



**DRAFT MINUTES JRM SAC MEETING for Dec 4, 2024**

 APPROVED MINUTES: September 4, 2024 JRM SAC.pdf

 October 9, 2024 JRM SAC APPROVED Minutes.pdf

Roll Sheet Link- Sign In Sheet: [Dec 4 Meeting Sign in Sheet](#)

Facilitator - Roll call of SAC members:

<b>Parent Members</b>		<b>Admin &amp; Staff Members</b>		<b>Community Members</b>		<b>Students SGA reps</b>	
Sam Vitiello (F)	P	Principal Laurie	P	TBD		Kaddy Ren (HS)	P
Lauren Bell (S)	P	Ms. Solomon	P			Aimee Oyeniyi (MS)	P
Aubrey White (O)	P	Ms. Gray	P			Noah Soskin (MS)	
Michael Wang	P	Ms. Neu	P				
Dhivya Kaushik	P	Ms. Geiger	A				
Tracy Joslyn	P	Ms. Smith	P				
Stacy Leonard	P						
David Neale	P						

Meeting ended at: 8:06PM

**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:**  Minutes for Approval Nov 6, 2024 SAC Meeting

**Facilitator Motioned; Ms. Solomon 2nd motion and minutes approved.**

3. **SAC process/business/updates:**

1. Input from the SAC input form is being shared with principal Laurie and followed up on with various members of school administration/staff. Here are links to the monthly synthesis documents:

 SAC Input Synthesis 24-25, Volume 3 (12/4/24)

 SAC Input Synthesis 24-25, Volume 2 (11/6/24)

 SAC Input Synthesis 24-25, Volume 1 (10/9/24)

2. SAC SAC and C&C committees met with Principal Laurie

4. **Update from Principal Gordon Laurie:**

**Announcements and Updates:**

- QuestBridge Scholars: **Principal Laurie met with counsels this morning. QuestBridge is a platform that connects with selective universities. Upon successful completion of**

an application, they can receive a full scholarship. There were 4 Masterman students that were successful.

- [Organizational Chart](#) - Live on school website and linked in the community handbook. Per Principal Laurie, the org chart was successfully created and may be found in the Masterman community handbook. It allows families to understand the role of staff. AP TBD, announcements were made with regards to the AP pool which will allow the school to proceed with the AP search.
  - Gifted Program Per Principal Laurie, listed to parents. It has the largest gifted population in the district. The GIEP has been unclear. The District hired a new GIEP director. The GIEP director initially said yes, they would meet with Masterman parents. The District made a commitment to meet with parents at-large. The director will come to the school to meet with teachers on 12/13 to discuss their roles in shaping student learning. The director will meet with Ms. Rowley/Amit on the enrichment program.
  - Update the community on call with Victoria Flemming - The principal, a few SAC parents, Staff reps from the Building Committee, and parents with knowledge of the building met with the Executive Director of Environmental at the District and her team on Nov. 12th with follow up questions regarding the AHERA report.  
Per Principal Laurie, met with Victoria Flemming, SAC parents, and staff reps to discuss AHERA updates and addressed community questions and concerns. Per SAC Facilitator, noted that during the meeting the district will set up a reporting protocol of issues.
  - Heights Update: Cas Arrington has moved on to another opportunity within HEIGHTS. A new Heights representative will join the school in January 2025. The role of Heights is college admissions, equity work, and supporting affinity work within the school. Met with Ms. Gray on opportunities to integrate the role of Heights and collaborate with SAC and the SAC DEI committee.
  - Middle States Update: Middle States is an accreditation org with the goal of having every school accredited. For Masterman, it is a re-establishment of its core values.
- 
- Questions from Chat:Rahul Ganesan (Dec 4, 2024, 6:35 PM)
  - Hi all, question for Principal Laurie...in the past when outside groups were brought in to speak to children, the teachers had previously communicated that it was the administrators responsibility to inform parents. This was not being done in the past, is this now planned to be done
    - I will ensure parents are notified before outside groups address students.
  - No Midterms?
    - Argument is that midterms (for High School) are an important part of practice; raised up to the cabinet; possibly the week of January 17th; in discussion with teachers we really don't have time to plan that; we decided to maintain where we are now and plan for final exams. Recognized there is pressure and stress on students.
- 
1. Graduation Dates Senior and 8th grade times and locations confirmed:
    - **8th Grade, 6/12, Ben Franklin High School (10:00 am), 12th Grade, 6/11, Masterman Auditorium, (10:00 am) School calendar needs to be updated.**
      1. Dates are confirmed. Ms. Neu can you update that in the school calendar

