

Masterman HSA Board Meeting

Thursday, 1.11.2018

Attendees

Judy Mester, Janice LaBella, Barbara Dallao, Andrea Shuster, Michael Hoffberg, Fritz Dietel, Madhu Narula, Natasha Andjelkovic, Jessica Brown, Kate Smith, Nicole Figlin, Marjorie Brunner, Nicole Gold, Celmouth Stewart, Amy Weidner, Michal Leventhal

Agenda

The meeting was called to order at 6:07 pm

Motion made by Judy Mester and seconded by Barbara Dallao to approve meeting minutes of November. The motion passed and the meeting minutes were approved

Principal's Report: - Jessica Brown

* Staff Sabbaticals: ending for some, beginning for some and continuing for others as well. Ms. Jerdan will be continuing as a Counselor to the end of the year, so there will be 4 counselors until the end of this school year. Next year is uncertain.

* SAC meeting update - the 5th/6th grade math curriculum was discussed at the SAC meeting. 5th grade will work with the 5th grade curriculum, 6th grade will work with the 7th grade book and the 6th grade curriculum. A coach will be coming from Carnegie monthly to work with the teachers. Ms. Brown stated that they are looking into getting software for 5th graders that can be used at home. Discussion followed regarding:

- a. Is there a change in 5th grade abilities from years prior
- b. Fluctuation between textbooks and curriculum, the new textbooks chosen for the math curriculum (Big Ideas and Expressions)
- c. Accelerating in 7th grade
- d. Question was raised as to what will be the support for advanced math in the 5th and 6th grade. Ms Brown answered that Mr. Saint Claire teaches Math Enrichment, that the standard in a grade must be met, that kids accelerate quickly in the 7th and 8th grade years and that there should be a system to identify advanced learners.
- e. Ms. Smith added that Expressions is a good textbook, that there is no difference between 5th and 6th grade books, that teaching begins at a place that assumes familiarity, the textbook is the basis with content covered and then goes beyond in teaching material.

President's Report: - Judy Mester

* There will be a new venue for the Auction: Congregation Rodeph Shalom on North Broad Street, at half the cost of Girard College, holds up to 400 people, has a bigger kitchen, support staff to assist with set up and breakdown, onsite parking, etc.

* The Calendar year-end campaign was successful bringing in just under \$14,000.00 including money for the Rooftop and Open Spaces Project

* Teacher Grants have been awarded

* Calendar: The Executive Board recommended having the Strategic Planning Meeting occur by school year's end in order to prepare for the following year's activities, proposed date is May 10th. The Annual Budget Meeting would also be moved up in the calendar to a date in June.

The question was raised could new (incoming) students and parents be invited to the Strategic Planning Meeting. President answered yes.

* The Executive Board met with Principal to think about activities that affect the HSA such as EC money. The Treasurer receives and then disburses money for EC. Discussed processes for payments over the school year. Grants can be received by any department and needs for any specific curriculum need to be considered. President also reported that emails have been received by the HSA and SAC from parents regarding the change in the 5th and 6th grade math curriculum.

* President thanked the Board and Executive Board for all their hard work for this organization and the school.

Officer's Reports:

Vice Presidents' Report: Barbara Dallao reported:

* Teacher Grants - the Committee included Barbara Dallao, Kristin McKeown, Andi Shuster and Jessica Brown. 40 staff grants were awarded, up from 24 last year equalling 70% of staff. This year the Grant was extended to the front office, cafeteria and building maintenance departments. The total amount of money awarded was \$21,500.00.

* The Year End Campaign brought in a total of \$13,507.50, a rolling total as more money may still come in. \$10,663.70 to go to General funds, \$2,843.80 to Rooftop and Open Spaces Project

Treasurer's Report: - Andi Shuster

* The HSA functions on a cash basis meaning that as money comes in payments are disbursed. The total on December 29th is whatever cash is in the account. EC has been paid \$40,000.00 so far. Take the Lead Project was paid (Peer Counseling Training), Treasurer will see what activity occurs for Middle School Basketball, Air Conditioners have been paid for and HSA is covering the cost of the Musical at Masterman.

