

JRM SAC Agenda for Dec 3, 2025- DRAFT Meeting Minutes for approval

Roll Sheet Link- Sign In Sheet: [Dec 3 SAC Roll](#)

Facilitator - Roll call of SAC members:

<i>Parent Members</i>	<i>Admin & Staff Members</i>	<i>Community Members</i>	<i>Students SGA reps</i>	
Sam Vitiello (F)	Principal Laurie	P	Nabilah Chowdhury (HS)	P
Stacy Leonard (O)	Ms. Solomon	P	Harriett Benner	P
Dhivya Kaushik (S)	Ms. Gray	P		
Lauren Bell	Ms. Neu	P		
Tracy Joslyn	Ms. Geiger	P		
David Neale	Ms. Smith	P		
Michael Wang				
Yaling Xie				

Sharing of 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. [September 10, 2025 JRM SAC Meeting Agenda](#)

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

2. A. 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
- Introduction to new Building Engineer

B. Safety Update: Mr. Roland Hayward.

Safety Assembly, Security and PPD update.

End times of all afterschool activities/meetings be published and adhered to to ensure safety of students, leaving the building.

3. Meeting minutes from last SAC meeting for Approval:

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

[DRAFT Meeting Minutes - Nov 5, 2025 JRM SAC Meeting Agenda](#)

The facilitator motioned to pass. The motion and minutes passed.

4. Principal's Update:

- NJHS induction ceremony
- SGA Friendsgiving Potluck

- c. Musical: The Wiz
- d. Upcoming Concerts
- e. Homework policy: post cabinet input update
- f. Process and how Midterms and Finals will be conducted
- g. Staff Introduction - Michelle Shapiro, SBTL
 - Principal Laurie introduced the new FAM, Mr. Anthony Greene.
 - Principal Laurie noted there is a bidding process for new custodial hiring. There is currently a temporary custodial assistance at the school, but the position is currently open. There is a new Building Engineer (Mr. Tom McKnight) beginning Dec. 12th. Mr. Woods' last day is Dec 16th.
 - Principal Laurie provided a safety update around crowd control and violence near the school, in particular near the SEPTA stop at Broad and Spring Garden and protests happening nearby. The school has begun discussions with the district and whether Masterman qualifies for a safety corridor.
 - After-school club end times: a parent asked if MS club end times may be posted. The principal will survey the teacher club sponsors for times.
 - The principal noted the NJHS induction ceremony and how well the event went. Gave a shout out to Ms. Hemminger who is the teacher sponsor.
 - SGA Friendsgiving Potluck - noted how well planned and fun the event was.
 - Musical: the Wiz (Feb 26-28): the principal highlighted the upcoming Musical and asked students to audition for the show.
 - MS/HS Winter concerts: Dec 11th for MS; Dec 18th for HS. The principal noted there will be a new way to pay for concert tickets rather than CASH only. Recognized Ms. Cruz for the new payment methods.
 - The administration met with the cabinet to discuss the homework policy. The purpose of homework is to reinforce learning from the classroom; and to develop study habits and time management skills. A teacher noted that study hall in middle school and high school are beneficial for students to complete their homework and other assignments. The administration will continue to discuss with the cabinet on developing the school's homework policy (including consistency on how/when homework is posted; the amount of homework assigned across classes, due dates/times, chunking of assignments, late work policies, etc.).
 - Currently, the standard Google deadline is midnight, the same day, for homework assignments.
 - Family life and celebrations should trump homework and school holiday calendar should be adhered to.
 - Midterms. In discussion is the scheduling/timing of midterms, this includes student dismissal times. The principal raised consistencies on the format of a given midterm exam to ensure equity across classes.
 - Double blind grading mechanism for exams to ensure unbiased outcomes.
 - The first Midterm is on Jan 9th, so students should know what will be on the midterm before the winter break so there is time for students to study and prepare.
 - Students with accommodations are accounted for and make ups are planned for sick children and families will know the schedule of the midterms beforehand.
 - The tentative Midterm schedule is as follows:
 - January 9 - English and World Language/Electives
 - January 12 - Math and Social Studies/Electives
 - January 13 - Science/Electives
 - January 15 - Make-up day
 - Principal Laurie introduced Ms. Shapiro (SBTL). Ms. Shapiro introduced herself. This is her 3rd year as a SBTL and has been supporting teachers on best practices for the all new curriculum that is being implemented by the district. "Imagine" was procured for all of middle school - helps with small group and

differentiated education. In PLC (?? full form) - they go through the curriculum (for both core and electives) and plan. STAR Assessment period is going on right now and teachers are working together to make sure all students are being assessed.

