

Masterman HSA Board Meeting

Wednesday, 1.16.2019

Attendees

Judy Mester, Michal Leventhal, Michael Hoffberg, Andrea Shuster, Barbara Dallao, Kristin McKeown, Dawn Levi, Marjorie Brunner, Celmouth A. Stewart, Camille Duchaussee, Madhu Narula, Natasha Andjelkovic, Van Mahlab, Amy Weidner, Fritz Dietel, Judy Shelton, Faith McCray, Anna Padula LaRosa, Kimberly Guise Erdman, Tina Kluetmeier

Agenda

The meeting was called to order at 6:05 pm.

Motion made by Barbara Dallao and seconded by Andrea Shuster to approve meeting minutes of December. The motion passed and the meeting minutes were approved.

Principal's Report: - Jessica Brown provided the following report, read by Judy Mester

- January 25, 2019 a Middle States review will be held.
- Report card conferences will be held January 30th through February 1st.
- Diversity Day will be Friday, February 1st led by a student-written play and student-led discussions.
- The Coffee with the Principal and Counselors was successful on January 11th.
- Friday, January 18th is a Professional Development Day and there is no school on Monday, January 21 in honor Martin Luther King's Birthday.

Judy Mester had asked Ms. Brown for more information about having a forum for speakers and Ms. Brown stated that she and the counselors were working on having at least one speaker to address a Q/A on February 20th or 21st.

Barbara Dallao asked for information regarding the question raised at the previous Board meeting about having an open forum for parents and families to discuss issues of safety for our children as relates to predators. Judy will repose the question to Ms. Brown

Barbara Dallao referred to an article in the newspaper that mentioned School District support of the Outward Bound program in the City of Philadelphia. The question was raised: will the school take on the cost of this program at Masterman?

President's Report: - Judy Mester

- Judy presented that the MHSA received a request from the Office of Inspector General as a review of MHSA's records in December. About 10 other schools have also been asked to provide records. The due date for the period of the past 3-years to be provided to the OIG is January 16th.
- The International Family Dinner is tomorrow night, January 17th. 200 families are signed up to attend.
- Michal Leventhal is working with Andrea Shuster on the SOP for Treasurer roles and responsibilities. The next SOP will be the development of the Grade Grants with input from administration.
- Formation of the Nominating Committee members will be completed tonight so they may begin their work toward building a slate.

Officer's Reports:

Vice Presidents' Report:

Barbara Dallao reported:

- The SAC, in its work with FACE (Family and Community Engagement) to build support for schools, is creating committees. One of SAC's roles is to review the school budget. Last week FACE held a session about Budget Development that both Barbara and Marc Meola attended. Every school has a School Improvement Plan and there is a 3-prong process to budget development:
 1. Title 1 meeting held in the Fall
 2. Winter meeting held between December and February
 3. Budget meeting held in March

At the SAC meeting this information was discussed and the Principal is aware of best practice to have strategic planning meetings. In the next 2 weeks there should be such a meeting and the call should come from Administration. The MHSA has held 2 strategic planning meetings and then developed a budget based on MHSA needs identified at these meetings. The next SAC meeting will be about budget. The District wants to see collaboration with all stakeholders to build a total budget. Barbara recommended that an HSA member should attend the newly formed SAC Budget Committee.

Kristin McKeown reported:

- Preparations for the play have begun and that the HSA funds the Director of the play annually.
- Ticket sales for Auction have begun.

Treasurer's Report - Andrea Shuster

- Andi Shuster reported on the District's approval of the funds MHSA budgeted to pay for new technology for the school (\$70,000.00). The District has a process by which they must approve funds to be provided and that has occurred. The next step is for the school to start to order the recommended items on the list of technology that was created with Mike Hoffberg, staff and Ms. Brown.

- The Year-End Campaign budgeted for \$15,000.00. \$20,000.00 was raised in December and as of this meeting date \$30,000.00 has been raised in total. Most of the money donated was assigned to "General Use" but a certain amount was designated specifically for technology.
 - Judy Mester added a thank you to Barbara Dallao and Andi Shuster for help with writing the Year-End Campaign Letter and encouraged people to think of new ideas for use of Campaign funds as well as at Strategic Planning Meeting in April.
- Andi stated that the preparations for the OIG review have been helpful in terms of reviewing the MHSA's files as a whole.

