

Masterman HSA Board Meeting

Wednesday, 9.11.2019

Attendees

Barbara Dallao, Michal Leventhal, Jessica Brown, Alecia Burke, Sharon Hoffberg, Michael Hoffberg, Natasha Andjelkovic, Ray Maisano, Lynette Samuel, Sam Khalifa, Fritz Dietel, Michelle Harrison, Tonya Broussard, Kristin McKeown, Dawn Levi, Kate Smith, Marjorie Brunner, Faith McCray, Jovan Como, Van Mahlab, Cody Swan, Madhu Narula, Joy Carpenter, Hui Chen Chen, Idette Elizondo, Sara Mullen, Vlad Vadeanis, Kristine Ho, Michael McFan, Tammy Murphy, Mark Olson, Sarah Olson, Nadia Archer, Mark Bowerman, Pamela Rice, Liz O'Brien, Meg Willoughby, Peter Ohlert, Maryelis Santiago, Lily Prasetio, Eric Prasetio, Shyanne Prasetio, Andrew Cronin, Biti Patel, Teresa Tat, Akima Aberdeen, Andrey Kolyada, Thanh Chan, Kirstin Knox, Michael Froelich, Celina Gray, Melanie Anderson, Cicely Peterson-Mangum, Mia Hailey, Kimberly Guise Erdman, Sabrina Sacks Mann, Larry Mester, Kelly Cleary, Fred Tangeman, Keasha Hanton, Asher Chancey, Richard Moore, Reshma Bennur, Derhet Charlet, Pierre Charlet, Derna Charlet, Anna Moran, Marielle Cohen, Sylvia Sobol, Rebecca Makuen

Agenda

The meeting was called to order at 7:03 pm.

Principal Jessica Brown made two amendments to the meeting minutes of May. Motion made by Michal Leventhal and seconded by Dawn Levi to approve meeting minutes of May. The motion passed and the meeting minutes were approved.

Principal's Report: - Jessica Brown

- Ms. Brown reported we ran two orientations, Middle School and 9th grade, and thanked the HSA for support.
- Installation of thirteen air conditioner units was completed, and pending a few repairs, most of the school is air conditioned.
- The parking lot has been repaved.
- Maker spaces to enhance student creativity and collaboration are being created throughout the school, thanks to support from parent Bhana Groverer and Vista Cody Swan. Room 402 will be operational shortly.
- High School Picnic is Friday, September 20, and the students walk to the field. The 5th and 6th grades will have field day on the rooftop.
- The Middle School Deans are the point persons for Middle School clubs. They are compiling a list and clubs will begin September 23.
- The Masterman calendar can be found on the school website and the administration tries hard to keep it updated. It can also be downloaded to a phone.
- Mastermanner daily announcements are found on the website.

- Back to School Night is September 26 from 5:30-7:30. The details will be shared through e-mails and calls. Parents/caregivers follow their student(s) roster for a Thursday.
- Open House for prospective students and families – A series of dates will be set for tours running from during school hours. These will be in smaller groups and will be lead by students and parents.
- On October 16 10th-12th grade students district-wide will take the PSAT and SAT. More information will be shared leading up to the date.
- Ms. Brown reported that our crossing guard retired in June and a new guard has not been hired. The city hires crossing guards and there are currently 200 vacancies. Parents asked if a blinking light to announce the school zone would be helpful, and if so, they would contact the Streets Department.
- In response to President Barbara Dallao's inquiry on the 2019 end-of-school-year fundraiser, Ms. Brown said she would share updates at the next meeting. Barbara also asked Ms. Brown to ask teachers to post homework by 3:19 pm.
- Cody Swan thanked Ms. Brown for her support for the maker space.

Officer's Reports:

Vice Presidents' Report:

Michal Leventhal explained the VP's role to support the Executive Board and committees as needed.

Michal reported:

- Teacher and Staff Grants application process was announced. Michal explained there are \$20,000.00 in grants available for enrichment of curriculum (\$250/staff member). The HSA has shared applications with teachers and staff and asked the Middle School and High School Teacher Liaisons to spread the word to faculty and staff. The deadline is October 30, at which point Vice Presidents Michal Leventhal and Dawn Levi and Treasurer Van Mahlab will evaluate and approve grant requests. Grants will then be shared with HSA President Barbara Dallao and Principal Brown for final approval. Acceptances will be conveyed within two weeks.

Dawn Levi reported:

- Vice Presidents are helping on the Directory project. Historically the process of publishing the Directory has been long and difficult. This year there is an opt-in form that needs to be submitted by every family, even if they are opting out of having their information included in the Directory. Dawn explained there are two separate forms, one for Membership and one for the Directory.

