

# Masterman HSA Board Meeting

Thursday, 10.4.2018

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## Attendees

Judy Mester, Michal Leventhal, Jessica Brown, Sharon Hoffberg, Michael Hoffberg, Andrea Shuster, Alecia Burke, Barbara Dallao, Ray Maisano, Kristin McKeown, Kate Smith, Marc Meola, Dawn Levi, Xi Ming, Gloria Leonard, Faith McCray, Michelle Brown-Nevers, Lynette Samuel, Camille Duchaussee, Hope Gainous, April Meidt, Sam Khalifa, Janice LaBella, Madhu Narula, Marjorie Brunner

## Agenda

The meeting was called to order at 6:02 pm.

Motion made by Michal Leventhal and seconded by Barbara Dallao to approve meeting minutes of September. The motion passed and the meeting minutes were approved.

### Principal's Report: - Jessica Brown

- Ms. Brown reported that this week interim reports for the first ¼ were due and that parents will receive them on Monday as grades are updated at this time.
- Ms. Brown reported that the second Open House happened today and went well. There are 2 more Open Houses scheduled. Thank you to the parents and students who have helped out.
- The list of clubs will be finalized tomorrow. Parents will be receiving the list of Middle School and High School list of clubs.
- The fall fundraiser, Magazine Drive, will start next week. Monies raised go to supporting the school needs.
- On October 19th there will be a meeting called “Welcome Wagon” for families to meet translators for the Cantonese and Mandarin-speaking community. Ms. Brown has invited HSA members to attend as well to talk about the HSA.

The question was raised will other languages be added. Ms. Brown stated that there is only a translator for Cantonese and Mandarin being supplied by the SDP at this time.

The comment was raised that there are duplicate robo-calls made and the emails are often incomplete. Ms. Brown will check with SDP communications department on this matter.

The question was raised about the start of clubs and if this information could be shared earlier next year. Ms. Brown stated that the Deans will be providing a list next week on Infinite Campus, flyers and post on the website.

The question was raised about levelling status this year. Ms. Brown explained that the budget is created based on enrollment. She stated that Masterman's target is 1,200 students to maintain the current number of staff. If enrollment falls below target a percentage of FTE's is deducted. This year Masterman enrollment is 1,214 and the school will receive \$70,000.00. Some of this will go to EC.

The question was raised if money raised by students for their clubs or organizations can be used for other purposes, such as school needs. Ms. Brown answered that clubs raise money for a variety of reasons including charity, to offset expenses of competitions, equipment, etc. Students have to provide a proposal of what the funds will be used for to the Principal.

The question was raised if the total amount raised this year under Laps for Education, no longer run by HSA, could be made available including the how much each club received and what unallocated funds were raised. Ms. Brown said this information could be provided.

### President's Report: - Judy Mester

- Judy presented that, per the budget approved for this year, \$2000.00 was to return to the school for teacher training in Advanced Placement. A process was created by the Executive Board similar to the Grant process.
- Judy encouraged all to attend the next event, Twilight Rooftop Social, next Thursday, October 11th.
- Judy announced that after the Membership Drive ends there will be a Year-end Campaign letter as a soft fundraiser. The letter will go out between November and December.
- Judy extended a Thank You to Board members for providing clearances and a reminder to those who still need to provide this information; to Van Mahlab and Dawn Levi for their hard work on the Membership Drive; to Michelle Brown-Nevers and Michal Leventhal for work on the Rooftop Social event; to Alecia Burke for putting together the New Parent Coffee; to Jane Lim Shah for working to build middle school class parent cohorts; to Kristin McKeown and Barbara Dallao for hard work on the Teacher Grants and Wish List; and to Michael Hoffberg for his hard work every week on the newsletter.

### Officer's Reports:

#### Vice Presidents' Report:

Barbara Dallao reported:

- Teacher and Staff Grants applications are being received. Barbara explained there are \$20,000.00 in grants available for enrichment of curriculum and encouraged staff to submit their applications with a deadline of October 31st.

Kristin McKeown reported:

- Amazon Wish List is available and people can find the link on the newsletter to donate or purchase items teachers feel are important to the classroom. Kristin clarified that each grant is for \$500.00 and the form is online for teachers and staff to complete.

#### Recording Secretary's Report:

Michal Leventhal reported:

- Masterman will have lighting by the end of the week on the Brandywine Street parking lot thanks to Patrick Boyle and the Spring Garden Community Development Corporation who facilitated installation of lights on the neighboring house's wall.

### Treasurer's Report: -

Andi Shuster presented September financials. Andi reported that financial statements go to the School District and PHSC. Already purchased were 8th grade Social Studies and French textbooks, Junior class Mindfulness Course, Security, Noontime Aide and replenishment of Logo merchandise.

The question was raised about Security presence after school. Ms. Brown stated that Security will only be present during the Basketball season and for events at night. There are 2 security guards in the morning for intake.

### Committee Reports:

a. *Academic Affairs* - April Meidt reported that the Boxtop Drive is in effect, that students should submit boxtops with their section written on the back and the section with the largest amount of boxtops will receive a visit from an ice cream truck.

