

Masterman HSA Board Meeting

Monday, 12.09.2019

Attendees

Barbara Dallao, Jessica Brown, Alecia Burke, Van Mahlab, Dawn Baker Levi, Michal Leventhal, Michael Hoffberg, Sam Khalifa, Kate Smith, Marjorie Brunner, Faith McCray, Fritz Dietel, Asher Chancey, Amy Weidner, Sharon Hoffberg, Monica Wyatt Hinchman, Mark Bowerman

Agenda

The meeting was called to order at 6:10 pm.

Motion made by Dawn Baker Levi and seconded by Asher Chancey to approve meeting minutes of November. The motion passed and the meeting minutes were approved.

Principal's Report: - Jessica Brown

- Ms. Brown thanked Home and School for the work on the Year End letter
- This Middle School Winter Concert is this Wednesday, December 10 and the High School Winter Concert is Wednesday, December 17, both at 6:30pm.
- Interim reports will be distributed on December 17.
- Senior Solstice will be held in December.
- Cody Swan will lead a winter enrichment class to learn Adobe Creative Cloud software in the new Makerspace (Room 402).
- Ms. Brown gave an update on the status environmental projects:
 - The HSA closet has been repaired and repainted and shelving will be installed.
 - Three walk-throughs with School District of Philadelphia (SDP) facilities staff have occurred. Nothing has been tagged as "Imminent Danger." Barbara Dallao responded that Paul Bonewicz was concerned that there may be an imminent danger in Room 12 and was going to check on the test of the loose material on the pipe. Ms. Brown said that Mr. Bonewicz reported the results revealed it as not imminent. Facilities staff will target areas that need to be repaired.
 - A general letter about repair work has been sent home through Infinite Campus and hard copies, and contains a contact at SDP. Parents said they did not receive the letter and Ms. Brown said she will re-send it.
 - Classes in Room 12 have been relocated while work is done to a pipe elbow.
 - Concern was raised about students bumping into walls and pipes in the theater prop storage area in the basement and Ms. Brown said she would communicate that the area is off limits to students.

Officer's Reports:

President's Report: - Barbara Dallao

- Barbara reported that she testified at last month's School Board meeting and at last week's Facilities Committee meeting regarding asbestos repairs at Masterman. Barbara and other parents accompanied Ms. Broussard and Paul Bonewicz, Director of Operations for the School District of

Philadelphia, on a walk-through. Ms. Brown was asked if there were any facility requests for which she would like parents to advocate to the SDP and Ms. Brown said window replacement/repair is an area where parent advocacy would be helpful.

- Barbara also shared that it is now SDP policy that storage closet faucets cannot be used as a source for drinking water. Barbara asked if HSA could purchase a filter for the Kitchen sink and Ms. Brown said she would inquire.
- Barbara thanked parents who helped with the Year End letter mailing.
- On January 30, the HSA will hold the next event in the new Fun, Fitness, and Friendship series, with Ms. Diffenderfer and her husband teaching ballroom dance from 5-6 pm. In February HSA will host an Indian Dance class. In March, Mr. Tannen and the HAMS-AACC will offer a Step Dance session. In April there will be a Zumba class. In May, Yoga with the Principal will return.
- Corresponding Secretary Jane Shah has stepped down and the Executive Board will not fill the role.

Vice Presidents' Report:

Dawn Baker Levi reported that the Staff Grant process is wrapping up and \$16,600 has been awarded to at least 42 applicants, for items such as globes, science equipment, and art supplies.

Michal Leventhal reported the HSA launched the Grade Level Grants tonight, the purpose of which is to promote school spirit and bonding. The link to the application is in the HSA newsletter and the deadline is the end of May. The maximum amount is \$1,000 per grade.

Treasurer's Report:

Van Mahlab shared the monthly financial report and at the request of a member Van went over the Donations line of the report. She also shared the Financial Policy, which formalizes processes pertaining to payments and reimbursements and she will share additions to the Financial Policy as the Executive Board finalizes them.

Recording Secretary's Report:

Alecia Burke reported that the Executive Board is reviewing changes to the bylaws.