- January 6th is Winter Keystones and there is an eligibility list of students who will take them then. Remediation support is being provided to the students so they are prepared for it.
- Masterman has been selected for NAEP testing this year for 8th grade for English and Math. 50 Students are randomly chosen and they take the test on February 19th 2026.
- SAT's for 11th grade in Spring and PSSA's and Keystone in the spring. Teachers are receiving their PSSA prep material for English and Math soon. There is an online platform called Firefly for students to practice tests for PSSA.(5-8th) with just multiple choice questions which they will get access soon as well.
- Ms. Shapiro's office is next to the main office and her email is mdshapiro@philasd.org. Please contact her for any curriculum or testing support.

5. High School Update- Nabilah Chowdhury - SGA President

■ December SGA SAC Update

- The SGA Friendsgiving Potluck occurred on Nov 20th
- Gingerbread House Contest on Dec 11th. Admission price is \$20/group.
- Winter Assembly is occurring in December.
- SGA to meet with the Administration regarding restoring spirit day.

6. Middle School Update- Harriett Benner: MS SGA

- Held a canned food drive in November
- MS SGA held elections. Election results to be announced.
- Winter Door Decorating contest for middle school and high school. Dec 15 is the deadline and judging will happen on Dec 16th. SGA reps will make the announcements in advisories tomorrow.

7. Pre-SAC Meeting Update: Met 2 weeks ago Wednesday and followed up on Safety updates and items from the last SAC meeting.

8. Old and New Business:

I. Teachers and Staffing Update/ Intros

- Teaching Staff: Stable.
 - Currently no vacancies or long term absences.
- Climate Staff: One position open (we have a reliable sub)
- Custodial Staff: One more approved position
- Building Engineer: Mr. Thomas McKnight
- Crossing Guard: Mr. Terrence Henry

II. Academics

- Homework Deadlines- school wide policy communication - update
 - Refer to Principal's update for details.
- Parity of lessons/learning, opportunities, and grading across a grade band. - update
 - Will be revisited after the midterms.
- Grade Book Updates: consistent weekly updates to grades - update on process

- Efforts are to be made to ensure timely updates.
- Communication to families on how to access PSSA and Keystone score - Stepper to be sent out.
Principal will send out the Stepper soon.

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

- AP Self-Study: Timeline: suggested improvements. Early signups/approvals to ensure students have enough time to prepare so drop off rate is not high, and students can find sites to take the exam, instead of being shut out.
 - Students are able to do AP Self-Study, which a number of students currently participate in. The school plans to host a number of AP Self-Study exams.
 - About 50% of students who elect to self-study an exam historically have dropped out. So this year, students were asked to commit to taking it or the cost of the exam will be passed on the student.
 - While access for students is always nice, students should seek advice from the counselors on whether it is prudent or necessary for that student to take the self study.
 - Masterman does not have the space to accommodate all students so they are exploring external locations to support all students and access to the exams that they want.
 - This timeline will be brought forward next year based on the learnings and parents are more involved in the process.
 - Parent concern: that the entire process is not very transparent and the school should communicate better regarding the process.
- SAT fees 2 extra opportunities possible through SAttDP - If this program is funded already can our students have access to it?

IV. Student Life:

Community Building:

Halloween door decoration didn't happen - Winter door decoration was suggested by the principal, in preSAC as an alternative to ensure MS students have the opportunity.

Attendance:

1. Absent exempt for sanctioned school activities process to notify and correct errors.
2. Process clarification: Is advisor/attendance secretary or someone else responsible for making updates and how should parents request corrections.
 - The school handbook will be corrected to reflect that Ms. Lambert is the contact person for absences.
 - Always reach out to Ms. Lambert for any attendance issues for now.

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.

- Request to Principal Laurie to communicate to families on the process to communicate lateness in the morning due to SEPTA issues.

Community Service requirement:

At the last SAC meeting Ms. Graham informed us that Mr. Gilken tracks community service hours. Can we get information on what qualifies as Community service and how students should update Mr. Gilken.

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- Clarification and communication on what qualifies for community service and how should that be reported.

V. School Selection:

Number of Masterman 8th graders qualifying for Masterman HS: 158

Algebra 1 Verification: process clarification

- The school has received a number of inquiries on the verification process. The school is working with the district on this and if they meet the Algebra 1 requirement.

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

- MS Clubs list on School website - can end times of all clubs be added?
- HS Clubs list on School website -
- Handbook update: attendance and PBIS section