* Science Department needs - AP materials were ordered. A \$3,000.00 grant was received that was split between AP and regular curriculum.

Committee Reports:

a. *Academic Affairs* - Michal Leventhal reported for the committee:

* Coffee with the Principal scheduled for January 12th, 2018 will be rescheduled.

* SAC meeting update: Diversity Committee met 1/10/18 to discuss diversity on the teaching staff and student body.

b. *Auction* - Madhu Narula and Natasha Andjelkovic reported:

- * The Auction will be held Saturday, March 24th, 2018 5:30-10:00 pm.
- * Save the Dates will be coming soon
- * The venue is locked in at Congregation Rodeph Shalom as already mentioned.
- * Susan Feenan designs the space and will work with the committee at the new location.
- * Business solicitations will go out to 700 businesses and another 200 online
- * Parent tickets will go out the end of January. Ticket sales, solicitation of items and donations will be able to happen online. Also it will be possible to welcome sponsors and download forms on the website.
- * There is an additional \$15,000.00 that will go to matching funds as an initial pledge pool
- * The goal is to raise \$125,000.00 this year
- * The Paddle Raise item this year is yet to be identified (students' #1 need). Auction will work with SGA to determine with Principal's input.
- * Additionally Natasha Andjelkovic mentioned that when looking for venues the Committee came across Phield House at 9th and Spring Garden, too small for the Auction, but a promising venue interested in hosting Masterman students. It is a multi-sports venue.

c. *Beautification* - Fritz Dietel and Michal Leventhal reported:

- * The Spring Work Day will be Saturday, April 28th from 8 am to 2 pm. Some project requests have been made.
- * Denise Connerty presented an opportunity for Temple students to possibly join us in conjunction with their Global Days of Service project.
- * The Rooftop and Open Spaces Project update - over \$28,000.00 has been raised so far. Grant applications are underway awaiting a response from the Shade Sails grant in February.
- * Website has gone live with an address provided by the Communications Chair: rooftop@mastermanhsa.org, also there is a link from the Masterman HSA newsletter to the website.

d. *Business Liaison* - Nicole Gold and Celmouth Stewart reported:

- * The Committee has been meeting regularly and working on projects to build funds and partnerships. One such partnership may be to have the U.S.M.C. "adopt" Masterman. This could provide opportunities in building student leadership, character and discipline. The committee is to discuss this further with Principal. The committee is also working on developing a means of creating relationships with corporations.

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

- * *Directory*: Rachel Luteran is working with Sam Garst on the Directory. It is expected to be completed within the next month. They are in the process of adding 5th grade and new 6th grade families.
- * *Newsletter*: All items submitted must be cleared by Principal and President. Communication Chair finalizes the newsletter by Sunday.
- * *Website*: Email addresses for committees are easily managed through Google. A need was identified to create a second domain - one for emails and one for the website, planning to move toward WordPress. The school's website is also under WordPress
- * *Social Media*: A Social Media Posting Policy was created and approved by the Executive Board (see handout) to simplify the process of posting communications to FaceBook. This will be helpful to Auction, Laps and the other fundraiser events. Please see Communications Chair if any questions.

f. *High School Liaison* – No new report

g. *Hospitality* - No new report

h. *Library* - Amy Weidner reported:

- * Co-chair Kate Connolly will be transitioning off Library Committee and Amy is looking for a new person to assist with online sign-up for the Book Fair.

- * 9th graders received signed copies of Another Brooklyn by author Jacqueline Woodson who is coming to Masterman in March through the One Book One Philadelphia program of the Free Library.

