

Julia R Masterman School Advisory Council Bylaws

ARTICLE I: MISSION

The Julia Reynolds Masterman Laboratory and Demonstration (Masterman) School Advisory Council (SAC) is a collaborative, inclusive, and diverse partnership of parents/guardians/caregivers, teachers, administrators, students, an HSA representative and Community members. The SAC reviews school policy and practice on substantive issues and provides informed input and recommendations to support Masterman's mission to be a multicultural and welcoming community of learners that engages academically talented students in grades 5-12 in advanced intellectual study. The SAC develops projects and initiatives that focus on supporting student curiosity, creativity, and academic achievement; improving school climate and culture; and strengthening the health and well-being of the community.

ARTICLE II: VISION

The SAC's vision for Masterman is a joyful, caring, inclusive community where a positive school culture provides the necessary intellectual and emotional supports to meet the needs of high-ability learners.

ARTICLE III: OBJECTIVES AND RESPONSIBILITIES

The objectives of the SAC will be consistent with the School District of Philadelphia (SDP) policies and will be aligned with Masterman's mission and vision. An effective SAC:

- Reviews and advises on school-based policy (such as culture and climate, school safety, diversity and inclusion, health and wellness, school community engagement, curriculum, teacher and learning and facilities)
- Reviews annual budget and provides input in a meeting open for all interested parties to attend.
- Through monthly meetings, plays a role in strengthening school community relations by sharing and discussing pertinent school related information, as set in the agendas, in order to positively impact the school community as a whole.
- Provides input to Administration on school-based curriculum changes, programs and initiatives based on data (such as PSSA scores, admissions, benchmarks) and information made available to the SAC by the Principal or SDP or other reliable sources.
- Coordinates elections for SAC parents/guardians/caregivers, teacher and community members (Family and Community Engagement (FACE) application process as outlined on the FACE website) and SAC leadership annually.
- Shall collaborate with the Principal and school staff to develop, implement, and annually revise a vision/mission for the school and an action plan for school improvement and effective family engagement practices.
- Shall review the school budget and provide input on discretionary spending.
- Shall play an active role in supporting, promoting, and recommending school-based programs and initiatives.
- Shall examine data on the effectiveness of school-based programs and services and periodically inform action plan strategies and recommendations to continued progress toward school goals.
- Shall acknowledge democratic principles and accept the consensus of the SAC when making decisions. A quorum must exist during all decision-making by the SAC.
- Shall request the intervention of the School District's Office of Family and Community Engagement for disputes within the SAC which cannot be resolved internally at the school

- level to facilitate the resolution of conflicts.
- Creating a collaborative, inclusive, and transparent process to inform school-level decisions.
- Fostering a cooperative and collaborative environment.
- Fostering family member, staff, student, and community support around school priorities.

ARTICLE IV: SAC DECISION-MAKING PROCESS

The SAC is governed by the School District of Philadelphia (SDP), Board of Education Policy 920 on School Advisory Councils, the SDP SAC Constitution, and the Masterman SAC Bylaws. In cases not covered by Policy 920, the Constitution and Bylaws, the rules in the current edition of Robert's Rules of Order will be followed.

Only elected SAC members are allowed to vote, and decisions should be made after there has been adequate discussion and all SAC members are ready to vote or come to an agreement.

The SAC decision-making process will be by a simple majority vote. Votes may be verbal, but, if necessary, voting can occur through raising hands or anonymous paper ballots upon request.

ARTICLE V: MEMBERSHIP

All functions concerning the Objectives outlined in Article III above will be vested in SAC membership, composed of the Masterman Principal, staff, parents/guardians/caregivers, students (High School {HS} and Middle School {MS} representatives), and community member(s).