2. Any School Selection 23-24 date and status updates:
- Number of 9th and 5th grade applications? 9th - 1497, 5th - 565
    - Not clear if all applicants met admission criteria.
  - Has eligibility status been confirmed? No
    - Eligibility results have been released to the parents through the Portal. This means the first round has been completed.
    - Parents are able to apply to appeal if applicable. Appeals process has been shared with families.
    - Unsure of the number of sections. Possibly the same as last year.
    - Committed to working with teachers and community
    - Teachers submitted their preference of teaching grades/subjects.
  - How is the District confirming Algebra 1 Criteria satisfaction for the 1497 applicants to 9th grade?
    - In the past, there were a number of students who did not meet the Algebra 1 criteria.
    - Would like to address this and make sure the students have met Algebra 1.
    - If a student is found ineligible, are they able to choose another school?
  - Dr. Joslyn-have all parents received feedback? Click on the application and under each school will show eligibility.

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

Stephen Manna and Anthony DiCaprio (FAM) in attendance. Anthony DiCaprio gave Facilities update.

Old business:

Paint on the Roof

Fly bar (auditorium stage)

Restocking Bathrooms: soap dispensers, toilet paper etc.

Stall locks to be fixed

Staff bathroom 3rd floor pooling of water

- A. D. Update: numerous work orders have been completed for bathrooms; some work orders are still pending; locks have been completed by the carpenters; feminine products bins have been ordered 12/9; working with maintenance to find a contractor to repair fly bars; and working with maintenance to fix the paint of the roof.
- Kady: There are bins for the girls' products; in need of the liners.
- No follow-up questions asked

New Business:

Lining for sanitary products disposal

**6. High School Update- Kaddy Ren - SGA President**

**SGA December 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.
- Friendsgiving Potluck went great. Completed a craft of what they are thankful for
- Upcoming events:
  - Gingerbread Making-3:3-5:30 before Winter Concert
    - Can register individually or as a group
    - bheimann@philasd.org
  - Winter Assembly- performance from dance groups; bands; sga
  - Fee Waivers for College Applications have been approved
  - Liners for menstrual products have been addressed.

## 7. Middle School Update- Aimee Oyenyi

- Winter Show
- Spirit Week has been scheduled
- 8th graders have been invited for auditions like CAPA/GAMP
- Pajama Day
- Basketball- sign ups in January
- All City Middle School Choir- was great
- Next Thursday Middle School performance

## 8. Home and School Update- Anne Albert HSA President

### ☰ SAC Meeting 12-4-24 HSA President's Report

- Zoom based coffee chats for parents grade wise. The chats were well received. Another date will be set up for 9th grade families.
- In person Coffee with Principal Laurie happened. Another one (hopefully monthly) will be organized.
- Grants Process - HSA fundraises and supports student activities.
  - \$35,000 was allocated for student activities (clubs, competition, trips etc)
  - Applications have come in for these grants. Reaching a point where all money allocated is being used up.
  - Deadline for the grant application is Dec 13th 2024. Teachers have been informed of the deadline. All grants will be evaluated all at once and determined who will get awarded the grants. SGA rep to make students aware.
- Teacher support and incidentals is a separate bucket.
- Request donations from the community with a goal of \$20,000 by the end of this year.
- Online shop for merch on the website and orders will be filled every other Friday and orders will be given to students at school.
- Planning teacher appreciation day
- Winter Alumni Basketball Classic
- No HSA general meeting in Dec. The next meeting will be on January 21st in person at school.
- Other events being planned:
  - Lunar New Year - Jan 25th
  - International Potluck Dinner
  - Other events

