

## SAC Minutes for Jan.19, 2021

### Roll Sheet

[-https://docs.google.com/spreadsheets/d/1uxe2wI7CsJcRRwtRAdWZyc04PZZa-8H1gzx6HHQjnt0/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1uxe2wI7CsJcRRwtRAdWZyc04PZZa-8H1gzx6HHQjnt0/edit?usp=sharing)

### Facilitator Introduction:

Welcome Back and Happy New Year

Sharing the Mission and why we are all here. We are here in the spirit of collaboration and hope for what is best for the student body of Masterman.

**Roll call of SAC members:** Maria Beatty, Sharath Bennur, Liza Herzog, Maggie Li, Judy Shelton, Meena Ramakrishnana, Barbara Dallao, Maria Kim Yuen, Jessica Brown, Michelle Harrison, tonya Broussard, Nichole Geiger, Lou Borda, Carolyn Gray, Joanne Donahue, Elana Solomon, Marissa Robinson, Athanasios Mondlas, Sophie Gala- All were present on 1/19/2021

**Approval of Minutes for November-** Liza motioned to pass the Minutes and Elana seconded the motion.

[https://docs.google.com/document/d/19uEo2oC6udPSmNeFhR48y5\\_VXDFkDssGJCpvcaGnF1c/edit?usp=sharing](https://docs.google.com/document/d/19uEo2oC6udPSmNeFhR48y5_VXDFkDssGJCpvcaGnF1c/edit?usp=sharing)

### Update from Principal Brown:

1. Thanked everyone for coming and thanked everyone for meeting with sub-committees over the last two months as a lot of work was completed.
2. Admissions for 5th and 8th are completed. Decisions were shared with applicants on Friday, January 15, 2021. The following is rough cut information- Not formal data- 990 applications came in for middle school and 1249 for high school. Overall, this is less than what we usually get, but District applications went down 10% and so did our school. 398 interviews were completed from both inside and outside the District with the committee members. Everyone who met criteria got interviewed. After February 12, the Office of Collections and Data will be able to share the results of who accepted. The Wait List is now being handled by the Student Enrollment Office. This was put into place for all of the schools in the district. Data for admissions applications was shared at the recent DEI meeting (January 12). This information will be available on the website soon.

Q and A's -

Q- Were people offered admission into the high school from outside of the school?

A- Yes and Student Enrollment will be able to share that information after February 12.

Q- When applying to the High School. one full year of Alg I and one full year of a language was needed to admit into 9th grade. Is that still needed?

A- Yes, that is still needed and there were kids in and out of the District that met that criteria.

Q- Would be interesting to know how many public school kids meet that criteria.

A- Student Enrollment will be able to answer these questions

3. Facilities and Repairs- Meeting December 16- Director of Environmental Facilities,, HSA and Staf attended. It was an open community meeting. The agenda was created to address the evaluation from November with concerns about the 2nd floor boys room and the art room in addition to our over all facility. There will be a follow-up meeting on February 2nd for an update. Abatement has been done for both areas of concern and the gym ceiling has been painted. On February 2, the Environmental Facilities Office will take the lead and be able to answer questions
4. Inauguration Day- Will be a half day. The ceremony will start at 11:30, so last period will be asynchronous. Resources have been shared with staff for the students.
5. Report Card Conferences - Half days for students. February 2nd-4th. February 2nd will be just for 5th and 6th grade parents and run from 1-3:15. The Sign Up Genius will be posted the week before. The Quarter ends January 27.
6. Helen Gym and City Commissioner Schmit will be addressing the Masterman High School for a special assembly on Friday, January 22. Students will be asking questions around governing during this time, the election in Philadelphia and the storming of the capitol on January 6. It is only opened to high school because of the capacity on Zoom. Ways to open up this conversation with middle school students are being discussed.
7. Mr Tannen will be back in 8 days. Substitute teachers need clearances and must be signed up for Kelly Services. Masterman needs to follow the SDP policies for hiring Subs. Thanks to all of the people for their suggestions for substitutes who could help, but we are unable to use them. Ms C Cohen (retired Masterman teacher) will be here this week and next. Mr Tannen returning Feb 1, 2021.
8. Today- Informed that information will be coming out on sports. There will be a meeting Thursday about possibly opening that up. Ms Brown will know more after Thursday and will share.

