


Meeting Minutes JRM SAC Agenda for November 5, 2025

Roll Sheet Link- Sign In Sheet: [Nov 5 SAC Roll Sheet](#)

Facilitator - Roll call of SAC members:

Parent Members		Admin & Staff Members		Community Members		Students SGA reps	
Sam Vitiello (F)	P	Principal Laurie				Owen Kuster (HS)	P
Stacy Leonard (O)	P	Ms. Solomon	P			Harriet Benner (MS)	P
Dhivya Kaushik (S)	P	Ms. Gray	A				
Lauren Bell	A	Ms. Neu	P				
Tracy Joslyn	P	Ms. Geiger	P				
David Neale	P	Ms. Smith	P				
Michael Wang	P	Ms Harrison	P				
Yaling Xie	A	Ms Graham	P				

Sharing of Agenda-  Nov 5, 2025 JRM SAC Meeting Agenda

To submit a topic to be placed on the agenda for the next SAC meeting please use: [SAC input form](#) or write jrmastermansac@gmail.com.

1. Welcome, Introduction & Norms: Norms of JRM SAC meetings

Principal Laurie was not able to attend and sent his regrets. Ms. Harrison and Ms Graham attend in his stead.

2. Facilities Update:

Check if anyone from the facilities office is attending the SAC meeting and offer them a forum for updates.


Thank you to the District Facilities department for their continued engagement in our community and their partnership.

- Extra custodial position for Masterman.
- BE transition: Thank you to Mr. Terence Woods
- A new building engineer will be incoming following the departure of Mr. Woods. They will meet with Mr. Woods to ensure a smooth transition.
- A new custodial staff member was hired and started last Thursday.
- The drains from the rooftop were cleared. Paint was removed to prevent the surface from being slippery. To be determined if new paint will be applied for next school year.
- Tom Sharer is retiring and will not be attending any future SAC meetings.
- Roland Hayward (Area Manager, Office of School Safety)(rhayward@philasd.org). Mr. Hayward discussed the added Philadelphia police presence around the SEPTA stop near the school (Broad and Spring Garden) to ensure the safety of the students. Approximately 15 Philadelphia police officers and 10 SEPTA police officers are stationed around the stop. Police officers are also stationed on SEPTA platforms. He noted that Philadelphia police and SEPTA police officers will issue citations to students loitering around the Broad/Spring Garden SEPTA stop.
 - Mr. Hayward also noted his role in support of schools. (e.g. ensuring that school incidents are correctly reported, supporting the school in case of fights).
 - Parents may contact the Office of School Safety via the district website.

- A parent expressed safety concerns over their student taking public transportation. They asked if the district works with any external outreach programs to support. Mr. Hayward stated that the district does work with external outreach programs. Parent also suggested having trusted school staff (climate etc) outside and on the train platforms to support and monitor students safety.
Parent requested the administration have Philadelphia and Septa police officers stationed around the school and at Spring Garden Station attend student town halls on safety to introduce themselves to students and provide a primer on safety while commuting.
- A parent raised traffic areas around the school, which includes cars double parked on Spring Garden and vehicles speeding around the school. Suggestion was to reach out to the Community Relations of Philadelphia Police and the Streets department and PPA regarding traffic enforcement, parking enforcement as well as speed dampening measures.
- Contact of Area Safety Manager - Roland Hayward-rhayward@philas.org Cell 609-332-3548
- Area Manager - Epifanio Figueroa (Eppi) Desk: 215-400-6888 Cell: (267) 408-1878 email-efigueroa@philasd.org
-
-

3. Meeting minutes from last SAC meeting:

MEETING MINUTES FROM LAST SAC MEETING: October 15, 2025:

 Minutes For Approval - October 15, 2025 JRM SAC Meeting Agenda

- Facilitator motioned to pass the minutes. The motion was passed.