Committee Reports:

a. *Academic Affairs* – Mark Bowerman reported that Academic Affairs has been working with SAC Health and Wellness Committee. Yvonne Clayton will co-chair the Academic Affairs Committee. The committee is recruiting ideas for the second speaker event in February, and the committee is addressing cultural barriers to attendance, for example holding events at various times of the day and having a translator available. Coffee with the Principal will be January 14.

b. *Auction* – Sharon Hoffberg reported that solicitations to businesses have been mailed and items are coming in. The Committee is looking for sponsors and will e-mail the HSA Board to ask for suggestions of sponsors and auction items. Mike Hoffberg will meet with Ms. Brown to ascertain technology needs for potential paddle raise items.

c. *Beautification* – Fritz Dietel reported that the committee is working to set the date of the Spring Clean Up day.

d. *Communications* – Mike Hoffberg reported that the directory was sent to the printer today. Copies should be returned by the end of the year and electronic forms will be developed for next year. Mike is working with other parents to plan website overhaul, and infrastructure for database integration.

e. *Hospitality* – Faith McCray and Sam Khalifa reported the committee is excited for the new HSA closet. Michal Leventhal will help them to inventory items and decide what is needed. Most items will be discarded.

f. *Library* – Amy Weidner thanked families who have supported the library, especially those that have donated money to purchase databases. She also shared that parents are welcome to donate money towards the purchase of books through Follett. She thanked Fritz Dietel for fixing the library tables.

g. *Logo* – Ray Maisano and Reshma Bennur submitted the following written report: Logo sales for the Report Card Conferences totaled \$657. We want to thank the parents and students who volunteered to staff the table. We will be selling Logo at both the Middle and High School Winter Concerts. A 25% discount will be offered on clothing sales at the table on those evenings. An incentive for holiday web shoppers will be a free gift bag for all purchases over \$50. Details for this offer will be in the next newsletter. Pop sockets are in stock and will be sold at the Winter Concerts for \$5.

h. *Membership* – Barbara Dallao reported that the HSA reached our \$84k goal with about \$86K raised through membership. The Membership Committee will announce the classes that will receive the 100% participation prizes.

i. *Middle School Liaison* – Barbara Dallao asked Ms. Brunner to spread the word about the need for Middle School homeroom parents to relay information from the HSA to families within the class.

j. *Rooftop and Open Spaces* – Michal Leventhal reported that we are waiting on the SDP for the scope and schedule of the roof repairs. They have said they will be repairing the roof and the safety cage. In response to a question, Michal said the Senior Lounge is inaccessible due to not having enough noon time aides for supervision.

k. *Social* – Michelle Brown-Nevers submitted the following written report: The committee met on Thursday, December 5, 2019 from 7:30-8:30pm. Members present included Michelle Brown-Nevers, Barbara Dallao, Joy Carpenter and Marie Faustin. The committee still needs volunteers. However, the following areas have been covered: 1. Review of last year's debrief – decided not to pursue a speaker this year. Although last year's speaker was good and presented on a topic related to the event, it was not well attended. It was clear that families wanted to spend time at the event; 2. Signup genius created <https://www.signupgenius.com/go/70A0C45A8AE23A5FE3-international1>. So far, we have 13 people responded – 7 adults and 6 children; 3. Create Announcements – Announcements have been in the newsletter weekly for 3 weeks thus far. We are working on printing 1200 fliers to place in student mailboxes. When we return in January, we would like to have robocalls made; 4. We are hearing from students and parents regarding entertainment and activities. Sheri Watson has agreed to handle this area and is the point of contact; 5. We still need student volunteers and volunteers to handle the food upon arrival. The committee plans to meet again during the week of December 16th.

l. *Teacher Liaisons* – Ms. Smith reported that the Senior Project Committee is always looking for parent mentors for internships and evaluators for the first week in June.

Ad Hoc/Select Committee Reports -.
New Business –
Announcements -
Adjournment

The meeting was adjourned at 7:55 pm EST.

Notes

Next Open Board Meeting scheduled for Wednesday, January 8, 2019 6-8pm Masterman Library

Action Items

Next Meeting Agenda Items

Alecia Burke, Recording Secretary