



SAC MEETING MINUTES

NOVEMBER 19, 2015

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

**ATTENDANCE: GLENN ROPER, SARAH NISBET, SEBRINA IVEY,
JENNIFER GUTIEREZ-HUGHES, BILL CASTOR, AND BARBARA SPENCER**

WELCOME/OPEN COMMENTS

TASKS

SAC BY-LAWS

- Document online shows all mark-ups
- Glenn will accept the changes in the document and send to Sebrina for Signature, once we accept Bill will take to Board for final approval
- No additional changes

PARENT AND STUDENT SURVEY

Parent Survey Committee: Glenn, Sarah & Beth

Student Survey Committee: Susan, Jenn & Sebrina

- Glenn reached out to PTO, no response on coordination yet
- Bill will ask Board if there should be a particular focus
 - Student survey - part of prior year focus was middle school retention

Committees will create a process document to provide a plan for future years.

- Process document goal is to have a one page timeline and summary of what we do for each survey
- Sarah to lead process document for parent survey
- Sebrina to lead process document for student survey

Prior year committee members to look for prior year parent survey questions

2014/2015 survey monkey was used, purchased membership for enhanced reporting

UIP UPDATE

A “pseudo form” was made available and is in progress, we will use NWEA data as it has 3 years.

Preliminary due January and final due mid April

POLICY REVIEW

1. Financial Accounting and Reporting - No comments at this time
2. Mobile Electronic Device Policy –
 - Page 3 of document is blank online
 - Section 3 – consider specifying who can confiscate devices
 - Committee discussed safe2tell app, and potential for use at BFA
3. Uniform Policy – No comments at this time

REPORT FROM DISTRICT SAC

Jenn provided written October 27 meeting recap:

- Election of officers
- Winter Forum February 9
- Parent U – classes for parents

MEETING ADJOURNED