4. Principal's Update:(Ms. Graham/ Ms. Harrison)

- Ms. Harrison provided the principal's update.
 - Introduced Mr. Ladj. He is working with his colleagues during his onboarding to the school.
 - Fall Title I/Parent Portal meeting - Nov 13th (8:45 AM) in the faculty lounge. The FACE Liaison (Rasheeda Sloan) will join.
 - Report Card Conferences Nov 24th-25th. The teachers will have sign-ups made available shortly.
 - Locker access. Any students with logistical issues surrounding accessing the locker and class, the students are to email Ms. Geiger to support each individual student to address their issues and concerns.
 - PSAT tests were concluded last month. Make-ups concluded last Friday.
 - SATs will be available to 11th grade students only.
 - MS Clubs and HS clubs. Clubs have been posted on the Masterman website today.
 - Microwave. The school has two microwaves (1 in the cafeteria/1 in the teacher's lounge). Climate Staff will be available to assist and monitor student use.
 - Sports. Soccer and volleyball teams had a successful season.
 - Poland exchange program. Students went to Poland for 2 weeks and visited various cities and sites. In March, students from Poland will come to the US.

5. High School Update- Nabilah Chowdhury - SGA President

 SGA November SAC Update

- SGA Halloween Dance (Oct 24th) was successful. Thanked parents for chaperoning and support.
- Nov 21st Potluck. Requested food, drink, and utensils. The sign-up sheet will be posted on Google Classroom for high school students to sign up.

6. Middle School Update- Harriett Benner: MS SGA

MS updates (11/5/25)

- MS SGA meet last week.
- Students held a gingerbread competition
- Next week, students will be collecting boxes
- NJHS Elections are on Nov 13th.
- Scheduled induction for Tuesday, December 2nd during 1st - 2nd period

7. Pre-SAC Meeting Update: Officers of SAC and SGA meet with principal to review minutes and last meeting and created a todo and follow list.

8. Old and New Business:

I. Teachers and Staffing Update

- Welcome to Mr. Ladj. Update on transition.
- Climate Staff: - One position open (we have a reliable sub)
- Custodial Staff- **One more approved position**
 - In addition to the approved position, there is currently one more vacancy that needs to be filled
- Crossing Guard - Mr. Terrence Henry
 - Mr. Ladj is the new math teacher. He joined the meeting and introduced himself to the meeting attendees.

II. Academics

- Homework Deadlines- school wide policy communication - update
- Parity of lessons/learning, opportunities, and grading across a grade band. - update
- Grade Book Updates: consistent weekly updates to grades - update on process
- Communication to families on how to access PSSA and Keystone score - Dhivya is preparing a stepper for Principal Laurie to send out to families.
 - Ms. Graham will discuss with the leadership cabinet over homework due dates/times.
 - Grading. The district requires teachers to post 2 grades per week. But there may be some flexibility. The administrative team runs reports via Infinite Campus to see teacher grade posting frequencies. They have been in communication with teachers to ensure assignments are regular and student assessments are timely made.

III. Testing PSSA/PSAT/SAT and AP Self-Study

- AP Self-Study assembly: Assembly completed. Update
 - Ms. Harrison stated there was an assembly for students interested in AP self-study. A detailed letter was sent home to families with the purpose of ensuring families/students are aware of the rigor with self-study.
 - Two points of note- Masterman will be a testing site for courses that are offered in Masterman if students are self-studying but if the courses are not offered at Masterman, students need to find their testing site from the College Board website.
 - The deadline to commit to self study is Nov 15th.
 - Students who are enrolled in an AP class have their exam automatically ordered.

- You can self-study for any AP courses offered. Students need to have a plan and be mindful of the workload.
- SAT fees 2 extra opportunities possible through SDP - Update on how students can request these codes.
 - Other district students (e.g. Central HS, Palumbo) can email their school counselor to request these codes.
 - Ms. Harrison will speak with Masterman counselors.

IV. Student Life:

Attendance:

Absent exempt for sanctioned school activities process - update

Also [the school handbook](#) directs families to Ms. Lambert to report absences and Ms. McIntyre to rectify attendance issues. Policy clarification - update

- Per Ms. Harrison, the school handbook will be updated to reflect that Ms. Lambert handles absences. The administration will also meet to discuss drafting language to students on absences.

