

J. R. Masterman School Advisory Council - Meeting Minutes

September 16th, 2015, 5:00 - 5:55 PM

Attendees:

Jessica Brown	III.B.1 (Principal)	
Louis Borda	III.B.2 (PFT Building Rep)	
Tara Hayden	III.B.3 (HSA Representative)	
	III.B.4 (HS SGA President)	Not present
	III.B.4 (MS SGA President)	Not present
Kim Neu	III.B.6 (Department Head)	
Bernadette Kearney	III.B.7 (Teacher)	Not present
April Claytor	III.C.2 (Teacher)	Not present
Carolyn Gray	III.C.2 (Teacher)	
Mike Neights	III.C.2 (Teacher)	
Jane Monaghan	III.C.2 (Teacher)	Not present
Steve Gallagher	III.C.2 (Teacher)	
Joanne Donahue	III.C.2 (Teacher)	
Nicole Geiger	III.C.2 (Teacher)	Not present
Todd O'Neill	III.C.2 (Teacher)	Not present
Andrea Appel	III.C.1 (Parent)	Not present
La-Toya Hackney	III.C.1 (Parent)	
Charles Hayden	III.C.1 (Parent)	
Solomon Jones	III.C.1 (Parent)	
Alison McDowell	III.C.1 (Parent)	
Sam Garst	Parent	
Robert Sim	Student, SGA High School VP	
Alfrado Pratico	Student	

- 1) Meeting opened at 4:45 PM.
- 2) General introductions for new members.
- 3) Mr. Garst gave a brief overview of School Advisory Councils, and the role of the SAC at Masterman.
- 4) Mr. Garst gave a brief overview of the roles of chairperson and secretary. The secretary takes notes during each meetings, types up the meeting minutes, and manages any corrections. The chairperson sends email reminders, develops a meeting agenda and runs each meeting. The chairperson also collects and posts the sign in sheet, agenda and meeting minutes to the HSA website. Both roles are pretty straightforward and do not take much time. At the next meeting, the group will elect a chairperson and secretary.
- 5) The group selected a tentative meeting schedule for the year (below). All meetings will be at 4:45PM in the school library. Every meeting is open to the public.
 - October 20th, 2015 (Tues)
 - November 17th, 2015 (Tues)
 - December 15th, 2015 (Tues)
 - January 19th, 2016 (Tues)
 - February 9th, 2016 (Tues)
 - March 15th, 2016 (Tues)
 - April 19th, 2016 (Tues)
 - May 24th, 2016 (Tues)

6) Ms. Brown gave a brief principal update

- a) Over the summer, the 1st floor hallways and stairwells were painted.
- b) PSSA scores were just received from the state; the scores will be sent home with a letter.
- c) Ms. Brown mentioned that the state budget deadlock is worrisome. Mr. Borda asked if that, or the City Council's budget, could reduce Masterman's budget this year. Ms. Brown was unsure.
- d) Last year Masterman was awarded a grant from WHYY, to install a media lab and provide training to students; the media lab is a set of computers with software to edit video and sound. Ten schools received the award last year, Masterman's lab should be installed this year. We need to find a dedicated space for the computers, and we may use the 3rd floor computer lab.
- e) Ms. Brown applied for a grant from the Lindback Foundation last year; Masterman has been awarded \$15K for a specific list of items, including science supplies to support the new AP Physics class, art supplies, a smartboard for the 5th floor science classroom, and an audio system for the auditorium.
 - i) Ms. Hackney asked if the grant was recurring or renewable. In not recurring, do we need to raise money to maintain the equipment, and suggested that the grant be spent primarily on durable items that will support the school long term. Ms. Brown explained that it was a one-time grant, but that the Lindback Foundation is not well known and has provided grants to the same schools repeatedly. The art supplies and some of the science supplies are consumable, but needed. The rest should last for years. Mr. Jones asked specifically about the maintenance of the smartboards; Ms. Brown explained that the maintenance is the responsibility of Masterman, and promised to find out if the smartboards break often.
 - ii) Ms. Hayden mentioned that the next HSA meeting, she can find out how much money has been raised for laptops for faculty.
 - iii) Mr. Garst asked if there was an opportunity to raise additional money, leveraging the grant money. Ms. Brown said that would be difficult, and there is little time to pursue something like that.
- f) Ms. Brown mentioned that she is going to focus on publically thanking donors and volunteers. Masterman does not do enough to recognize and celebrate these types of grants; Ms. Brown would like to give donors a certificate at a public ceremony, or invite grantees to come visit Masterman. She may also host a breakfast, as a way to recognize partnerships.
 - i) Ms. Hackney asked if there was a list of existing partnerships and funders? Ms. Brown said not currently, but we need to develop that list. The HSA has a list of donors.
- g) The ceramics kiln is broken, and Ms. Brown has been trying to find out who could come and access and fix it. Apparently, no one in the school district has any guidance.
- h) Ms. Brown is planning to conduct a comprehensive strategic planning exercise this year, to help develop and communicate a long term vision for Masterman. She is planning to host three facilitated discussions; she is going to ask the HSA to fund a facilitator from an organization that helps schools conduct strategic planning. Ms. Brown planning the first discussion on the morning of Nov. 3rd, which is a full-day Professional Development day. Students and parents would be invited to join the faculty for a vision planning session.
 - i) Ms. McDowell asked if the vision would include the middle school, or only focus on the high school. Ms. Brown indicated it would include the entire school.
 - ii) Ms. Gray expressed a hope that Masterman would start to incorporate more STEM (Science, Technology and Mathematics) into the curriculum.
 - iii) Mr. Garst and Ms. Hayden both discussed ways to include parents that might not be able or willing to come to a meeting during the day. Several people discussed how to reach out to all parents using online surveys, or holding meetings at alternative times.
 - iv) Ms. Brown is hoping to announce the strategic planning effort at Family Night. She may try to incorporate some kind of exercise as a part of family day, perhaps hanging up paper to solicit ideas from parents.

7) Meeting adjourned 6:00 PM.