

JRM SAC Agenda for Nov 6, 2024

APPROVED MINUTES: September 4, 2024 JRM SAC.pdf

Roll Sheet Link- Sign In Sheet: [Nov 6 Roll](#)

Facilitator - Roll call of SAC members:

Parent Members Sam Vitiello (F) Lauren Bell (S) Aubrey White (O) Michael Wang Dhivya Kaushik Tracy Joslyn Stacy Leonard David Neale	P P P P P P P P P	Admin & Staff Members Principal Laurie Ms. Solomon Ms. Gray Ms. Neu Ms. Geiger? Ms. Smith Admin Team Ms. Harrison Ms. DeNaples	P P P P A P	Community Members TBD	Students SGA reps Kaddy Ren (HS) TBD (MS)	P
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Sharing of Agenda:

To submit a topic to be placed on the agenda next SAC meeting please use: [SAC Input Form](#)

1. Welcome & Norms: Norms of JRM SAC meetings

2. Approval of Minutes: October 9, 2024 JRM SAC Minutes

MOTION TO PASS: Sam Vitiello **SECONDED:** Aubrey White **Motion Passed**

3. SAC process/business/updates:

- Input from the SAC input form is being shared with principal Laurie and followed up on with various members of school administration/staff. Here is the first month's synthesis:
 - SAC Input Synthesis 24-25, Volume 2 (11/6/24)
 - SAC Input Synthesis 24-25, Volume 1 (10/9/24)
- T&L committee met with the principal Oct 17th and went through all items raised in the past 2 years. More info under T&L committee update.
- The November committee meeting cycle will include C&C, DEI and H&W.

4. Update from Principal Gordon Laurie:

Announcements:

- Cabinet: Sent in Masterman Minute today
- [Organizational Chart](#)
- PLCs - Review is underway about how to best use this time with teachers
- New English Curriculum:

- Update on October 10th meeting with District
- Tomorrow is the first meeting of the NHS. There are 82 students.
- Masterman Minute is being continued and will be a vehicle for good news to share with the community.
- Sam question - If HSA or SAC want something to be included in the Masterman Minute when should they send it to Principal Laurie. He said it needs to be sent to him by Tuesday of the week.

Achievements:

Calendar Dates:

1. Graduation Dates Senior and 8th grade School calendar still says tentative:

Senior Graduation is at Masterman

8th grade graduation location?

- Ben Franklin school will be the location for the 8th grade graduation. Talks happening to finalize that.

Shadow Days: **Were scheduled 17th and 18th. Feedback has been shared with principal Laurie.**

- Parents were NOT able to sign up their child for shadow days. It was left upto students. Try and plan to schedule them earlier and communicate the process so families know how they can be a part of it.

2. Amnesty days for School Musical? **Yes - coordinating with Ms. Neu**

- Guys and Dolls- dates will be announced soon for the amnesty days. Teachers understand what it means and will be implemented for students' wellbeing.

School Selection 23-24: Window has closed. Numbers to be received from the district in Jan.

5. Facilities Update: Check if anyone from the facilities office is attending the SAC meeting and offer them a chance for updates.

- No updates from SDP regarding the AHERA report from Principal Laurie. A separate meeting will be scheduled for getting clarifications on the building.
- Mr. Oz Hill, Mr. Manna, Mr. DiCaprio from facilities attended.

Facilities Update on the latest AHERA 6 month inspection:

- The SAC, the building committee, and the principal have collated the questions from the community and sent them to the SDP operations environmental team for clarifications. A call will be scheduled with them to discuss further. Principal Laurie is following up with SDP Operations.
- For your reference the 3 year AHERA inspection (May 5, 2023)
[2140-Masterman_2023_3-Year.pdf](#)
- Community collected questions and sent it to Ms. Flemming. Is it possible to schedule a meeting so those questions can be answered by SDP for parents and teachers.
- Mr. Laurie will coordinate the meeting with Mr. Hill and Ms. Flemming preferably before Nov 27th (excluding Nov 6th and Nov 21st)

A/C room 102 - Installed

Paint on the Roof -

- Paint needs to be changed and the building engineer is going to take it on. The more it flakes, the less slippery it is. Given there has been no rain, outdoor recess has not been canceled in a while
- Stephen Manna- update work with capital/services to have the contractor correct the paint and have it done correctly.
- This is the only outdoor space our children have-would like them to have access to this everyday

Fly bar (auditorium stage)

- One rope in the fly bar has an issue and so we were not allowed to use it for the musical. The musical is scheduled for the end Feb/first week of March and rehearsals will start on stage after the winter break.
- A fly bar - is a low metal bar that has ropes attached to it to lower backdrops and such during musicals.-vendor will be out to check out the job

Student raised issues/concerns

- The bathrooms need to be restocked in a timely manner. The soap dispensers were missing, stalls do not have toilet paper etc.
- Not all the doors in the bathrooms lock and need to be fixed. It was brought up last year but students were told that students need to respect the property before the issue is resolved. Half the stalls in the girls bathroom do not lock.
- Mr. DiCaprio will work with the building engineer to schedule the work. Mr. Manna will lift it up to the scheduler to expedite the schedule of the work order.

