

Masterman HSA Board Meeting

Wednesday, 12.5.2018

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, Michelle Brown-Nevers, Janice LaBella, Marjorie Brunner, Celmouth A. Stewart, Natasha Andjelkovic, Van Mahlab, Amy Weidner, Avigail Milder, Fritz Dietel, Jane Lim-Shah, Liza Herzog, Tonya Broussard

Agenda

The meeting was called to order at 6:04 pm.

Motion made by Barbara Dallao and seconded by Celmouth A. Stewart to approve meeting minutes of October. The motion passed and the meeting minutes were approved.

Principal's Report: - Jessica Brown

- Ms. Brown reported that the Middle and High School Concerts will be occurring this month. Middle School Concert will be December 13th and High School Concert will be December 20th, both at 7pm. Tickets will be \$5.00 at the door.
- Ms. Brown reported that the school is approved to receive a new roof thanks in part to a Facilities report, pictures forwarded of leaks and parental involvement on the Rooftop project. More information will be coming as the Request For Quotations will go out, contractors will bid for the work and the Principal will meet with the District and contractor throughout the process.
- Ms. Brown will be having a meeting tomorrow with Bhana Grover and others to look into alternative spaces in classrooms to have a maker space. Funding will come from private donors.
- Barbara Dallao raised a question as to whether or not the SDP will take on the cost of Outward Bound based on an article in the newspaper stating that the SDP is committed to this program. Ms. Brown stated she did not see the article and is not aware of the issue.
- Barbara Dallao raised the question of what is the supervisory responsibility of the District and Principal to assure the safety of the school and oversee practices that occur within clubs. Ms. Brown stated that the school follows the policies of the District and that there is to be a 1:10 policy for chaperoning events. School trips are school sanctioned. School club trips are not school sanctioned.

President's Report: - Judy Mester

- Judy presented that a Year-end Campaign letter has been created in collaboration with the Principal and is to be sent out by the end of the current week, at the latest early next week. The Campaign will end 12/27/18.
- Judy explained that the MHSA is a member of the Philadelphia Home and School Council and that the Office of Inspector General has been conducting audits of some HSA's in the District. The scope of the reviews have been concerned with finances and process, looking to make sure that things are aligned, procedures are being followed. Whether an HSA is a 501(c)(3) or not, the intention of an HSA is to support the school. In the case that an audit is to be performed at Masterman, Judy would let the community know and any information requested will be furnished to the auditor.
- Judy extended a Thank You to Natasha and Sharon for their work in kicking off the Auction Drive and soliciting sponsors; Kristin, Barbara and Andi for their work on Staff Grants; Van and Dawn for their hard work on the Membership Drive; Avigail and Michal for their work on the Rooftop Project; Michelle for the Rooftop Social; Jane for her work on putting together the Middle school social on the roof; Fritz and Michal for the Fall Clean Up Day; and to Mike for his hard work on the newsletter every week.
- Technology update - Judy reported that the orders for Technology have been finalized and Ms. Brown stated that the next step is to place the orders.

Officer's Reports:

Vice Presidents' Report:

Barbara Dallao reported:

- All Teachers and Staff have been notified that their grants were approved. 54 Grants applications were received and approved in the amount of just over \$20,000.00. Barbara thanked Kristin for creating the online application form, making it easier for staff to complete the application. Examples of the grants include repairing the rock wall by having the Phys Ed Department pool their grant monies, Will Lemmon from the Maintenance Department requested equipment that moves desks more easily.

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 also added that grants were accepted for the 5th and 6th grade teachers to continue subscriptions, 6 carts each containing 33 chromebooks and 1 PC cart were purchased and that the Science Department received money as well for items needed.

Treasurer's Report: -

Andi Shuster presented October and November financials. Andi reported that financial statements go to the School District and PHSC. \$70,000.00 will be seen on the December financial report. These reports contain Security overtime, EC money, Take the Lead. A quote from the Directory committee is pending. A donation was made to the Library and is much appreciated. Andi thanked the Membership and Auction Committees for raising funds. Once Membership campaign ends the next one will be the Year-end Campaign followed by Auction.

Andi requested that all Committee Chairs and Executive Board members sign a Conflict of Interest statement. One of the requirements of having and maintaining 501(c)(3) status is to answer the question of potential Conflict of Interest.

Recording Secretary's Report:

Michal Leventhal requested that procedures be provided in order to complete Standard Operating Procedures for the HSA and thanked those that have already provided their processes.

Committee Reports:

a. *Academic Affairs* - April Meidt provided that there was no new report and requested that people support the Chess Team's Pie Fundraiser.