Lateness due to SEPTA delays:

Communication on process to correct attendance due to Septa Lateness

SEPTA Cuts/ Unreliability still affects student's ability to sometimes get to school and return home at a reasonable hour. Septa has not restored all bus routes and the regional rail commuters are under particular strain with uncertainties.

Ms. Harrison will discuss with the leadership team and communicate to the community on what the process and when Septa related absences will be excused.

V. School Selection:

Window closed Oct 23rd.

Number of Masterman 8th graders that qualified for admissions to Masterman HS?Principal Laurie might have it.

-Final eligibility results will be announced Jan/Feb 2026

-the Administration does not have final 8th grade numbers of Masterman students.

VI. Documents and Informational Resources that require updating/ School Communication:

- MS Clubs list on School website (Ms. Geiger has updated and given it for posting)
- <https://docs.google.com/spreadsheets/d/1zrN49Uwp6YI567G4Tgv4P7s3FrDqQCWMaCL62LIPGWQ/edit?gid=1786086310#gid=1786086310>
- HS Clubs list on School website
- <https://docs.google.com/spreadsheets/d/1hXwhNuYwY-r-eJY8jMaysuNCSsHfLpGXp6KGc7zYEjs/edit?gid=1303765477#gid=1303765477>

VII. NEW Business from SAC input forms:

- Advisory:** Thoughtful input around advisory/study hall: I think that the school community generally agrees that this is valuable, however, my thought is that the time could be more intentional, especially if we treat it as a shared responsibility between teachers and students. A meaningful start to the day, consistent across all Sections. A well-designed advisory (framework) can help students feel connected, organized, and aware of what's happening in their school community.

- Per Ms. Graham, the district-provided guidance to teachers on how to handle Advisory. The administration provided additional resources to teachers.
 - Teachers cannot expect teachers to plan and implement things during advisory as it is non-instructional time. So it cannot be structured.
 - Extended advisory is the only time where it can be structured and teachers can be asked to use district mandated resources
 - Positive Behavioral Intervention and Supports is a school opted program from the district. Ms. Harrison will review the handbook and ensure the section related to this reflects the current school program.
 - Parent question - why do high school students have the same advisor across all 4 years?
 - Keeping them with the same advisor helps build relationships with students that turns into a mentorship across their high school.
- II. **Grade field trips and end of year activities:** Request for clarification of process regarding how activities/field trips and end of year trips are organized for each grade.
- Within the grades each grade sponsor determines with the students or the SGA to figure out what the year end trip would be and in addition tradition determines what trips take place.
 - They are being mindful and proactive about planning trips and being intentional about picking trip windows.
 - Historically 8th grade went to DC, 9th went Baltimore, 10th went to NY, 11th went to DC again and 12th went to Poconos.
 -
- III. **Microwave use for students is back:** I wanted to shout out a huge thank you to the Masterman administration for once again allowing microwave use in the cafeteria. The loss of the microwave for a few years had a significant impact on the students and was a punishment for all when one or two? put metal in the oven. Thank you for bringing this back and trusting the children again.
- IV. **Community Service requirement:** Does Masterman have a community service requirement? Does student community service hours volunteering for the school get logged anywhere? (2 inputs)
- Per Ms. Graham, community service requirements are determined school by school. Masterman does not have service requirements. Mr. Gilken documents and tracks student hours. Ms. Graham to follow up with Mr. Gilken on the process and how to report to colleges.
 - Honor societies require students to provide community service..
- V. **Student Transportation:** I have a question about the flat rate program for Masterman 5-8 or above grade. Can we apply for it? I did apply for sept, but never got the check.
- A parent noted that Masterman does not qualify for the flat rate program because no buses are provided instead students are provided Septa Passes if eligible.
- VI. **Halloween MS:** What happened to the Halloween door decoration contest? Is MS being punished for something too? kids love this so much every year, why did the administration take it away this year
- Ms. Geiger stated that some teachers did not participate because they may have lacked time or that it took away from instructional time.