- Will have someone come out to look at it and have it addressed; Ms. Smith to come walk the building and make sure the bathrooms are stocked
- Mr. Manna-will make sure if there is anything needed
- Last year, many items needed to be fixed; we beg you not to let it go back to that place again; if a door is broken I really hope someone comes to fix;
- Female Staff Bathroom - Third floor (??) bathroom floods and there is stagnant water in the bathroom.
- Are we fully staffed for custodial staff- it is being backfilled (paying overtime) to make sure the issues get addressed.

6. High School Update- Kaddy Ren - SGA President

☰ SGA November SAC Update

- College Application Fee Waivers:
 - Masterman is in a Title I school District where all students qualify for universal free lunch. All Seniors at Central and Palumbo are asked to check this box for the common app.
 - What is the process at Masterman?
 - Mr. Laurie will follow up with the counselors and the district to figure out how all students will be eligible for the waiver to ensure equity.
 - At Central, counselors gave the advice to check the box that says "I qualify for free lunch" for common apps. For other applications that have a fee, one should contact the counselor and sometimes they can get waivers for some schools.
- The Halloween dance was last Friday and 170 attended and thankful to everyone who chaperoned.
- Costume Winners!
- The Senior band - The Kits performed
- Friendsgiving Potluck- 11/14 after school - need chaperones
 - open to all Masterman students and teachers
 - Signup genius
 - Those who bring something in go first
 - The event is after school

7. Middle School Update- MS Rep TBD Status update

- Soccer and Golf Fall Sports
- Middle school elections are going on - President and Vice President elections happened today.
- 8th grade reps - other than one class all sections have reps who attend the SAC meetings.
- 5th grade went on a Barnes Museum on a field trip
- All City Orchestra audition is due end of Nov
- All City Choir practices are happening right now.

8. Home and School Update- Anne Albert HSA President

☰ SAC Meeting 11-6-24 HSA President's Report

- Next HSA meeting Tues Nov 19th on zoom.
- HSA Highlights:
 - Happy hour at Craft Hall was a success and hoping to do more of these events throughout the year.
 - Sponsored soft pretzels for students during PSAT and SAT testing dates
 - Clubs and extracurriculars are up and running
 - Hispanic assembly?
- Upcoming
 - Swag will be sold on Parent Teacher Conference days at school
 - You can purchase them online.
 - Informal zoom -parent coffee chats has been scheduled and the dates are in the report
 - Grade 5: Nov 12th
 - Grade 6: Nov 11th
 - Grade 7: Nov 13th
 - Grade 8: Nov 20th
 - Grade 9: Nov 21st
 - Grades 10, 11 & 12: TBD
- Upcoming Coffee and Chat with Mr. Laurie. Date - More to be scheduled on a semi regular basis.
- Upcoming Dates: Teacher/Student Basketball Day; Chinese New Year Celebration; etc.....
- HSA grants process is open - there is a link to the guidelines and the application form for teachers and clubs to apply for grants.
- Incentive for parents to join HSA; no need to donate

9. Committee Reports

a. **Climate and Culture (now includes Safety & Facilities) -**

Co-Chairs: Aubrey White and Michael Wang

Meeting time: Third Mondays @ 7-8PM

Next meeting: Nov. 18

C&C Committee Update: Concerns involving school communication regarding teacher vacancies, climate staff, Digital Hall Pass for 7th and 8th graders, and SAT/PSAT testing.

Committee Report ☰ C&C Committee Report (October 2024)

- Oct 21 meeting 7pm
- Conversation around teacher vacancies and what grades are affected
- Climate Staff discussion about inappropriate behavior from staff
 - Welcomed 2 new climate staff
 - Retraining/High Standards for their behavior
 - No child should say they were mistreated by climate staff
- Use of digital hall pass

- Students will sign in where they are going
- Data to show if students are going every period to bathroom to escape-this will help us address-help students to manage themselves
- Gillken/Geiger found it to be a useful tool- more refining is needed for security to the use
- PSAT/SAT Exam- some issues about overcrowding

b. Teaching and Learning

Co-Chairs: Ms. Kim Neu, Dhivya Kaushik and Sam Vitiello

Meeting time: Second Mondays @ 7-8PM

Next meeting: Nov. 11

T&L Committee Update: New English Curriculum, Hallway concerns, AP offerings, Equity of Roster and support for Math tutoring in 6th grade.

