

Masterman HSA Board Meeting

Monday, 3.19.2018

Attendees

Judy Mester, Jessica Brown, Andrea Shuster, Marc Meola, Celmouth Stewart, Amy Weidner, Fritz Dietel, Michael Hoffberg, Denise Connerty, Avigail Milder, Marjorie Brunner, Barbara Dallao, Kate Smith, Nabeedah Parker, Michal Leventhal

Agenda

The meeting was called to order at 6:07 pm

Motion made by Michal Leventhal and seconded by Barbara Dallao to approve meeting minutes of January. The motion passed and the meeting minutes were approved

Principal's Report: - Jessica Brown

- * The musical was enjoyed by all. The amount of money brought in is unknown at this time. Saturday's performance was sold out.
- * All City Concert occurred on 3/15/18. Very well attended by High School students. Another concert will happen next week for Middle School
- * 2 teams from Odyssey of The Mind made States, some money was provided by the SDP and OTM will be doing fundraising as well for registration and other costs
- * Robotics will be going to competition, making ¼ finals this week.
- * Spirit Week starting Wednesday. There is a booklet with games, rules and protocols. This year it will be in the Spring instead of end of year due to the impact of a reduced number of days.
- * PSSA's and Keystone exams will be in April and May. Robo calls, emails and school website posting are to explain the policies around the exams. Ms. Brown will also send information for posting in the newsletter to keep parents informed.
- * Infinite campus - the new system is in place and parents should be able to access it. The process for making Robo calls has changed. Ms. Brown is still using Edline until told to no longer use it.
- * Spring Break - 3 days this year: 3/29, 3/30, 4/2/18
- * School Budgets were received in the District. Principal circulated a sheet on the budget with a comparison of 2011 with the current year, then provided next year's budget. The School District provided \$7.3 million for FY 2018-2019. Approximately 80% of the budget is spent on personnel. The District uses a formula per teacher, per administrator, per counselor and per principal across the board. It's an average rate of an

individual. FY 2019 has enrollment of 1201. The formula used is a ratio based on enrollment, i.e. money is received based on the number of students there are. If the target is not reached money taken away. This year Masterman is able to carry everybody over in terms of staff. There is more money awarded in Title 1 from \$115,000 this year to \$159,000 for next year. The reason is unclear. It may possibly be because of a change in the socioeconomic level in the District or possibly from higher Federal funding for schools. There is a difference of \$44,000.00 overall. This allows for more money in discretionary funding, such as operating. Under discretionary Masterman has always paid for a counselor. The District provides Masterman 2 counselors because the District ratio is 500:1. Anything above that has to be purchased additionally. The third counselor has been paid for under discretionary.

“School ops” is Cassandra Cruz for school finances.

Designated art supplies: The SDP FY 2018-19 is giving schools \$15/pupil for art supplies based on how many art teachers you have and the kids they teach. This comes to \$18,015.00 for art supplies. In the past funding has been through HSA, operations, what have you.

\$10,000 Contracted Services - This year HSA funded a person in technology to come on board and help Ms. Lerer who teaches. Next year Masterman will be able to fund this role for tech-support in trouble-shooting, smart boards, white boards, IT support, etc.

Security - Security will be increased to cover overtime, starting Fall 2018, to cover after-school, the play, basketball season.

\$10,000.00 -For Roster and to get EC started in September.

Centrally allocated - school police, special education liaison, nurse, itinerant music teachers, facilities and cafeteria positions come from central office allotted based on enrollment

Not included - FY 2018-19 continues to need support staff (one noon-time aid), EC funding for clubs and activities, services that support academic programs such as Philadelphia Young Playwriters, Achieve 3000, library extended hours, Musical Director.

We are not losing any personnel and gaining some money for tech support.

Discussion followed regarding:

a. Requested definition of EC and roster as this year there is \$8,000.00 for security and \$3,000.00 for roster and to start EC. Next year there will be \$15,000.00 for security and \$10,000.00 for roster, clubs.

Principal stated EC tutor refers to homework club, academic support/needs that exist at the beginning of the year and money goes toward overtime for teachers or roster. Roster = 2 staff who daily handle scheduling and coverages for when staff are out, these are T4 positions (related to PFT rules).

b. That Roster is paid 45 minutes/day when math tutoring is cut.