Celmouth Stewart raised the question: "Does MHSA funding to the school hinder school allocations in anyway?". Judy Mester stated that the Budget process is very complex and includes many factors, encouraging attendance at the Budget meeting, but that the School's budget and MHSA budget development occur at two different times on the calendar. The school's budget is developed in February and the MHSA's budget is developed prior to the school year's end, usually between May and June, after the Strategic Planning Meeting.

Recording Secretary's Report:

Michal Leventhal reported that the Standard Operating Procedure for Nominating Committee have been completed and that the current SOP being worked on is the Treasurer's processes.

Committee Reports:

a. *Academic Affairs* - April Meidt provided that there was no new report other than a recent Coffee with the Principal went well and that a check was recently received from the Boxtops campaign.

b. *Auction* - Natasha Andjelkovich reported that:

- the goal this year is to raise \$135,000.00.
- Main solicitation went out at Thanksgiving with approximately 150 items donated thus far.
- Sponsors have already pledged \$16,500.00 and the goal is to match or exceed \$23,000.00.
- 12 families have come together and pledged a matching challenge of \$18,000.00 with a potential for raising \$36,000.00.
- The March kick off is now underway with ticket sales.
- The committee is very active and working hard. Sharon Hoffberg and Natasha Andjelkovich are looking into the feasibility of using mobile devices at the Auction for non-tangible items such as gift certificates and gift cards, making these items available to bidding on-line. This will help with checkout and can allow data transfer to happen more easily.

c. *Beautification* - Fritz Dietel reported that there is a new Building Engineer, Raymond Jackson and that the committee will be looking forward to working with him. A date will be decided upon for the Spring Clean Up/Work Day.

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

- A list of business partners is to come.
- Camille Duchaussee presented on the sponsorship brochure being developed by her cousin, a graphic designer. The emphasis is to highlight Masterman students as those who will contribute to the growth of the city. The front page would include the motto: Dare to be

Excellent. The back page could include different levels of contributing (both high and reachable such as for small businesses). Inside would be the solicitation letter explaining what we've done and what we want to do.

- Camille Duchaussee stated there is a need for photos and that picture releases may be on file. Other recommendations included having photo releases at the International Dinner tomorrow night, have a callout in the newsletter, ask the Middle School and High School Yearbook committees and have a photo shoot.
- Camille Duchaussee reported that there could be two versions of the brochure based on the intended audience (cleaner version for corporations/businesses/politicians, comic book one for families).
- Natasha Andjelkovich mentioned that Serena Fisher is the person who works with sponsors for the Auction and may be of help.
- A suggestion was made to recognize community businesses that support Masterman with a shout-out on Social Media, the website and the Kudos corner of the newsletter.

e. *Communications* - Mike Hoffberg reported that a donation was made to the school of paper, art paper and vellum.

f. *High School Liaison* – Madhu Narula reported that the committee is promoting the International Family Dinner throughout the High School and also looking for an opportunity for another High School Happy Hour for parents/families. Some options could include after College Night February 6th or during the Junior/Senior Proms.

g. *Hospitality* - No new report

h. *Library* - Amy Weidner reported on the following:

- The library continues to be a busy place. Before school, we have 90 to over 100 students each day coming to read, do homework, use the computers. Lunch times, too, we average 40 students at high school periods and at least 50-60 students at the other lunch periods.
 - In addition to the extended after school hours for students who want to use the library, we host the following clubs for middle school: Dungeons & Dragons, Yu-Gi-Oh, and Middle School Reading Olympics.
- Technology is a high priority—especially a dedicated laptop cart for just the library.

With the Home and School Grant, Ms. Kearney added a sleek and compact magazine rack and two stools for additional seating. The rectangular tables in the 900 section are in disrepair with the tops coming apart from the bases and many of the sides chipped. It would be ideal to have tables on casters that can collapse. (Ms. Kearney has spoken with Ms. Brown about this.)