Treasurer's Report:

Van Mahlab encouraged everyone to join as members.

- Van explained the procedure for reimbursement and payment is to submit the form along with relevant receipts to the treasurer, either by turning documents into HSA mailbox in the school office or via e-mail to treasurer@mastermanhsa.org
- Van explained the requirement for Elected Officers and Directors (Committee Chairs) to complete a Conflict of Interest Form, which certifies and acknowledges any actual or perceived conflicts. Van gave a hypothetical example and invited members to contact her with questions.

President's Report: - Barbara Dallao

- Barbara explained this is the beginning of the two-year term. The next election cycle will be in the spring of 2021. The new Executive Board discussed and supports the major goals of outreach and inclusion. Barbara noted that while we are an HSA that is fantastic at fundraising there is an extremely important need for outreach and support of families.
- Barbara noted that after outreach and support the second major goal of the Executive Board is to set clear processes and structures to run our business.

Committee Reports:

a. *Academic Affairs* – Mark Bowerman described the good legacy of Academic Affairs and the creation of a speaker series envisioned to support mental health and stress relief, touching on managing expectations and academic integrity, self harm, wrapped in digital programming (news articles, videos). Barbara Dallao said the committee is working with Ms. Brown and counselors on the first speaker in October, as well as two faculty led sessions preceding the Rooftop Social on October 3.

b. *Auction* - Natasha Andjelkovic reported that this year's Auction will be held Saturday, March 30th at Rodeph Shalom 650 N. Broad Street. Over the past four years the auction has grown and it is important that we continue to grow relationships with businesses. Natasha encouraged members to share resources and ideas to auction@mastermanhsa.org

c. *Beautification* - Fritz Dietel invited everyone to help at the Fall Work Day scheduled for Saturday, October 19th from 8 am to 2 pm and encouraged them to RSVP on the SignUpGenius. Light breakfast and lunch will be provided. A list of projects will be developed pending input and requests from the staff.

d. *Communications* - Mike Hoffberg reported that we are always looking for other way to communicate with families and alumni, including Facebook and LinkedIn. Reach out to Mike if you can help. Barbara Dallao said Mike will reach out to Ms. Brown and Ms. Lerer to help with technology needs.

f. *High School Liaison* – Madhu Narula invited parents to help the committee to connect to High School families.

i. *Logo* – Ray Maisano reported that \$307 in sales occurred at the 5th/6th grade Orientation and that sales will also occur at Back To School Night. Pre-orders will be taken. Barbara announced that new merchandise will be available throughout the year.

j. *Membership* – Rebecca Makuen encouraged families to submit forms; we need the support.

k. *Middle School Liaison* – Barbara Dallao reported that we need Middle School homeroom parents and to contact recording@mastermanhsa if you are interested.

l. *Orientation* – Asher Chancey announced the New Family Coffee will be held on September 24 at a coffee shop close to Masterman at drop-off time.

m. *Rooftop and Open Spaces* - Avigail Milder provided a report that the School District of Philadelphia has finally selected a contractor to fix penthouse rooms and roof leaks. Repairs will most likely begin in the fall and continue into the spring, though no timeline has been set. The repairs will encompass fixing the cage on the basketball court and she hopes will include the resurfacing of the court. This fall the committee has made some small purchases, adding two ping pong tables, which replaced one table that was irreparable, and painted two slightly smaller 4-square courts.

n. *Social* - Michelle Brown-Nevers provided a report that the first social event will be the annual Twilight Rooftop Social on Thursday, October 3th from 5-7pm. This event is sponsored by the HSA and is an adults-only event. Michelle invited all members to join the Social Committee.

q. *Teacher Liaisons* – Ms. Brunner and Ms. Smith thanked the HSA for all its support through staff grants, wish list, beautification and more.

Ad Hoc/Select Committee Reports - Michal Leventhal asked for those who have not yet submitted their Standard Operating Procedures to please do so as the goal is to have these completed by the end of the calendar year (December 2018) in order to have in place SOP's for the next Executive Board and future Committee Chairs.

New Business – Michael Hoffberg reported that his company is donating 100 cases of paper as well as 2 large screens/computer displays. He also asked if we are doing a Directory this year.

Announcements - Ms. Brown announced:

* Back To School Night is September 26th at 5:30.

* Middle School Clubs are being compiled by the Deans and will be starting Monday, September 23th. They are being advertised on the school website, on flyers in the school, posters in the building, flyers sent home and will be added to the newsletter content

Adjournment

The meeting was adjourned at 7:47 pm EST.

Notes

Next Open Board Meeting scheduled for Monday, October 7, 2018 6-8pm Masterman Library

Action Items

Next Meeting Agenda Items

Agenda to be finalized

Alecia Burke, Recording Secretary