9. No updates on school reopening. Heard about K-2 from word of mouth, but nothing official.

### **High School Update-Sophie Gala**

Still working on three aspects of student life:

1. Year Long plans- Posting classwork and teacher plans is winding down on Classroom Pages as students are doing their own. Student Feedback Forms are now being shared Thursday AM for more participation. More than 200 forms returned this past week
2. Student Advocacy plans- Half Days, ASYNCH time, more breaks, ASYNCH advisory times. All of which have been addressed and adjustments made. MS SGA Meetings have been occurring every other Monday. Thanks Ms Donohue for working with us. Their main concern is to increase communication between students.
3. Events-Spirit Week- March 29. We are in the process of planning events for the week

### **Middle School Update-Thanos Mondlak**

1. Ms Donohue reported. Sophie has been doing a great job for SGA. The big topic discussed was creating a buddy system for the kids to build community. 5th with 7th and 6th with 8th. They want to build community as there is no Middle States. The younger kids want people to reach out to, especially the 5th grade. Thank you to Thanos and Sophie. Some MS advisories started forms for feedback.

### **Committee Reports**

1. **Health and Wellness**-Meena Ramakrishnan and Maggie Li- Meena reported- They met twice, once at the end of December and again January 12. Working on two areas-
  - a. COVID advisory group- They put out a Google form survey to get volunteers from the community for the group. Some offered to help with their expertise. Some offered to be on the committee. They tried to find people that did not overlap. In addition, the school nurse and roster chair will serve on the committee. They picked volunteers from emergency medicine, public health, env hazards management and pediatric medicine. Together they will be sending out a form to get input on high priority concerns
  - b. Teamed up with Teaching and Learning around mental health supports during COVID times. Stressful time and they want to support students
2. **Teaching and Learning**-Liza Herzog/Joanne Donahue/Olivia Lee

The T&L committee of the SAC met early on in the school year to think about how their committee could prioritize our work and support of Teaching and Learning within both the Lower and Upper schools at Masterman. A decision was made that they must take our ideas and test with the individuals who would

be affected by their suggestions. They sent out two different surveys to students only AND one survey for teachers, parents administrators and other affiliates. The survey focused on support during this very unique and trying time - pandemic, civil unrest and racial justice, political uncertainty, and on top all that virtual learning! The results showed two areas of concern they will be focusing on

- a. Short term- One on One Check Ins- Students and teachers have had to get to know one another virtually from the beginning. Meeting new people is difficult in any situation, but for new teachers and new students, a virtual setting has exacerbated the difficulty. Additionally, its quite easy to "hide" in a virtual setting where body language and other visual cues are obscured or hard to focus on through the use of the screen and tiled views. The majority of students and affiliates are strongly in favor of a 1 on 1 check in with students and teachers 1x per marking period. Through discussion with the committee members who attended recent meetings, they would like to explore developing check in ice-breakers or prompts for the teachers to support different types of students and styles of connection. We would like to engage with counselors and the DEI specialist hired to support equitable ice-breakers and even develop some type of training webinar or support document to help support teachers to be more transparent and inclusive as they contact the students. They hope that they are able to do this work and be ready with a program by the start of the 3rd marking period.
- b. They also identified a more long term project. It seems that both teachers and students would be in favor of using different methods to assess the overall student understanding of the materials throughout the year. Through discussion with the committee, because of the high favorability, they believe they should work to focus on this but understand that in order to add impact, it will be a more long term project. They also need more research. Their priorities are to listen, take ideas, research and make recommendations that are actionable and well resourced. They also know that Masterman has understandably high standards and will need time and support to take that consideration into account.

They have some infographics to share their findings. A power point of that data will be posted on the Minutes once shared with the SAC Secretary. If interested, please review the graphic and let a member of the committee know if you have any additional questions about the details within. Thanks to Meredith and Sam for data analysis and presentations. Liza and Joanne shared forms were filled out by 218 students 145 adults- only 3 teachers but 70% parents.

- Reduced screen time wanted . Majority want it school wide.
- One on one student check ins- students and adult majority both want it and majority wants once a marking period

Ms Brown- Would check in be as a group?

Ms Donohue- No, one on one

Liza- It does not need to be academic. Just a hi, how are you?

Olivia- Some people have not met the kids one on one, or even via camera. So this is a way to help build better connections to better support students.

Barbara- In coffee chats, the number 1 topic brought up is the idea of check ins. And for the younger kids, posting them in their schedules so that parents know too. This is just feedback, not data based

Meredith- Not on graph- Less favorability that students would have to set this up. Students and parents want teachers to set up one on one check ins. .

Joanne- This goes well with asynch time.

- 72 students and 87 percent of students want a variety of assessments.
- Bonus Question- - Time Management- 25%- spending right amount of time on stuff  
25% - Frustrating, but getting it done
- More middle school kids filled this out than high school kids.

Liza- this data can be shared. The survey is still open and can collect more data.

Ms Brown will send out the form to the staff and SGA can share with students

Barbara- In terms of assessment- would have to be fair and equitable across the board- meaning all teachers in the subject need to be doing it. The issue to make sure of long term is that everything is fair for all.

Olivia- focusing first on the short term. Will dig into the long term plan later

Sophie- Can put up the survey on all of the Classroom pages. In addition, equity between classes and teachers is a student concern too.