VII. NEW Business from SAC input forms:

- I. School Leadership: I want to recognize the hard work and meaningful impact of Principal Laurie's leadership at Masterman. His steady presence, positivity, and clear commitment to students have made a remarkable difference in a very short time. Students feel supported, seen, and encouraged to strive for their best. Staff have shared how his collaborative approach and calm, thoughtful communication have helped rebuild trust and strengthen our shared purpose.
Principal Laurie's leadership extends beyond the building. Families and community members feel welcomed and informed, and his willingness to listen and engage has brought a renewed sense of unity. Masterman is a better, stronger school because of his efforts.
Thank you for considering this acknowledgement of the positive effect he continues to have on our entire community.
- II. AP French: Question about where the administration is with planning AP for the current 9th and 10th grade classes? for advanced learning in world languages. Will there be the option of French? There was a "town hall" last year and there was no clear direction because, among other reasons, there was not a second French language instructor in place. Now that this role has been filled, can the administration provide an update? I had a student take advanced Spanish at CCP because another district school did not have advanced language options, and it was not an acceptable substitution. Thank you
 - There will be French 3 and 4 for current 9th graders and possible AP French with a combined French 3 /4 class with the option to take AP French in Senior.
 - CCP does not offer French 3 or 4 options.
 - Can this be holistically looked at to include Spanish and other course offerings as well.
- III. GIEP Assessments: Delayed GIEP assessment/development due to understaffing/over enrollment. More info about what gifted support will be provided would be helpful. Clarification of process regarding how activities/field trips and end of year trips are organized for each grade and how that information is shared with parents.
 - The school psychologist, who is at the school 2 days a week, will test students for a Gifted designation.
 - We have 150 students who are either eligible or are being assessed.
 - We have two Gifted teachers who are partially released.

- Things are delayed but resource constraints are the reason and there is a larger conversation happening by the leadership to figure out how the GIEP program should look like in Masterman.
- Very small number of students are getting accelerated in Math but every other subject is only enrichment through independent projects.
- Exploring options of the AP Seminar/Research for students to do college level research work for high school students.
- Currently most of the GIEP students are in Middle school and conversations are happening with the district on whether it is feasible to partially release another teacher to support more students at the expense of all other students.

IV. Sickness Policy: What is the policy and process for a child who is sick at school to go to the nurse? There seems to be issues with sick kids being able to see the nurse when needed.

- The current policy is that students who need to see the nurse need to tell their teacher and they are permitted to go to the nurse's office.
- Principal Laurie will explore and answer the questions based on the inputs he has received.

VIII. OLD Business from SAC input forms (In Info gathering queue)

V. 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.

VI. Grade field trips and end of year activities: Clarification of process regarding how activities/field trips and end of year trips are organized for each grade and how that information is shared with parents.

- Multiple models for Class sponsors are being looked at. Principal Laurie is continuing to discuss with the team to figure out best practices and bringing back legacy experiences for students. Students are asked for their input on field trips and year end trips.

10. Home and School Update- Stacy Koilor HSA VP

■ SAC Meeting 12-3-25 HSA Report

- Teacher grants for \$300 are underway and teachers have to apply.
- There is a bigger grant request form that is out to Students and teachers to request funds. Grant request form - <https://www.mastermanhsa.org/grants-2025-2026.html>
- The results will be out this week and the next round of HSA grants is Dec 23rd.
- The sponsors for clubs should request the grant through the form.
- HSA approved 3 sets of rolling bleachers for the gym.
- Staff holiday party, dance classes and winter formal is being funded.
- Close to the fundraising goal of \$10,000 for December.
- One HSA meeting with poetry reading by 5th grade students and then parents met with HSA board.
- Next open meeting is in January.
- Happy hours being organized and gift certificates being awarded to a lucky winner
- Grade wise coffee chat have been organized
- Merchandise sales is on going.
- HSA auction - tentatively April 25th 2026. Right now finalizing the venue and request for volunteers to support and plan and request parents to attend.

- Sign up for HSA newsletter if you do not get them -
<https://lp.constantcontactpages.com/su/ISKWHTj/newsletter>
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9. SAC Committee Updates: *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.*

The various committees reported on the various meetings held in the past month from the reports attached.

- a. Climate and Culture & Health and Wellness - Co-Chairs: Dr.Lauren Bell, Stacy Leonard, Michael Wang
Meeting time: Third Mondays @ 7-8
[C&C/H&W Nov Committee Report](#)
Join Zoom Meeting
<https://us06web.zoom.us/j/86246374656?pwd=Le1BraReH0aFqher4MaLvCpOKSmb31.1>
Meeting ID: 862 4637
- b. Teaching and Learning - Co-Chairs: Ms. Kim Neu, Dhivya Kaushik and Sam Vitiello
Meeting time: Second Mondays @ 7-8
[Teaching and Learning Nov 10 Committee Report](#)
Join Zoom Meeting
<https://philasd-org.zoom.us/j/89170837993?pwd=VDFzZldyMDI1U2lyL0ttcGRYSUc2dz09>
Meeting ID: 891 7083 7993 Passcode: 143290
- c. Diversity, Equity and Inclusion - Co-Chairs: Ms. Carolyn Gray and Dr. Tracy Joslyn
Meeting time: TBD
- d. AD HOC MS and HS Admissions - Co-Chairs: Stacy Koilor, Neha Vapiwala, Mike Wang
Meeting time: First Mondays @ 7-8 in Oct, Nov and then Jan and Feb of 26

General Information for reference: ok

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 for 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. AP score Analysis: [SAC - MASTERMAN AP Score Analysis 2019-2025.pptx](#)