Principal stated that a \$20,000.00 grant was received last year for math tutoring based on her attending a math academy, that the grant was a one-time thing and that EC Allotment of \$70,000.00 was determined in a collaborative way with the Building Committee at the beginning of the year.

c. Concern over teacher and staff morale as it relates to both budget and cutting of budget for necessary time spent tutoring

d. Concern over failure rates being higher in the Middle School due to recession cuts where tutoring is needed but not funded.

Principal stated that Middle School curriculum was shifted due to multiple issues around getting kids tutored

e. Most members of the Building Committee are new and unfamiliar with EC and are working on understanding the process by meeting with Principal to look at what she suggests. The HSA gives chunks of money and don't know how it is managed pre-disbursal. Communication seems to be unclear despite collaboration. Yet teachers are very willing to help students no matter what.

Final thought from the President that the upcoming Strategic Planning Meeting is the place to focus energies on where HSA money should go based on input from multiple sources.

President's Report: - Judy Mester

* Strategic Planning Meeting - May 10th. In September the room broke into groups and input was received from stakeholders, parents, teachers, etc. At the next meeting the Annual Budget was approved based on input received at the Strategic Planning Meeting. In May the Strategic Planning Meeting will be more focused. We want to focus on how different items critical to the school should be addressed (security, curriculum, EC, beautification, etc.)

* President asked for update from Principal on security -

Drills are practiced at individual schools: fire, shelter in place, lock-down

High Schools get a school police officer

A-phone - buzzer on 17th Street

Brandywine door is locked at 8:15 am now since Parkland shooting February 14th

Officer Taylor is at the desk and if he has to leave the desk the 17th street door is locked.

The district is going to come out with training for teachers and staff

Cameras - Principal advocated for this last year. Masterman was put on a list for additional cameras to come next year. There are 6 cameras in the building, one at the door on 17th Street.

Scanner - if it beeps kids bags are wanded.

The School Officer is not armed.

Additional updates: Michal Leventhal shared with the Board recent conversation with State Representative Tom Murt who forwarded a grant which enables money for equipment and an Officer, a Board member from the Spring Garden CDC who is willing to support Masterman in purchasing exterior cameras, and a federal homeland security officer available to do a walk-through safety assessment and provide recommendations already performed at another school in the District.

President asked for SAC to put Security/safety on the agenda. The more information and the more constituents involved, the better for the Masterman community as a whole.

Discussion followed regarding:

- a. The need for follow up on this issue and that this is the time to make the effort.
- b. Who monitors the cameras and how are people trained.
- c. Concern that Officer Taylor has no knowledge of who is coming in the door and is unarmed.
- d. Concern about easy entry into Masterman with free access through the second set of doors once cleared to enter the door on the street and that no one asks for ID to be shown at the A camera before being allowed to enter as is done at other schools

Principal stated that the District is doing safety evaluations on schools now and that she will follow up with Michal Leventhal about professional safety assessment after looking into District protocols and who is doing District evaluations.

- e. Concern about parents (not) having security clearances per the District protocol

Principal stated that “occasional guests” are allowed in a school up to 2 times, such as for class trip chaperoning. Volunteers who regularly come to the school have to have clearances which are good for 5 years. Ms. Fennell holds those records.

- f. Concern that there is no one to guard the school after School Officer leaves at 3:30pm

Principal stated that Athletic Director stands at the door for the games, that there is no budget for safety and security

President asked Principal to have an update at next meeting about timeline for the safety evaluation for Masterman

Officer's Reports:

Vice Presidents' Report: Barbara Dallao reported:

* The Executive Board asked for an opportunity to meet with Department Chairs from each of the departments in order to prepare for HSA budget planning. Principal was to develop a Google Doc for department input. Additionally the HSA has written an outline with a specific request of information based on department curriculum needs.

Principal stated the Google Doc went out to everyone in the school last week with the intent to get an overview of needs from all grades including 5th/6th teams. The next step would be to look at priorities. As of Friday teachers were adding input on needs for curriculum in content areas with attention to priority including books and technology needs.

Discussion followed regarding:

- a. Departments would like to have the opportunity to meet with the HSA to discuss items and be able to explain the reasons why items listed are important.
- b. The communication from the HSA in the letter is to give an outline and give the history of how HSA has distributed money in the past (EC, etc.) because not every teacher knows this information
- c. Clarification that Staff grants are enrichment funds, not curriculum and therefore the HSA is requesting input in order to prepare for anything that may come up in the next year beyond this item.
- d. The importance of also collaborating with SAC as they go through the Budget process
- e. Budget processes actually start in January to prepare for the next fiscal year and the HSA intends to do its due diligence to prepare the budget.