The SAC shall include a simple majority of family members/guardians/caregivers, the school Principal, school staff, student representatives, an HSA representative and up to 2 (two) community members. The breakdown of seats will be as follows: 8 parents/guardians/caregivers, one Principal, one HSA Representative, two students (one HS and one MS), five staff (four plus the Building Representative) and up to two community members (can include alumni).

a.Members Include:

1. **Principal:** The Principal, or a designee who will have decision-making power, must attend and serve on SAC.
2. **Parents/Guardians/Caregivers:** Parents/guardians/caregivers are eligible to run for SAC as a voting member. Representation of both MS and HS parents/guardians/caregivers is strongly recommended.
3. **Staff:** Shall be made up of the Building Representative and 4 other staff members. Representation of both middle and high school staff is strongly recommended.
4. **Students:** Students from the MS and HS Student Government Association (SGA) leadership teams/executive board will identify which representative will serve a one-year term.
5. **Home and School Association (HSA) Representative:** The HSA President or their designee will serve on the SAC yearly.
6. **Community Members:** Up to 2 individuals who take an interest in Masterman's welfare and live in Philadelphia (as directed by FACE) are eligible to be invited to serve on the SAC for a one-year term.

b. Voting members: The 8 elected parent members and the 5 staff members each have one vote; the HS SGA representative has 1 vote. The Principal, the HSA representative, the MS SGA representative and community members are non voting members of SAC.

SECTION A: SCHOOL PRINCIPAL

The principal will always be an automatic member of the SAC. The principal will be accountable for developing and implementing the action plan and Budget in partnership with the SAC and staff. The principal will collaborate with the School Advisory Council to identify school improvement priorities and review the action plan and Budget. Specific duties of the principal are as follows:

- Ensuring that the SAC is in place within the first sixty days of the start of the school year.
- Providing support for the effective functioning and management of the SAC with support from fellow SAC members.
- Attending all SAC meetings, unless this responsibility has been delegated to a designee who will have decision-making power.
- Considering each recommendation made by the SAC and communicating actions taken in response to the recommendation to all SAC members.
- Making the names of the members of the SAC known to the parents/guardians/caregivers of the students enrolled in Masterman and to the SDP.
- Distributing election results directly to the Masterman community - families, staff and students via the school's portal notification system and other avenues available.
- Engaging parents/guardians/caregivers, members and all SAC Members in decision-making opportunities at Masterman through timely and ongoing communication.
- Acting as a resource to the SAC by obtaining information relevant to the functions of the SAC, including information relating to the SDP's policies and procedures.
- Principal or designee will report out updates going on at Masterman or District level during their designated time allocated on the SAC meeting agenda. The reported updates will be captured in the meeting minutes and will be available for members or families to review once it is posted to Masterman's SAC webpage after its approval.
- Providing feedback about the next school year's budget will be discussed and collected during a meeting called Winter Title 1 Parental Input Meeting and organized by the Principal. This meeting is open to all families in the school community and can be held during a SAC meeting as long as enough time is allocated for discussion. Feedback about what families see as additional needs for improvement in the school and what their suggested solutions for those needs are collected and compiled into the Parental Input Grid. The Parental Input Grid is used by the Principal during budget discussions with the Central Office.
- Reviewing any proposed changes or adjustments to the school's action plan and Budget throughout the year.
- Addressing any concerns raised by members of SAC throughout the year.

The principal will comply with all duties of the SAC listed above.

SECTION B: PARENTS/FAMILY MEMBERS

Parents/family members are identified as individuals whose children currently attend the school, and will be enrolled in the school in the years they serve on SAC or the primary caregiver(s) with whom the child resides (legal, custodial, grandparent, foster parent). The term "parent" includes, in addition to a natural parent, a legal guardian or other person standing in as a primary caregiver (such as a grandparent or stepparent with whom the child lives).

With the exception of non-instructional paraprofessional staff members, school-based staff are not permitted to apply to the SAC as parent/family members. Parents/family members will comply with all duties of the SAC listed above.

SECTION C: STAFF

Along with compliance with all duties of the SAC listed above, teachers and other school staff will contribute practical knowledge about curriculum and instructional strategies, school operations and support services, as well as the school's history and culture. Staff members will comply with all duties of the SAC listed above.

SECTION D: STUDENTS

Students will bring a different kind of practical experience to the SAC since they are direct recipients of school services. They will offer a range of opinions often distinct from adult perspectives. Student members will comply with all duties of the SAC listed above.