- * The Library Spring Book Fair will be May 7th to 11th

i. *Logo* - Reshma Bennur reported:

- * Sales have been steady

- * The committee has been working with SGA to sell during the lunch hours from which student government will receive a percentage

- * New merchandise has been ordered

j. *Membership* - Andi Shuster reported for the committee:

- * The Committee Chair will provide the Treasurer the process including forms to be kept in a common repository.

k. *Middle School Liaison* - Nicole Figlin reported:

- * Two classes responded to the handout sent home asking for volunteers to be a class parent

- * The committee will try to solicit via the newsletter

- * There were limited responses to the wishlist sent out before the winter holidays - recommendation to add the topic to the Strategic Planning Meeting

l. *Orientation* - No new report

m. *Social* - Judy Mester reported for the committee:

- * 200 people attended the International Family Dinner participating in Bingo, Quizzo and the guest speakers from Temple Child and Adolescent Anxiety Disorders Clinic who presented on anxiety in teens

n. *Staff Luncheon* - Natasha Andjelkovic and Barbara Dallao reported:

- * The date of the Staff Luncheon is Friday, May 18th. It is a ½ day for students

o. *Student Activities Fundraising* - Janice LaBella reported:

- * Date is pending. The committee is seeking sponsors and preparing a letter to go out to sponsors. Recommendation was made to have a flyer prepared to give out as people exit the Auction that segues to the Laps for Education fundraiser kickoff.

p. *Teacher Liaisons* –

Middle School Teacher Liaison Ms. Brunner reported that she is a new grandmother to Charlie born 1/9/18. Congratulations Ms. Brunner!

High School Teacher Liaison Ms. Smith reported that the Teacher's Grant and setting up of the wishlist is a real boost to the teachers and thanked the HSA for their hard work.

- * Ms. Smith also thanked HSA for its receptiveness to the idea of possibly funding professional development. It was reported that Computer Science training is needed. There is an AP Computer Science course "Competing Principles" that the teachers are hoping to bring to the school. Training a teacher to run the course would cost between \$1,000.00 to \$1,500.00.

* Discussion followed including adding Staff Funding to Strategic Planning Meeting topics; AP classes are expensive classes to run but that it's important to support AP's that prepare our students with opportunities; 3-pronged planning should occur between HSA/SAC/Principal; importance of teacher attendance at the Strategic Planning Meeting(s) and that the HSA needs to be updated on the needs of the teachers; need for collaboration and full understanding of the funding needs.

It was moved by Barbara Dallao and seconded by Amy Weidner that the HSA allocate up to \$3,000.00 of HSA funds for the High School Science Department pending Principal and Head of Science Department's input as to the needs through the end of the 2018 school year.

The motion was amended by Fritz Dietel and seconded by Amy Weidner that the HSA allocate a range of value from \$3,000.00 to \$5,000.00 of HSA funds for the High School Department pending Principal and Head of Science Department's input as to the needs through the end of the 2018 school year. The motion was voted on and passed unanimously.

Ad Hoc/Select Committee Reports -

Standard Operating Procedures Committee - Michal Leventhal reported that the SOP committee will meet this month to begin the process of developing Standard Operations for the HSA. Nicole Figlin volunteered to join the other members of the committee: Barbara Dallao, Michael Hoffberg, Janice LaBella, Michal Leventhal, Judy Mester, Andi Shuster

New Business –

Mike Hoffberg reported that the Parent and Family portal access to Infinite Campus begins March 12th. If a philasd I.D. has not yet been created do so soon.

www.philasd.org/pfportal

Announcements

President announced that The SOAP myth will be performed at Congregation Rodeph Shalom on January 31st at 7 pm. This is a play about the book Night by Elie Weisel and will be performed by Ed Asner. The goal is to have the 10th grade class attend, 100 tickets, cost covered by Judy Mester.

Adjournment

The meeting was adjourned at 8:03 pm EST.

Notes

Next Open Board Meeting Thursday, March 15, 2018 6-8pm Masterman Library

Action Items

1. Treasurer to follow up with Principal and Science Department Head in regards to the motion passed by the Board this evening with respect to funding gaps in curriculum costs.

Next Meeting Agenda Items

Agenda to be finalized

Michal Leventhal, Recording Secretary