- Michal Leventhal added that the reason April was not able to attend this Board Meeting was because she was nominated by her coworker for a Community Service award and the awards ceremony is also being held this evening.

b. *Auction* - Natasha Andjelkovich reported that 50+ items are coming in which will help with the timing at the end as the Auction approaches. The committee is focusing on sponsorships and it seems that most of the sponsorships will be from small businesses.

- Natasha raised the issue that in addition to the money raised at the Auction there is also a Pledge or Paddle Raise based on needs in the school. 4 potential Paddle items were presented. These included:

1. Technology for the Library so students can print schoolwork
2. Medical kits for each classroom
3. Staff person to monitor the library computer lab before and after school
4. Charging stations

Discussion included the fact that Paddle Raise items are to meet a need that will not require being sustained past the initial purchase, that there is a shortage of printers that students can access and use for projects, and that the School District pays for staffing with its annual budget, therefore it is not the place of the HSA to vote on staffing.

A show of hands to vote on which item was most appropriate resulted in Natasha Andjelkovich moving to approve printing and technology resources for the school as the Paddle Raise purpose for Auction 2019 and was seconded by Amy Weidner. The motion carried unanimously.

c. *Beautification* - Fritz Dietel reported that there were 90 volunteers at the Fall Clean Up Day on October 20th. Fritz thanked all the parents, staff and faculty that attended and Isabella's Pizza for providing lunch. The list of projects accomplished were read including painting 2 classrooms, repainting a wall in the cafeteria Masterman blue, painting cubbies in the girl's locker room, mulching

an cleaning up outside garden and tree beds, moving books to alternate closets and more. \$700.00 was spent on supplies.

Kristin McKeown added that Auction was able to get Disney tickets based on the number of volunteers present on the Clean Up Day. Sharon Hoffberg stated that the tickets are for 4 people to go to Disney World for 5 days.

Michal Leventhal asked Ms. Brown about rumors of Jason Adams leaving. Ms. Brown stated she was unsure if he was leaving Masterman.

d. *Business Liaison* - Celmouth Stewart reported on the following:

- A first draft of a Sponsor letter was sent to Ms. Brown, Judy Mester, Barbara Dallao and Michal Leventhal.
- A graphic designer will be working on the brochure to be presented to Ms. Brown and Judy Mester in January. Avigail Milder recommended the brochure be reviewed ahead by others at Masterman to be sure that the new brochure is consistent with the brand already communicated by the HSA for consistency.
- A request was made of parents to volunteer their children to participate in staged photographs for the brochure. Avigail Milder, Judy Mester, Barbara Dallao, and Michal Leventhal agreed that their children could be photographed. Releases will be sent to these parents and others.
- A request was made for student volunteers to transfer information about Corporations including their contact information into an electronic format. Avigail Milder offered information about scanning devices and to help with guiding this task.

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

* *Technology Update*: as per Judy Mester's report

* *Newsletter*: There was an issue, now resolved, with the email server where certain addresses were not receiving the newsletter. Mike requested that information for the newsletter is submitted early (before Sunday afternoon). A process is in place for posting and will be provided for the SOP manual. Amy Weidner mentioned that the Masterman is not always current. Ms. Brown will follow up with this issue.

* *Social Media*: No new report.

* *Website*: No new report.

* *School Directory*: No new report.

f. *High School Liaison* – Madhu Narula provided report that there was an informal 11th grade parents Pay-Your-Own Happy Hour gathering after the Rooftop Social at St. Stephen's on the Green. A few parents participated and had a great time. The committee will try to do something similar in Spring 2019. The committee will spread the word to the HS community about the HSA Sponsored International Potluck Dinner set for January 2019.

g. *Hospitality* - No new report

h. *Library* - Amy Weidner reported that the Fall Book Fair took place over 4 days. The Fair made \$4,885.91 with a profit of \$1131.00. With those funds the Library will purchase books, DVD's, signage and library supplies. A 5th grade student won the raffle for a \$25.00 Amazon gift certificate and a bag of books. The library is saving some of the funds to go toward a subscription to another database. Ms. Kearney will have a survey for the students to select which database will serve them best. The Free Library has allowed for Masterman to have multiple sets of the One Book, One Philadelphia choice Ghost Boys by Jewell Parker Rhodes and Sing, Unburied, Sing by Jessamyn West so that

teachers can plan discussions around the respective books on different grade levels. FLP is sponsoring an author visit at Masterman for Jewell Parker Rhodes.

i. *Logo* - Reshma Bennur sent report that a few orders were received for the holidays and they will be filled this Friday. Mr. Saint Claire wanted "Student of the Month" stadium cups and Reshma placed an order with the vendor and that artwork is pending approval.