SECTION E: HOME AND SCHOOL ASSOCIATION (HSA) REPRESENTATIVE

The president of the HSA or their designee will automatically serve on SAC as a non-voting member to promote cooperation and collaboration between SAC and HSA and to inform discussions.

SECTION F: COMMUNITY MEMBERS

Community members are identified as individuals who have an interest in the school's welfare, namely individuals residing in the school's geographic area (catchment area), individuals owning, operating or working in a business or organization within the school's community (catchment area), and/or alumni of the school. Community members will comply with all duties of the SAC listed above.

ARTICLE VI: ELECTIONS.

a. SAC elections for parents/guardians/caregivers will be held annually, in the Spring, for the vacant seats, with the application period opening in March and the election in April. Timelines can vary if needed, determined by the SAC Organizer and communicated to the Masterman community ahead of the application period. Parents/guardians/caregivers are elected by parents/guardians/caregivers with students at Masterman at the time of the election. Only current Masterman Parents/family members (who will have a student enrolled in the school for the following school year) are eligible to run for SAC.

One vote per family member. A parent/family member can only cast one ballot vote, no matter how many students said parent/family has attending the school (SAC Handbook). Elected SAC members will serve two-year terms, and, in accordance with the election process under this Article VI, may be re-elected for additional two-year terms following the end of their term.

b. All applications need to go through the FACE form. Anyone interested in applying shall fill out a FACE form by a certain date decided by the SAC Organizer. FACE provides the SAC with the applicant's names and the SAC has an election. If someone gets removed or voluntarily terminates their seat, and the SAC needs a new member, the Organizer shall be responsible for running a special election to fill the vacancy (the term will be for the term of the replaced SAC member).

c. The Building Representative serves on the SAC. Four other faculty staff representatives will serve two-year terms with elections in the spring aligning with the building committee elections.

d. Students will be selected representatives of their SGA (one from the HS and one from the MS as selected by their Executive Board).

e. Community members (as defined in Article V above) will be invited to the SAC to serve one-year terms. They may reapply at the end of their term to be considered again to serve on SAC. They must fill out FACE forms to apply if there is an opening. Up to 2 community members can serve on SAC at

any given time. Elected SAC members, along with the Principal, will approve the application of Community members to serve on SAC. If there are more than two applicants for the position, the elected SAC members will vote by simple majority for 2 members to serve on SAC.

f. Following each SAC Election, newly elected members will be invited to attend the final SAC meeting of that year (May or June), and a late summer meeting (August) 1-2 weeks before the start of the school year, with the official membership term beginning in the Fall.

ARTICLE VII: SECURITY CLEARANCES/TERMINATION.

a. Security Clearances:

To serve on the SAC, all individuals must have clearances up to date in accordance with SDP volunteer policy. Clearances will be checked at the start of the term and copies will be kept in the main office. See:

<https://epatch.state.pa.us/Home.jsp>

<https://www.compass.state.pa.us/CWIS/Public/Home>

b. Termination of Membership:

If a SAC member is absent for two consecutive meetings without prior notification to the Facilitator and the Secretary, the SAC can remove the member for failure to satisfy any SAC responsibilities as set forth herein. The vacancy could be filled with an alternate member who ran in the Spring and won the next most votes or filled in accordance with ARTICLE VI(b) by special election who will serve out the remainder of the term of the member leaving SAC.

ARTICLE VIII: LEADERSHIP TEAM AND MEMBERS

Eligibility and Election:

Members of the SAC will be eligible to serve as officers (Facilitator, Organizer and Secretary) and any such other officers as the SAC may deem necessary. The SAC Officers will be elected at a special election meeting following the last SAC meeting of the school year after newly elected SAC members for the upcoming school year are announced. The SAC officers will be elected by majority vote of SAC members at the special meeting and will serve a one-year term. The newly elected SAC parent and staff members will attend the special meeting with the principal (or a designated member of SDP including FACE representative) in attendance to conduct officer elections by the end of June. The SAC voting members can vote to postpone leadership elections to the beginning of the school year. Leadership elections must be completed and officers announced before the first official SAC meeting of the new school year in September.