Committee Report:  October Report: SAC Teaching and Learning Committee 10/14

T&L Follow ups:

- Request for clear policy on communication expectations for students and parents from school leadership:
 - Response timeframe guidelines from teachers - 24-48hrs-
 - 48 hours for an acknowledgement and follow ups if needed.
 - Third AP roles will be defined once they are hired and onboarded.
 - Please provide grace to teachers when expecting responses because they have extremely heavy workloads.
 - If issues or concerns with teachers due to lack of response, who should parents reach out to?
 - Middle school's next contact after the teacher is Ms. Harrison and High School is Ms.De Naples.
 - Escalation tree for various issues ([org. chart](#))
- Request for supplementary data - AP score distribution for 23-24 - **We are compiling data**
- Preparing a survey to ask students their thoughts on some advanced course offerings to help inform school leadership. We will use the next T&L meeting to brainstorm questions. Principal will review and approve the survey before it is sent out to students.
- District has met with teachers and have given Masterman flexibility with the district proposed curriculum
- PLC meetings and how they are being used.
- Hallway - loud chaotic activities. Being worked on by the Climate staff.
- Equity in rostering - surveying all teachers to address student needs
- NHS math tutoring - the issue is this is the sole resource for extra help for some students.

c. Student Activity Committee

Co-Chairs: Ms. Elana Solomon and David Neale

Meeting time: First Mondays @ 7-8PM

Next meeting: Dec. 2

SAC SAC Update: Clubs, club sponsors, Coaches, Enrichment, Communications, Rostering, Cabinet.

Committee Report: SAC SAC Report - October

- Need to setup an appointment with Principal Laurie to discuss clubs and not overlapping
- NHS Co-Sponsoring with Mr. Zimni/Mrs. Solomon
- Tutoring is starting. 1-1 email requests commenced
- NHS induction on 11/7

d. **Admissions Committee**

Co-Chairs: Chelsea Badeau, Neha Vapiwala, Stacy Koilor.

Meeting time: Second Sunday @ 7-8PM

Next meeting: Nov. 10

Committee Update: School Selection application window is OPEN now through Oct 23. Town halls and open houses are ongoing. Waiting on dates from the school team on shadow dates. We received confirmation from the district on the pathways and the ranking instructions for Masterman students. Details can be found in the “What’s New” section of the School Selection website.

Committee Report: SAC Admissions Committee Report - Oct 2024

- School selection
- Next meeting Nov 10 at 7pm- to collect feedback on the admissions process to make the process better for all students and for the district to work on improvement
- Send a portal notification to invite parents to give feedback

e. **Health and Wellness**

Co-Chairs: Dr. Lauren Bell and Stacy Leonard

Meeting time: Second Thursdays @ 7-8PM

Next meeting: Nov. 14

Committee Update: Historical knowledge from former chair of the committee, some new ideas

Committee Report: October 2024 SAC Health and Wellness Committee Report

- Welcomed new student delegate
- Addressed how students feel under pressure and stress. Especially during testing time.
- 8th graders feel at most impacted, in particular, due to the high school selection process.
- Looking for school liaison (school staff, counselor, etc.)
- Proposed joint meeting with DEI committee in Dec
- Discussed potential family nights (ice skating, badminton)
- Testing days are not always adhered to by teachers, so students have multiple tests on a given day which adds to a student’s stress level.
- Some 10th graders are doubling up on math, so they have two math exams on the same day and students who take Physics and AP Chemistry the same year.
- Is something going to be done for students post-election or resources available for them to process the election.

f. **Diversity, Equity and Inclusion**

Co-Chairs: Ms. Carolyn Gray and Dr. Tracy Joslyn

Meeting time: Third Thursdays @ 7-8PM

Next meeting: **TBD**

Committee Update:

g. AD HOC Bylaws - Co-Chairs: Ms. Elana Solomon, Ms. Nichole Geiger, and Michael Wang

Meeting time: None

(Formed in 2023-24 for a scheduled 3-year review of the bylaws and will close early next year)

This committee has completed the review process and is in the process of writing out the changes/recommendations over the summer. The revised document will be distributed for SAC input first and the new principal will review, discuss with SAC, and give feedback. Following that process, it will be posted for public input for a period of time, before we vote for the revised bylaws to the best of my understanding.

