

SAC MEETING MINUTES

February 9, 2017

Ben Franklin Academy

4:10-5:10pm

ATTENDANCE: SARAH NISBET, METTE CASTOR, BETH MARCHISIO, BARBARA SPENCER,
CINDY BRAWLEY, SUSAN FUJI

I. WELCOME/OPEN COMMENTS

II. APPROVE DECEMBER & JANUARY MEETING MINUTES

- December Minutes: Mette motioned for approval, Susan 2nd; unanimously approved
- January Minutes: Susan motioned for approval, Barbara 2nd; unanimously approved

III. TASKS

A. REVIEW AND UPDATE OF PARENT SURVEY

- Changed the number of gift cards for drawing from five to ten (Page 1)
- Removed "optional" from Question #1
- Discussed shifts to administer Parent Survey during Parent/Teacher conferences

B. UIP UPDATE

- Form is now administered through CDE
 - Due sometime in April or May
 - Barbara and Diana Simpson will fill in information. Majority of information from last year's test results

C. STUDENT SURVEY

- Sarah will reference BOD comments from last year

- Will offer incentives (gift cards?) for teachers and Middle School students who participate
- Removed question #4 (regarding electives) on Middle School survey
- Will administer surveys in May

D. REVIEW SAC POLICY REVIEW SCHEDULE

- Looking at feasibility of moving policies scheduled for May to April and those scheduled for June to May

E. POLICY REVIEW

- Book Donation Policy
 - Add a comma following “science” on line two of “PURPOSE”
- Volunteer & Visitor Policy
 - Add “Arts Committee” to list of committees under “APPROVED HOURS” on page 2
 - Add “with the exception of lunchroom and carpool” to the end of the last line under “Dependability” on page 3

MEETING ADJOURNED