- Our students are participating in One Book, One Masterman (OBOM) and One Book, One Philadelphia (OBOP).
 - Masterman's choice is Alan Gratz's *Refugee*. Ms. Kearney ordered copies of this title and is selling them for a discounted price of \$5.00 for a paperback copy. The book is not available in paperback in bookstores. OBOM is the brainchild of Annmarie Marrantini and Alex Avolin.

- The OBOP choice for middle school is *Ghost Boys* by Jewell Rhodes Parker; for adults, it is *Sing, Unburied, Sing* by Jesmyn Ward. Ms. Taylor is bringing her high school book club to hear Ms. Ward on Thursday, Jan. 17th, at the Winnet Building on CCP's campus.
- Once again, The Free Library has chosen Masterman to host the author of the middle school choice, Jewell Rhodes Parker. She is visiting the school on March 1st at 10 a.m. We are so grateful to the FLP for sponsoring this event for us!

i. *Logo* - No new report.

j. *Membership* - No new report.

k. *Middle School Liaison* - Jane Lim Shah provided report that she is helping the Social Committee with the International Family Dinner.

l. *Orientation* - No new report.

m. *Rooftop and Open Spaces* - Avigail Milder provided report that the MHSA is waiting to hear from the District's legal department on guidance as to how to proceed with the proposal provided by the Schrader Group and that we are also waiting to hear from the District about plans for repairing the roof.

n. *Social* - Michelle Brown-Nevers provided report that the International Family Dinner will be held tomorrow night, January 17th from 6-8 pm on the 4th floor. There will be cultural dancing performed by High School students including a Korean Fan Dance, Take The Lead performances on Salsa and Merengue and Indian dance. Thank you to Isabella's Pizza for donating pizzas to the event. There will be a speaker on Immigration and games for children with prizes. Over 200 families are signed up. The committee can use help for set-up and clean-up.

o. *Staff Luncheon* - Natasha Andjelkovic reported that there are no ½ days after the Auction so the committee is proposing a day after school in May on the roof and for the event to be catered . This is an opportunity to do something different. Ms. Brown will look at the calendar to make sure of appropriate dates.

p. *Student Activities Fundraising* - No new report

q. *Teacher Liaisons* –

- Ms. Brunner said thank you to the MHSA on behalf of the staff for the Teacher/Staff Grants, for our enthusiasm and commitment to the staff.
- Ms. Brunner reported that she is encouraging teachers to order through Amazon with their tax free numbers.
- Ms. Brunner raised the question of enrichment opportunities at Masterman and if an Enrichment Committee could be created to work on the differences in opportunities for enrichment across grades.
- Judy Mester recommended having this added to New Business at the next Board Meeting.

Ad Hoc/Select Committee Reports -

Old Business -

Judy Mester reported that a motion was passed at the previous Board Meeting to create a Nominating Committee to prepare a slate for the upcoming election cycle. Judy referred to the SOP for the Nominating Committee and stated that the following individuals comprise the committee and are appointed by the Board: (1) Officer, (2) Directors, (2) general members. A call was put out in an email to Board Members to solicit volunteers for the Officer and Director positions. A call was put out in the newsletter to solicit volunteers for the general membership positions. The following volunteered for these positions:

1. Officer - Andi Shuster
2. Director - Dawn Levi from Membership
3. Director - Camille Duchaussee from Business Liaison
4. Member - Judy Shelton
5. Member - Anna Padula LaRosa

As there were no additional volunteers, the Board was able to move to a vote on appointing the Nominating Committee. Judy Mester moved to create the 2019-2020 Nominating Committee to create an Officer Slate to be presented to the Board by March meeting, which will be scheduled. Fritz Dietel seconded the motion. The motion was unanimously passed.

New Business -

Announcements -

Adjournment -

The meeting was adjourned at 7:46 pm EST.

Notes

Action Items -

1. President to create a March meeting date.
2. President to follow-up with Principal about opportunity for open forum regarding issues of safety for our children as relates to predators.

Next Meeting Agenda Items

Agenda to be finalized

Michal Leventhal, Recording Secretary