- Review in February

10. FACE Update- Joy McIntosh

- Family math event is happening this Sat - Nov 9th at Temple University Rittner Hall 11.00am - 2.00pm
- Math activities for all ages.
- Refreshments and prizes
- Contact Ms. McIntosh to get your clearances and for any parent portal related questions - jmcintosh@philasd.org

11. Old Business:

- School Website faculty contact information:
 - add new teachers' contact: Ms. Santana and Mr. Emery
- HS Directory:
 - We want an improved information flow to ensure accurate info is published
 - The principal's name is misspelled in the directory!
 - Mr. Laurie is following up with the District regarding this
- Admissions Criteria:
 - Criteria for 10th grade admission to be adjusted in district communication (include Algebra 2 and Language 1 (French or Spanish))
 - Status on this for next year's 10th grade applications
- Staffing Updates:
 - Input to SAC:
 - Regarding the 6th grade vacancy: Long-term sub covering science and social studies: any plans for a new hire?
 - Regarding the new math teacher: are they also to teach PreCalc?

Teacher	Grades/Subjects	Update
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Vacancy (role)	Taught	
Literacy	7th grade ELA	Ms. Santana
Math	7th grade math 10th grade preCalc	Mr. Emery
Science & SS	6th grade	Long term sub (Ms. Fritz)

- Counseling Department:
 - ED applications for college update
 - School Selection Update: Feedback from counselors on how the process went this year with the new ranking system and early deadline for school selection and what needs to be put in place so their workload is easier at the start of the next school year, if the process remains the same.

Mr. Laurie spoke to counselors on ways to streamline the process within the constraints that exist (deadlines, no. of students etc)

- NHS update: Ms. Elana Solomon will provide an update as one of the club sponsors in SAC SAC update.

12. New Business:

- **Topics submitted to SAC:**
 - Climate Staff:
 - Parents have reported that climate staff have used inappropriate language with students and are concerned about school expectations. Examples include cursing and yelling at students. - **We have welcomed two new members of our Climate Staff team and have used this opportunity to reinforce our expectations around role clarity and the power of positive interactions with students - Mr. Gilken has taken the lead on this effort.**
 - Two new climate staff have been hired and there has been opportunity for retraining.
 - Cursing and bad behavior is never ok and staff have been informed about the expectation of good behavior.
 - Digital Hall Pass:
 - Parents are seeking more information about the rationale behind this change
 - Parents are seeking to understand the process for students to be excused in emergencies - **In an emergency, students can leave the classroom for support**
 - Students will sign in where they are going- if students have to go without signing in, they are allowed to and teachers will reconcile after the fact.

- Data to show if students are going every period to bathroom to escape-this will help us address-help students to manage themselves
 - Gilken/Geiger found it to be a useful tool- more refining is needed for security to the use
 - Grade Dumping at the end of marking period:
 - Negatively affects students and they are not aware of how well they are faring in a course
 - Is there a policy? Are grade updates audited?
 - This particularly affects seniors who are applying to college as their transcript for first quarter accompanies applications and some students are unaware if they are doing poorly.
 - We have established clear grading expectations, and we conduct biweekly checks to ensure that grade books are kept up to date. This process helps us monitor the timely entry of grades so students receive the feedback they need to support their learning and make any necessary improvements.
 - We're committed to ensuring that grading practices are fair and transparent, and we'll continue to address any gaps in a way that supports all students, including seniors.
 - Discussion about reasonable turnaround for grades in Infinite campus and feedback to students
 - To be added as an agenda item for the cabinet meetings to come to some solution and to set reasonable expectations can be defined.
 - Advanced Math pathway and 4-5 year world language pathway to AP in HS
 - What is the school's plan to address these pathways that were central to the Masterman HS academic experience?
 - Changes in pathways have impacted the structure for current middle and high school students, and we recognize that doubling up in later grades may add additional pressure. We're currently in discussions with our academic team to assess how we can provide a more flexible structure for students to pursue advanced courses without overloading their schedules.
 - Our goal is to reintroduce accessible pathways in math and language that prepare students early on, making it possible to reach advanced courses, such as AP-level language classes and higher math options, by senior year. We're also looking into expanding partnerships with institutions like CCP to give students more opportunities to take dual-enrollment courses where they can earn college credit.
- **Topics from the Floor:**
 - Scantron machine- Math department may not be working
 - Great way to grade fast multiple choice
 - This should speed up grading for multi choice questions.
 - Parent.- Algebra 1 in 7th; Algebra 2 in 8th;

- Students now have to double up on Math/Language
 - Language is equally important as math
- School ReOrganization Project
- Conflict of interest - where it seems middle school and high schools were pitted against each other for resources.
- Enrichment needs to be provided for all subjects, not just math.
- Testing dates
 - Maybe Masterman should schedule the SATs for an earlier date to help students be ready for college applications.