There is a need to replenish some of the inventory, particularly hoodies, in certain sizes asap.

j. *Membership* - Van Mahlab and Dawn Levi reported that the Membership Drive is concluding 12/7/18. By October they were at 43% membership and in December 60%. 5 sections reached 100% (3 in Middle School and 2 in High School). The Middle School classes a pizza party.

Recommendation was made for next year to find a way to translate the letter into other languages noting that there are families that want to give but just need to find the way to give. Also, Membership can update the teachers with a current membership list.

k. *Middle School Liaison* - Jane Lim Shah provided report that 100% of all room parents have been assigned. The first social event took place for 7th and 8th graders on the rooftop during report card conference. Jane also reported that she is promoting the International Potluck Dinner.

l. *Orientation* - No new report.

m. *Rooftop and Open Spaces* - Avigail Milder reported that, according to Nicole Ward, Design Manager from the SDP, Masterman is approved for a new roof. Hopefully this will also include scraping and repainting the cage over the basketball court. Work is to begin in February 2019 with scoping to assess the drains. Roof construction could impact the Rooftop and Open Spaces Project. The SDP will keep Ms. Brown posted on the roof construction and an Request For Quotation (RFQ) will be helpful in understanding the full scope of the construction project.

Avigail also reported that the Committee met with 2 parents, Jason Duckworth (Real Estate Developer) and Mark Sanderson (Architect with Digsau) on 11/29/18 for input on available equipment and recommendations for alternatives to shade sails such as pergolas. The Committee will be looking to upgrade furniture on the roof to commercial grade and will work over the winter on discovery and design.

Avigail also reported that the committee is looking for guidance from the SDP's Legal Department regarding the Schrader Group's proposal.

n. *Social* - Michelle Brown-Nevers reported that the first social event held on the rooftop in collaboration with the Rooftop and Open Spaces Committee on October 18th was a success. She also gave report that the next social event will be the International Family Dinner on January 17th and that there are 57 RSVP's at present comprising 29 adults and 28 children. The focus of the event is on the international theme with people being encouraged to bring games and information about their culture. For those bringing a cultural dish to have an index card with the ingredients. Michelle encouraged participation. There will be games and prizes, talent provided by our students. Please contact Michelle at social@mastermanhsa.org to volunteer for this event.

o. *Staff Luncheon* - Barbara Dallao recommended people to refer to the Teacher/Staff wish list to see what items are there. Natasha Andjelkovic reported that in the Spring Semester there are few ½ days and so a date will need to be worked out with Ms. Brown.

p. *Student Activities Fundraising* - Janice LaBella reported that she met with students and feels that it's important to support them by raising funds for scholarships. Janice's recommendation for a Fundraiser that does well is Designer Bag Bingo, which can make up to \$10,000.00. Even if the Fundraiser yields 5 to 6 thousand dollars the HSA could give 2 sizable scholarships. Judy Mester added that the HSA currently grants \$200.00 to 4-5 graduates with input from the Scholarship Committee. Janice and Ms. Brown will discuss the potential for this fundraiser.

q. *Teacher Liaisons* -

* Ms. Brunner and Ms. Smith said thank you to the HSA on behalf of the staff for the Teacher/Staff Grants. Ms. Smith also reported that the Foreign Language teachers and High School students may get more involved in the International Family Dinner evening events.

Ad Hoc/Select Committee Reports -

New Business -

Judy Mester made a motion that was seconded by Barbara Dallao to create a Nominating Committee for the upcoming election cycle. The motion passed unanimously.

Announcements -

Michal Leventhal announced to the Board that the One Book, One Masterman project was underway with a full committee of students, teachers, parents, and administration to decide on a book by the following week. Once chosen all students will have between December and March to read the book and there will be activities around the book in March 2019.

Barbara Dallao raised the question of what can we do as a community, without focusing on an individual incident, to keep our children safe and recommended an open forum about how to protect our children. Discussion followed with a majority of comments in favor of having a speaker or series of speakers on the topic of safety and well-being. It was recommended to have a motion to create an ad hoc Wellness Committee. This was tabled. Ms. Brown stated she would consider the topic and provide further input next HSA meeting in January.

Adjournment -

The meeting was adjourned at 8:13 pm EST.

Notes

Next Open Board Meeting scheduled for Wednesday, January 9, 2019 6-8pm Masterman Library

This was amended and the meeting is rescheduled to Wednesday, January 16, 2019 6-8pm, Library.

Action Items

Next Meeting Agenda Items

Agenda to be finalized

Michal Leventhal, Recording Secretary