Ms Brown- Feedback was received from the 7th grade about the need for the coordination of work. The leadership team met and decided we needed to have grade group meetings, to look at the schedule , to look at work and address the student concerns. They should start planning next week with grade group meetings. .

Sophie- What do you mean by grade group meetings?

Ms Brown - They are more for middle school at this time- centralizing work, posting assignments all on one place and adjusting the work load. Common planning time is by content area, so the school is trying to meet by grade. Ms Brown wanted to reach out to SGA to get some info before meeting with the high school teachers across the grades.

### **3. Bylaws and Government-Judy Shelton/Elana Solomon**

Two meetings were held in December and a long one in January. The Bylaws are completed. We need to set up a special meeting for only voting members to review and vote. The idea is to set up the meeting in the next few weeks. Bylaws will share the document with all voting SAC members for

review at least one week prior to the meeting. The meeting will discuss changes and edits needed and then hopefully voting can occur. The Facilitator will discuss a time later using a form to pick a time

#### 4. . **DEI- - Co-Chairs Marissa Robinson/Carolyn Grey**

DEI had their first meeting in December- around the mission and objectives. There will also be training around facilitating restorative justice and Ms Harrison is working on that.

Mission- To move forward with urgency and purpose the creation and maintenance of a more diverse, equitable, and inclusive Masterman by facilitating the integration of greater representation, fairness, belonging and care into our policies, protocols, practices, and learning spaces.

Objectives:

Objective 1: Recruit and retain a more diverse and representative middle and high school student body

Objective 2: Increase recruitment and retention of a more diverse and representative faculty

Objective 3: Develop an active community of learning, care and belonging for all students, faculty, and staff.

They are working on Objective #1 and met in breakout rooms to brainstorm ideas. Next, they formed a Sub Committee called the Parent Welcoming Committee- to go over the goals

- Outreach to admitted families to help them make decisions about coming to Masterman.
- Calls from staff to be made to families who have students admitted. Started today and will be continuing throughout the week.
- Want to create a framework to use yearly with affinity groups, mentoring and more for support.

They are also working on Objective 3

- Training folks
- Eyes across the community
- Books
- Still looking about ways to create a sub committee around this objective.
- Ms. Brown shared the admission process and numbers at the meeting. This data will be shared on the DEI page once created.

Ms Brown and Ms Robinson are working on a way to put all of the information on the website. They want to share all of the work we are doing and how we are doing it. It is important for increasing transparency to show initiatives and opportunities and for ways for people to get involved. That should be on the site soon.

#### **Old Business- Questions and agenda items from last meeting,**

1. 5th and 8th grade admissions process update q and a
  - Already addressed by Ms Brown. Anything more that needs clarification?

Q- Wait List (WL)- different stages accepted. How is it created? How many are on it? How is admissions from that list handled?

A- WL created based on the criteria. We have limited seats in the 9th grade. Now Student Enrollment will be handling it.

Q- What is the size of the waitlist?

A- We usually take 120 for the hs spots and 175 for the 5th and 33 for the 6th. Based on how many people accept, is how many openings there are from the WL.

Q- Is it a weighted wait list?

A- Up to Student Enrollment.

Q- Was Student Enrollment part of the process of selection as we are trying to get people from more zip codes?

A- Student Enrollment reviewed our selections before it got finalized

Q- What percentage of students are accepted from the WL?

A- It is a small amount of students as so many accept.

Q- SLA sent a letter that if you were on the waitlist, you should send a letter to the school letting them know you were interested and they would take that into consideration

A- Ms Brown is not aware of Student Enrollment doing that

## **New Business**

- a. SAC Website and form- Shared the website and form and where to find it on the Masterman website.
- b. Environmental Building meeting - Has been addressed and is going through the right procedure  
Comment- We can not take what the district says at face value. We have been told things in the past that is not done. We want to partner with the district, but we have to make sure that we follow up. It is an equity issue throughout the district. Schools like SLA and Ben Franklin, McClure, etc have issues. We need to make sure we follow up and get info. Feb 2 meeting is important.
- c. HSA Updates- Needs to get added to the standing agenda-
  - HSA Health and Wellness Committee- January 27 guest speaker talk about consent.
  - 2 parent coffees coming up. Open forum time to talk
  - February- During the 2nd week we will have a multicultural night. Looking for people to share a recipe from their culture/ethnicity and how to cook it on line. Looking for student talent too
  - See sign up links in newsletter
  - Purse and gift card bingo on February 26
- d. Math substitute status- Updates given earlier

Comment- Feedback- A parent appreciates the advance work with the Agendas and the Minutes and being able to share. Tonight was a good format and flowed.

Maria- Thank everyone for coming and participating.