The current SAC officers are responsible for setting up the special officer election meeting and supporting the transition of SAC leadership. Interest in positions will be solicited after newly elected members have accepted their position on SAC, preceding the school year when member terms begin. The SAC leadership election will follow a nomination process of members elected to serve for the following year, starting with Facilitator, Organizer and Secretary followed by any other positions deemed necessary at the special election meeting. If two or more members are interested in a position, those members will address the elected members, stating their rationale for their interest in the position. SAC Members will vote by ballot, and the member with the majority vote will take the position. Directly following the special election meeting the SAC will communicate named leadership to the school Masterman community.

Roles and Responsibilities

Facilitator:

- The Facilitator shall prepare the agenda for each meeting in collaboration with the principal and ensure that all items are aligned with the mission and vision of SAC.
- If a member of the community would like a topic placed on the agenda for discussion, they must fill out the form one week in advance of the SAC meeting in order for the facilitator to consider and approve. If a topic needs to be added within the seven day time period prior to the meeting, then the parent/ guardian/caregiver, student, HSA Representative, staff or community member needs to email the facilitator directly who will determine with the principal if it is possible to put it on the agenda or if it needs to be tabled until the next meeting.
- The SAC Facilitator will guide discussion during SAC meetings by keeping members focused on the meeting agenda, discussing all items within the meeting timeframe, and addressing concerns.
- If necessary, the Facilitator will call for and facilitate a vote when a decision must be made. If there is an even number of voting members, the facilitator will ensure the staff member with the least seniority shall be excluded from the vote.
- The Facilitator should encourage and facilitate open discussion and input from SAC Members about issues that affect the Masterman school policy, curriculum and students. This can be done at a meeting during new business.

Organizer:

- The SAC Organizer will conduct community outreach for the SAC, which includes but is not limited to recruiting new members (particularly parents/guardians/caregivers members and community members) by developing outreach materials and/or downloading outreach materials from www.philasd.org/sac.
- The Organizer will work closely with the principal during the Application and Election Procedure by facilitating the Application Process and working with FACE to conduct an election if necessary
- The Organizer will also utilize outreach materials and practices to communicate the purpose of the SAC to non-members and lead efforts to promote the SAC at events in Masterman and the community, including events such as Back to School Night, new parent orientations, etc.
- The Organizer may act as the liaison between the SAC and external partners or organizations, such as faith-based partners, civic associations, businesses, etc. The Organizer may build relationships with these groups and can solicit in-kind donations/resources.

Secretary:

- The SAC Secretary will work with the Principal and the SAC Facilitator to distribute all materials for SAC meetings (sign in sheets, agendas, etc.)
- The Secretary will submit all required documents to the FACE. These documents are the meeting agendas, meeting sign in sheets, and the SAC leadership roles, once they have been appointed by the SAC and minutes
- The Secretary will ensure that all documents have been submitted properly and on time so that the SAC meets the SAC criteria outlined by the SDP FACE.
- The Secretary shall take minutes during SAC Meetings and make them available to the Masterman community afterwards. All edits need to be requested in writing and made prior to them being voted.
- The Secretary shall prepare and post communications on the website as directed by the SAC,

- including but not limited to agendas, minutes and committee updates.
- The Secretary shall maintain contact information for all SAC members.

Elected SAC Members:

- Are voting members of the SAC.
- Must fill out a FACE application prior to the election in order to be considered for the position.

ARTICLE IX: MEETINGS.**General Meetings**

General meetings will be held monthly, on the dates and times determined by the members of the SAC. One or more planning meetings may be held in the summer, prior to the beginning of the school year. A meeting notice and agenda shall be posted to the Masterman community at least one calendar week prior to the meeting. A standing agenda shall be created and shared prior to the meeting. The standing agenda shall include policy and curriculum proposed changes allowing time for input and voting.

Members are encouraged to attend all meetings via Zoom and in person (if needed) unless there are extenuating circumstances and their absence is approved by leadership.

