

**JRM SAC Agenda for Jan 7, 2025 -  
Meeting Minutes (for approval)**


**Roll Sheet Link- Sign In Sheet:** [Jan 7 SAC Roll](#)

**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			Nabilah Chowdhury (HS)	P
Stacy Leonard (O)	P	Ms. Solomon	P			Harriett Benner (MS)	P
Dhivya Kaushik (S)	P	Ms. Gray	P				
Lauren Bell	P	Ms. Neu	P				
Tracy Joslyn	P	Ms. Geiger	P				
David Neale	P	Ms. Smith	P				
Michael Wang	P						
Yaling Xie	P						

**Meeting Start time: 6:00pm.**

**Meeting End time: 7:14pm.**

**Sharing of Agenda-**  Jan 7, 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

**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 - Status - Filled - Veronica Love CA Joined Monday, 5
- BE transition update
- Bathrooms: Students raised a comprehensive set of issues in the girls bathrooms. Facilities related items included: Stalls not locking, privacy strips for gaps
- **Dr. Kwame Grove attended and presented a slideshow to discuss Facilities' updates.**
  - **Highlighted key staffing update: Tom Shearer retirement. Anthony Greene has stepped into the FAM role following Mr. Shearer's retirement. Was previously the Building Engineer at Ben Franklin HS.**
  - **New custodial assistants (2) joined this week at the school**
  - **Noted a steam leak outside of the school. Facilities will follow up.**

**B. Safety Update:** Mr. Roland Hayward if present

Principal's update on weekly meeting

Safety Assembly update


ICE School District policy overview for school

- **The Principal noted a standing weekly meeting with the City's School Safety.**

- The Principal noted a concern received about ICE. The Principal spoke with the City and noted that the presence was from SEPTA activities and were not ICE. The Principal noted that the school has policies surrounding ICE.
- The school held town halls for students to discuss SEPTA safety and city safety.
- SEPTA re-scheduled a student facing meeting to discuss SEPTA safety.

### 3. Meeting minutes from last SAC meeting for Approval:

MEETING MINUTES FROM LAST SAC MEETING: Dec, 2025:

 DRAFT Minutes- Dec 3, 2025 JRM SAC Meeting Agenda

**The Facilitator motioned to pass the minutes. Ms. Solomon 2nd. The motion passed unanimously.**

### 4. Principal's Update:

- Musical: The Wiz : Call for volunteers
- Midterms
- Early Admits: Congratulations!
- Staff Introduction: If any?
  - The Principal noted an issue students raised with some bathroom stalls not locking completely. Additionally, students raised the issue of gaps between the stall doors. The Principal will discuss with Facilities on solutions to close the gap. Dr. Grove stated that they will follow-up with Facilities and other resources on these concerns.
  - The Facilitator requested that Dr. Grove/Facilities develop a regular schedule to attend to facilities issues as the school is over capacity.
  - The Principal welcomed students back following the winter break.
  - Midterms are coming up.
  - Was at the Thomas Edison HS for Dr. Watlington's address. Noted that Masterman students and teachers were recognized.
  - Tom McKnight is the new Building Engineer.
  - Congratulated and recognized seniors who received early college admissions and QuestBridge award winners.
  - The Musical put out a call for volunteers. Volunteer form: <https://docs.google.com/forms/d/e/1FAIpQLSeiljPbJaHcYk8PRtlg9vS7ppfRfyR64MEdSwMPgaetDLkCcw/viewform?usp=publish-editor>

### 5. High School Update- Nabilah Chowdhury - SGA President

 January SGA SAC Update

- Gingerbread contest was a huge success. Nearly 200 students participated.
- Next event is International Day (Jan 23). HS students will attend cultural workshops, and there will be cultural performances. MS students will be able to participate during 2nd period.
- Masterman HS SGA Instagram: <https://www.instagram.com/masterman.sga/>

### 6. Middle School Update- Harriett Benner: MS SGA

- MS Debate held a debate hosted by ASAP
- 5th Grade held a Winter Solstice Feast
- 7th Grade held assemblies
- MS SGA hosted a Halloween door decoration contest
- Hosted school wide Spirit Weeks during the month of December
- Candy Gram Fundraiser planned (week of Feb 2nd).

**7. Pre-SAC Meeting Update:** Met 3 weeks ago Wednesday and followed up on Safety updates and items from the last SAC meeting. Many student reps attended and it was a very good conversation.

Principal Laurie sent out communication with many clarifications that parents had requested through SAC or in SAC meetings, hope folks found it useful. We had positive feedback about it in committee meetings.