10. Home and School Update- Anne Albert HSA President

SAC Meeting 11-5-25 HSA President's Report

- HSA grants are open for this year. There are 2 categories: (1) teacher/coach support and (2) all other school activities. There are 4 request deadlines. More information may be found under the HSA website.
- Fundraising. Thanked family support for payment of HSA annual dues. Met fundraising goal and participation goal.
- Upcoming events.

- Volunteer workday has been cancelled and will be merged with another event in April.
- 11/13 the HSA will host its second HSA Happy Hour.
- 11/14 the Principal tea time to allow families to talk with the principal and other admin.
- 11/18 the HSA will host its first public meeting. It will be in-person at the school.
- Promoted upcoming grade-level Zoom meetings.
- Merchandise will be available for purchase during the upcoming parent/teacher conferences or from the HSA website.

9. SAC Committee Committees will meet on Mondays or Thursdays at 7pm and the school calendar and SAC webpage will be updated. Committee reports on discussions will be shared with the community at SAC meetings. All are welcome to participate at committee and SAC meetings.

a. Climate and Culture & Health and Wellness

Co-Chairs: Dr. Lauren Bell, Stacy Leonard, and Michael Wang

Meeting time: Third Mondays @ 7-8

[SAC C&C and H&W Committee Notes 10/20](#)

Join Zoom Meeting

<https://us06web.zoom.us/j/86246374656?pwd=Le1BraReH0aFqher4MaLvCpOKSmb31.1>


Meeting ID: 862 4637 4656 Passcode: 876279

Climate and Culture (C&C) School climate, discipline, school communication, school mission and vision and comprehensive school culture of academic excellence and supporting that. Building facilities and safety of students and follow ups.

Health and Wellness (H&W) Student physical and mental wellness; until last year worked with HS Peer counseling club on initiatives.

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

Meeting time: Second Mondays @ 7-8

 [SAC Teaching and Learning Committee Notes 10/13](#)

Join Zoom Meeting

<https://philasd-org.zoom.us/j/89170837993?pwd=VDFzZldyMDI1U2lyL0ttcGRYSUc2dz09>

Meeting ID: 891 7083 7993 Passcode: 143290

Teaching & Learning: All topics affecting teaching and learning. Curriculum, academic pathways, teacher vacancies, homework, testing and student performance. Also includes effects of the roster on student life, courses and teacher effectiveness. Clubs, Sponsors, Sports, Coaches, Extracurriculars, Enrichment (from SAC Student Activity Committee)

-Discussed teacher vacancies

c. Diversity, Equity and Inclusion - Co-Chairs: Ms. Carolyn Gray and Dr. Tracy Joslyn

Meeting time: TBD

Diversity, Equity and Inclusion review and initiatives. Works closely with the Principal and DEI Coordinator at the school. Affinity groups.

d. AD HOC MS and HS Admissions -

[Ad Hoc Admissions Committee Oct report](#)

Co-Chairs: Stacy Koilor, Neha Vapiwala, Mike Wang

Meeting time: First Mondays @ 7-8 in Oct, Nov and then Jan and Feb of 26

Lottery school selection process: guidance and analysis for both MS and HS.

General Information for reference:

Student performance data and metrics:

1. School Plan Status: [Julia R. Masterman High School \[2140\] 2025-2026 School Plan.pdf](#)
2. School Snapshot June 2025: 📄 Monthly Data Snapshot - 2025-06-30 - [2140] Masterman
3. Year end Grade distribution for last year for core subjects in all grades from [Qlik](#).
 - a. Can we get this each core subject for each grade?
4. Three years PSSA data for Masterman: [PSSA range scores information from 2024-25](#)
5. Three years Keystone Performance Data for Masterman: [Keystone performance 2024-25](#)
6. The SAC Climate and Culture Committee is compiling comparative AP score data analysis based on information provided by Principal Laurie in the last SAC meeting