Meetings are open to all Masterman community voting and non-voting members.

Special Meetings

Special meetings may be called by the Facilitator, Organizer, Principal, or by a majority of SAC members. A meeting notice and agenda must be posted to the Masterman community at least seven calendar days prior to a special meeting.

SAC officers for the upcoming school year are elected in a special election meeting after the last SAC meeting of the current school year.

Order of Meetings: Action without a Meeting

All General and Special meetings of the SAC will be conducted using parliamentary procedures or an appropriate model of facilitation. The decision-making process will be conducted with the intention of reaching consensus on matters requiring a decision.

In times where meetings can not be held in person, any action (vote, etc) that would be properly taken at a meeting, may also happen by teleconference. There must be a discussion prior to any vote done by video.

Quorum

No vote will be considered valid without a quorum present. A quorum consists of at least 51% of the voting members, balanced between staff and parents/guardians/caregivers, with the parents/guardians/caregivers always at least one above the other voting members.

Confidentiality

When applicable, the SAC will adhere to SDP regulations around confidentiality regarding the disclosure of personal or sensitive information.

Meeting Transcript Policy (passed Sept 4, 2024)

Only approved minutes will be made publicly available. The raw transcript and audio files, if any, that are generated by AI transcription services should only be accessed by SAC officers for the purpose of creating the minutes and, on request, to check particulars by SAC officers.

- SAC is not obligated to share transcripts widely and publicly because they are equivalent to notes, not minutes, and not intended to form a public record.
- SAC is actually obligated not to share because participants may not have been aware of being recorded and have not given permission. Unlike the minutes, participants would not have a way of checking the record before it is made public;
- SAC meetings have students, staff and parents attending the meetings and it is important to safeguard the privacy of these individuals.

ARTICLE X: COMMITTEES.

Standing Committees- Permanent committees that exist to support the mission of the SAC. These committees are:

- A. **Diversity, Equity, and Inclusion**
- B. **Health and Wellness**
- C. **Teaching and Learning**
- D. **Climate and Culture**

Standing Committees should be discussed at the end of the school year for the next school year based on the needs of the community and approved by vote. SAC voting members will be encouraged to Chair or join at least one Committee. Each Standing Committee must be chaired by an elected SAC voting member. If no SAC voting member is available to chair a Standing Committee, the SAC may vote to eliminate that committee for only that school year.

Standing Committees should meet outside of the normal SAC meeting at the discretion and notification of the Chair, all Masterman stakeholders are invited to attend. All minutes from the meeting will be shared at the next general SAC meeting. If there is an Action Item, there will be time for discussion at the general meeting, but only SAC voting members will be allowed to vote on the issue at hand. Any action items (data collections, surveys, etc) proposed by a committee must be introduced, with time for discussion and input and then voted on by members of the SAC before any action is taken.

Ad-Hoc Committees may be created as needed to support the ongoing functioning of the SAC. Such committees will need to go through an approval process. A mini proposal will be written and submitted to the SAC and will be voted on by the SAC. The person proposing the committee should be the Chair or Co-Chair for the first year. New committees will be determined at the end of the school year for the upcoming school year or as needed basis. The Bylaw Review committee is an example of an Ad-Hoc Committee. Masterman community members are encouraged to participate in all SAC committees.

ARTICLE X: AMENDMENTS.

It is recommended that Bylaws are reviewed every three years. In the event of a Bylaw Review committee proposed change, these Bylaws may be amended by voting SAC members. Voting SAC members will be provided with notice of any proposed amendment to the Bylaws no fewer than fourteen calendar days prior to the General Meeting at which the proposed amendment will be discussed. The Bylaws Committee shall present proposed amendments for consideration by the SAC at least two weeks prior to the discussion. Passage of an Amendment to the Bylaws requires an affirmative vote of at least two-thirds of voting SAC members.

GUIDING DOCUMENTS FROM SDP:

SDP BoE 920 Policy

 SAC_Constitution_2018-19_Updated 11.9.18.pdf

 English SAC Handbook 7-2022.pdf