## 8. Old and New Business:

### I. Teachers and Staffing Update/ Intros

- Teaching Staff: Stable
  - **Impending paternity leave. Coverage has been planned**
- Climate Staff: One position open (we have a reliable sub)
- Custodial Staff: **Filled**
- Building Engineer: Mr. Thomas McKnight has started
- Crossing Guard: Mr. Terrence Henry.
  - **Mr. Henry will join the Climate Staff in addition to the role as crossing guard.**

### II. Academics

- Homework Deadlines- school wide policy communication -
  - Cabinet Update? Estimated time for the policy to be finalized and shared with the students and the community.
  - **The Principal will meet with the SGA and then a policy will be finalized near the end of January. The policy will be shared with families.**
- Amnesty Week for Musical - last week of Feb.
  - **The Principal stated that there will be homework amnesty for those students involved in the Musical.**
- HS Midterms: Some teachers only shared scope of material for the test only this Monday, it would be ideal if teachers could share this before break as had been communicated in the last SAC meeting.
  - **The Principal reiterated that the scope of materials should have been shared with students before the break. Given this is the first time Mid-terms are being given in a few years this happened.**
- Course Selection for HS
  - Survey students for interest level in all courses for a grade before the lane restrictions to gauge demands for courses and see if lanes could be structured to best accommodate student intestines within the restrictions of space, staff and roster capacity.
  - Language readiness for senior year AP for current 10th graders
    - **Electives add to a student's portfolio. Student surveys will be sent later this week to families (Thursday/Friday) so that the school can receive a preview and gauge interest. Families will need to discuss and have conversations with their child on the number of AP courses they can handle. Ms. Roache and Mr. Gilken will have a role to play in course selection. Students will be able to rank courses to help with the scheduling. There has been feedback that this process has been student facing but this year they aim to communicate better with families as well regarding the process.**
    - **The school plans on holding meetings with students and one after school for parents**
    - **Qn: Is there a date for the college night (admission information for colleges) and financial aid night? Principal Laurie will find out and share the date with families.**

### III. Student Life:

### Bathroom Use Protocol:

1. Students raised the need for a protocol that trusts HS students to be able to make decisions about having autonomy to use bathrooms as the need arose while acknowledging that not everyone makes responsible decisions.  
**Principal Laurie said it is on the SGA meeting agenda to discuss this and determine what the best process should be. Trying to find the middle ground to make sure students are in the classroom and students be able to use the bathroom as needed. There have been cases of deliberate vandalism in the boys bathrooms and that has caused the school to tighten access to bathrooms. So they are going to work with the students and teacher cabinet to figure out the optimal solution. The survey regarding the facilities was a first step.**
2. How do we create a culture of healthy and respectful culture at the school around this so students who really need to use the facilities can do so without being made to feel uncomfortable and how to address irresponsible actions.

### Community Building:

1. Musical and International Day - Events
2. Advisory - as a place to build community and start the day in positive way

**Teachers are professionals and run advisories as they deem fit and principal Laurie is going to investigate on how to put in guardrails in place to ensure it is positive for the community.**

### Attendance/ Commute:

1. SEPTA is still an issue: Riders should expect crowded conditions, skipped stations, delays and cancellations as Regional Rail trains undergo repairs following the completion of [federally mandated inspections](#). Most morning trains will continue to make all local stops, with two Paoli-Thorndale line trains returning to modified express service. Evening rush hour express service has been restored.
2. Fox Chase Line: Bus Service to Replace Mid-Day Trains Between Fox Chase and Wayne Junction Stations thru Apr. 3. Might affect early dismissal after midterms and half day commutes.  
**55,000 students rely on SEPTA to get to school and our students rely on SEPTA to get Masterman.**

### Sickness Policy

1. Sickness season - Communication on what symptoms should keep a child home
3. Further clarification on Nurse visit protocol for students and staff process was raised in preSAC.  
**Principal Laurie will send home a stepper on when to stay at home and when it is ok to go to school. Principal Laurie will also review Nurse Visit protocol and update the families and community on the process for students/staff.**

### Community Service:

☐ Provide clarity on **community service hours**:

- What qualifies as service
- How students report hours
- Confirm Mr. Gilken's role + how to submit/track
  - **The school does not document and track community service hours. A teacher recommended that students should start in their 9th grade.**

## V. School Selection:

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

Algebra 1 Verification: process clarification

Date for results has not been posted by District

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

- Handbook update: attendance and PBIS section
  - ☐ Correct the school handbook to reflect that Ms. Lambert is the attendance contact.
- School Profile on Website
- Course Offerings on Website
  - **Course offerings on the school's website are currently outdated as they reflect the 24-25 SY.**

## VII. NEW Business from SAC input forms:

### I. Floor

- **A parent raised a suggestion on organizing school email communication to mirror another school's email template.**
- **Discussion on informational overload to students through google classroom and how much of it is being ignored by students. The consensus from teachers seems to be that they do not post announcements very often, so students know when they post it, it is important. Tips for students was to turn off notifications if needed on google classroom.**

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

- II. **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.
- III. **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.

## 10. Home and School Update-

### SAC Meeting 1-5-26 HSA Report

- **General HSA meeting upcoming on Jan 20th at 7pm on Zoom.**
- **Auction. Looking for auction volunteers. A committee meeting will occur this coming Sunday with the auction committee chair.**
- **Lunar New Year event occurring March 7th**

**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.*

- a. **Climate and Culture & Health and Wellness** - Co-Chairs: Dr.Lauren Bell, Stacy Leonard, Michael Wang  
**Meeting time: Third Mondays @ 7-8**

Join Zoom Meeting

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

Meeting ID: 862 4637 4656 Passcode: 876279

- b. Teaching and Learning - Co-Chairs: Ms. Kim Neu, Dhivya Kaushik and Sam Vitiello**  
**Meeting time: Second Mondays @ 7-8**

 SAC T&L Meeting-December

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:**

**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](#)