 - B. DAC UPDATE
 - Winter Forum – February 28th at Rocky Heights Middle School from 6:00-9:00 pm

C. SAC BUDGET

- Need to decide on budget requested for next school year. Need to verify this year's budget

D. POLICY REVIEW

- Inventory Management Policy
 - Change "over night" to "overnight" on page 2, paragraph 1, line 5
 - Remove "the" on page 2, line 1 under *Staff Portable Devices*
- Conflict Resolution Policy
 - No recommended changes
- Credit Card Processing Policy
 - No recommended changes

MEETING ADJOURNED