- Barbara Dallao reported as HSA rep to the SAC that the first meeting was held 2 weeks ago. The SAC signed a constitution from the Office of Family And Community Engagement. The SAC addresses budget, curriculum and day-to-day issues in school. Meetings are held the third Tuesday of each month from 4:45-6:00pm. Elections were held and the Facilitator is Marc Meola, the Organizer is Jane Lim Shah and the Secretary is Charles Adams. There is a possibility to receive a \$1,000.00 grant from F.A.C.E. for doing outreach and bringing people together for collaboration within the school. Three people volunteered to write the grant application to be used for a welcome dinner for all families. The volunteers are Ms. Parker, Barbara Dallao and Brian Peterson.

b. *Auction* - Sharon Hoffberg reported that the website is being readied and that the Committee wants to increase Business Sponsorships. The Committee met to discuss Paddle raise ideas. This year's ideas so far are to raise money for TI84 calculators or upgrade the Library by purchasing books or a Chromebook cart for the librarian.

c. *Beautification* - Michal Leventhal reported the Fall Work Day will be Saturday, October 20th from 8 am to 2 pm. Light breakfast and lunch will be provided. The committee is recruiting ideas for a list of projects and volunteers to lead projects on the Work Day.

d. *Business Liaison* - Camille Duchaussee reported for Celmouth Stewart that they are working on Standard Operating Procedures to present to the Executive Board. They are working on a Sponsorship letter that will be shared when ready with the Executive Board. The committee is requesting a list of Sponsors currently being approached so as not to duplicate efforts. Communication will happen with Ms. Brown and the Auction Committee.

e. *Communications* - Mike Hoffberg presented on the following:

\* *Technology Update*: Mike requested input from Ms. Brown as to what is needed by the HSA to purchase in light of the District paying to replace Smart Boards. Ms. Brown to provide Andi Shuster and Mike Hoffberg a list of the number of carts, chromebooks, etc.

\* *Newsletter*: There are over 1,400 contacts receiving the newsletter. 158 people were added last month. Links posted on the newsletter have been accessed by over 500 people. Mike is recruiting for a co-editor as a back-up to help with managing the task of putting out the newsletter. \*

\* *Social Media*: There are 100 people in the Linked-In group. Mike is going to investigate a donation button on Facebook.

\* *Website*: The goal is to enlist the help of parent volunteers to develop the website

\* *School Directory*: Rachel Luterman will require assistance and support to produce the Directory and will need the names of new students.

f. *High School Liaison* – Madhu Narula reported that the committee will be working to provide opportunities for high school parents to gather and bond. There will be an 11th grade parent gathering after the Rooftop Social at St. Stephen’s on the Green followed by a larger event in the Spring.

g. *Hospitality* - No new report

h. *Library* - Amy Weidner provided report that a volunteer is needed mid day on Fridays.

i. *Logo* - Reshma Bennur sent report that sales went well at Back To School Night and that she will be filling orders tomorrow so people can pick them up on Monday. There is a possibility that sales will happen at the Twilight Rooftop Social. Reshma to confirm shortly.

j. *Membership* - Dawn Levi reported that the Membership Drive is underway and we are at 43% participation with 50% from the Middle School and 33% from the High School, having raised just under \$64,000.00. There are several incentive programs offered to students including a pizza party and Snack Day for the classes that have the most membership. Additionally there will be a table set up at the Twilight Rooftop Social and an email will go out for Giving Tuesday (Tuesday after Thanksgiving). There is a link to join on the website as well.

k. *Middle School Liaison* - Jane Lim Shah provided report that 80% of all room parents have been assigned. She is working on developing a Meet and Greet. Jane is also working on a first planning session with the homeroom parents.

l. *Orientation* - Alecia Burke reported that the New Family Coffee was held on Tuesday, October 2nd. 20-30 people attended. Thank you to Mike for publicizing the event which was held at Rybread in Fairmount. The new location had both positives and negatives and the Orientation Committee may consider another location next year.

m. *Rooftop and Open Spaces* - Michal Leventhal reported for the Committee that the Twilight Rooftop Social will be co-lead with Social Committee, Thursday, October 11th and the rain date will be Thursday, October 18th from 5-7pm. Michal further explained the process of seeking necessary information from a structural engineering company as to the true load and weight bearing capacity of the roof and that a walk-through will occur with The Schrader Group on October 29th. A study will be able to inform the Committee as to what elements of the design are feasible and which, if any, are not or should be reconsidered.

n. *Social* - Michelle Brown-Nevers provided a report that the first social event will be on the roof in collaboration with the Rooftop and Open Spaces Committee. The second annual Twilight Rooftop Social will be Thursday, October 11th from 5-7pm (raindate October 18th). This event is sponsored by the HSA and is an adults-only event. There is a Sign Up Genius site, thus far there are 68 people who have signed up. Volunteers will be needed for set-up ahead of the event.

o. *Staff Luncheon* - No new report

p. *Student Activities Fundraising* - Janice LaBella reported that she will be meeting with Judy Mester, Ms. Solomon, SGA to develop ideas for fundraisers and student needs that HSA can support.

q. *Teacher Liaisons* –

\* Ms. Brunner raised the question of class grants and if a process would be developed for disbursement.

\* Ms. Brunner and Ms. Smith will send an email to Middle School and High School Teachers, respectively, as a reminder to complete Staff Grant applications.

Ad Hoc/Select Committee Reports -

New Business –

Announcements -

Adjournment -

The meeting was adjourned at 7:27 pm EST.

## Notes

Next Open Board Meeting scheduled for Wednesday, December 5, 2018 6-8pm Masterman Library

## Action Items

## Next Meeting Agenda Items

Agenda to be finalized

Michal Leventhal, Recording Secretary