- Silent Auction Date - April 5th at the venue as last year (Craft Hall)

## 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: Dec. 16

#### C&C Committee Update:

#### Committee Report [C&C November report](#)

- Two meetings happened this month - one general committee meeting and one with Principal Laurie with the committee chairs.  
Principal Laurie Meeting:
- Org chart has been helpful
- GIEP and what it means for the culture
- School sizing and balance of MS and HS
- Facilities overview  
Committee Meeting
- Communication and questions are always helpful in uplifting questions from the community.

### b. Teaching and Learning

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

Meeting time: Second Mondays @ 7-8PM

Next meeting: Dec. 9

#### T&L Committee Update:

- Advanced Course Student Survey
  - Survey will go out to upperclassmen about AP classes they have taken or would like to have taken, how to make the survey and what type of questions we would include.
- Particular class issues in other grades - parents were advised to reach out to principal directly
- Possible teacher survey for 8 periods of ELA and Math in 7th and 8th grades. Brainstorming questions for that too.
- Textbooks- Do all students have textbooks and is that what students use to study from? How will 9th graders get the support for midterms and finals?

Course Selection Comments from a teacher - Students did not realize how the courses they take in 11th grade will impact the classes they can take in 12th grade. How to communicate the pathway to students?

#### Follow-Up Questions: AP Chart-working on it

Committee Report: [Nov SAC T&L Meeting Report](#)

T&L Follow ups:

- 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 used the last meeting to brainstorm questions. We are in the process of creating the survey which we will review in the next meeting and then have Principal review and approve the survey before it is sent out to students, preferably after college applications deadline.
- Teacher Survey approval from Principal when finished.

**c. Student Activity Committee**

Co-Chairs: Ms. Elana Solomon and David Neale

Meeting time: First Mondays @ 7-8PM

Next meeting: Jan. 6

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

**Committee Report:** [December SAC SAC Committee Minutes](#)

- **Principal meeting**
  - Discussed gifted program and that all students should receive enrichment
- Discussed creating protocol and procedures for new club teacher sponsor

**d. Admissions Committee**

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

Meeting time: Second Sunday @ 7-8PM

Next meeting: Dec. 8

**Committee Update:** We are seeking clarifying answers and planning surveys in order to compile feedback on the process from masterman and district.

**Committee Report:** Questions regarding how many students ranked Masterman #1, Clarifications on how the priority zipcode applications will be processed, number of applicants from 5th and 9th grades have been shared with principal Laurie and the District.

- Looking to put together a survey for parents and students on how they felt the process went and how to make it better at the school level and at the district level.

**e. Health and Wellness**

Co-Chairs: Dr. Lauren Bell and Stacy Leonard

Meeting time: Second Thursdays @ 7-8PM

Next meeting: Dec. 5 (CANCELLED) Joining DEI Dec 19th.(is this on Dec 19th- it is the high school winter concert)

**Committee Update:**

**Committee Report:** [November 2024 SAC Health and Wellness Committee Report](#)

- Discussed ways to support students
  - Looking forward to activities

- Cancelling the regular H&W committee meeting time and will coordinate a time to have a joint committee meeting with DEI.

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:** Ms Gray has had meetings with the District DEI team in the past month.

- Noted division between MS and HS.
- Professional learning pathway for MS and HS teachers and district DEI. Wished to create a survey to determine what the student needs, but the survey was limited to HS students. Noted that additional cultivation is required for MS students.
- Created an agenda for meeting the needs of K-12.
- Need for creating more student safe spaces to elevate concerns
- Work with H&W; The grade bands  $\frac{5}{8}$ ,  $\frac{7}{8}$ ....
- Create guidance to vet presentations, the DEI can help the leadership team look at presentations with a different lens; give parents the option to opt out.

g. **AD HOC Bylaws - Co-Chairs: Ms. Elana Solomon, Ms. Nichole Geiger, and Michael Wang**  
**Meeting time: None**

Meet with the principal to review updates in Feb and then share with the whole school community for input.

10. **FACE Update- Joy McIntosh**

- No district wide update. Noted the transition to Parent University platform
- Parent Portal registration and support for parents
  - Add to HSA newsletter and school portal notifications
  - Reach out to Joy for support
  - Parents can update their preferred language in the portal and click the language they would like to be notified.

Hiring Freeze????? Conversation around the PE vacancy; district will not let us move forward at the movement. Stop gap measure... Subs can be paid through EC money.

Custodial Staff- 1 vacancy, using overtime to cover the vacancy.

11. **Old Business:**

- Admissions Criteria:
  - How will the Algebra 1 Criteria be verified for Next year's 9th grade students?
    - No update
  - Criteria for 10th grade admission to be adjusted in district communication (include Algebra 2 and Language 1 (French or Spanish))
    - No update

- Status on this for next year's 10th grade applications
- Staffing Updates:

## 12. New Business:

- Topics submitted to SAC:

### Rostering Last Period:

When a same class is rostered for the 8th period everyday in HS (for eg precalc in 10th) students miss a lot of learning time when they play sports competitively.

- Mr Roache is also the Roster Chair and is very sensitive to the reality that the balancing act for students is very challenging as well as teachers who have that 8th period and have to leave. No great answer will move into next year's discussion of roster.

### 5th Grade Typing expectation:

There is a lot of work submitted digitally, kids are using the hunt and peck to type as there is only 15 mins of instruction once a week. No voice to text option on chromebooks.

This is a disadvantage for students who attended district elementary schools where typing was NOT part of the K-4 curriculum.

- Met with Ms. Lerer. Previous discussion with prep work we do with incoming 5th grade students is not a requirement but a skill; can be learned very quickly; make a focus on typing; not a fun thing to say a typing club; online resources; come up with a meaningful response.

### Limited options for Parent Teacher conferences scheduling with the current system.

I personally cannot do any parent-teacher conferences on Fridays because of work. Will future conferences always be on Fridays?

- Possibly hold them in the gym?

### Floor:

- Chromebook- technology web links are broken. Where can we take the chromebooks to be repaired?
  - Schools are supplied %120 of their need/Masterman has 1400 chromebook; students can turn in broken chromebook and will be given a new chromebook; district will pick up broken ones and replace with new one; part of an overage school is provided;
  - Give it to Ms. Lerer and she will take it to get repaired.
- Grade Dumping
  - Some classes do not have grades for this quarter?
  - There was a grade report check on 12/4
- Students are not getting their work back; there may be a grade but they don't know what they got wrong; should a teacher be able to input a grade without returning to students?
- Issue of arriving early prior to school start time? Especially in the winter. Are there obstacles to opening earlier?



- It rained and we were able to open the door and hold them in the auditorium. There was a time we didn't have staff to support that. Teachers have a contract which we respect. They're day starts at 8:15. We have a crew of 12 people for 1,000 students. Challenge to deploy people to keep that many students safe, In the case of inclement weather, we were to open early. We will try to do that going forward. We are prepared for inclement weather.
  - Historically, middle schoolers were allowed to come in half hour early and supervised by climate staff.
- Joy McIntosh- has plenty of resources to help families
  - In the past if we had students they would let the counselors know. They would get shoprite gift cards. Ms. Abney, former Masterman counselor, helped to find people to sponsor families for the holidays.