Ms. Parker delivered a thank you from Ms. Monahan to the HSA for funding and all the support of the High School Science Curriculum

Treasurer's Report: - Andi Shuster reported on:

- * Providing financials for both February and January.
- * Invoicing is getting paid within about 10-15 days. Staff grants are being paid as Treasurer receives them
- * Invoice for the Musical Director was paid.
- * Auction money is coming in.
- * The largest line item in the budget is EC.
- * There are still outstanding invoices for Air Conditioners. Treasurer's goal to have everything paid by June 30th.
- * There is a donor for the Directory and it should be coming out this month.
- * President added that Auction is doing corporate sponsorships for the first time. There are at least 5 sponsors, sales are up, the venue is new and half the cost. \$62,066.00 has already been received and there are over 413 tickets sold.

Committee Reports:

a. *Academic Affairs* - Michal Leventhal received report from the committee:

- * Jeanette secured a \$3000 donation for robotics and laboratory equipment from a corporation. She used the title of the Committee as a representative of the HSA.

- * Coffee with the principal will be scheduled in April

b. *Auction* - Judy Mester reported for Auction Committee who is also meeting this evening:

- * As per above report by President under Treasurer report

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

- * The Spring Work Day will be Saturday, April 28th from 8 am to 2 pm. Project requests are being finalized. Furniture is available as a donation by April Meidt.

- * Rooftop and Open Spaces Subcommittee report by Avigail Milder: We have raised \$37,000.00 to date. The first priority is getting shade sails over the four-square area used by both Middle and High School. There was a walk-through on the roof with the Design Manager of the SDP, Nicole Ward, and her team, Ms. Brown, subcommittee members (Avigail Milder, Mimi Romeo and Michal Leventhal). There is some concern and a need to clarify about any potential leaks from the roof. Discussion was had about the potential to have a greenhouse on the roof in the Senior Lounge area. Ideally, Life Sciences would likely benefit from and utilize the greenhouse. Additionally in this area the CDC design was altered to allow for amphitheatre seating for open learning classroom, etc. The next steps would be to hire an engineer to do a stress test and load bearing test in preparation for installation of shade sails. In the meanwhile the group is exploring the issue of having a greenhouse to enhance life sciences in the school. The cost of a structural engineer would be \$6-7,000.00. The District does not have the equipment to run the tests and would have to hire outside Engineers as well. Avigail will contact engineering firms to obtain quotes.

d. *Business Liaison* - Celmouth Stewart reported:

- * The Committee has been meeting twice a month putting together sponsorship advertisement in order to generate excess funds. Ms. Tait will be sending images to match the committee's agenda for a brochure. Once images are identified to be part of the product a letter of approval will be needed from Principal in order to release them. Nicole has put together a list of focus items, awaiting approval and

prioritization from Principal, that would be shared with sponsors (such as academics, math, roof, etc.) It is the goal that towards the end of April target items will be identified. A power point presentation will then be provided to corporate entities with focused items of the school needs.

* Marines - Stu reached out to Principal that the Marines are very excited to be a part of the school. Committee is waiting for approval to meet with the Marines. Principal states the first step is to arrange a meeting with the counselors to see how this fits with Masterman.

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

* *Website*: Mike is working with several parents toward improving the HSA website on Wordpress and working on a site map to determine what the pages are going to look like. There is potential for each committee to each have a page including text. There is brainstorming about different plug-ins for the site. This may include a photo gallery which would allow people to post pictures.

* *Social Media*: Plan is to expand upon the Linked-In so people can join, perhaps after tax season.

* *Email addresses*: A list was created for Board members. This was prototyped with Executive Board members already. Mike sent out a request to allow email addresses for the broad email.

* *Newsletter*: Incoming families will be added. They will be subscribed after June. They can label who they are.

* Exploring Skype versus Zoom

f. *High School Liaison* – Denise Connerty presented that historically a parent from the year prior to graduating (7th grade/11th grade parents) organizes the graduation reception with volunteers for the 8th and 12th grade graduates and their families. A Junior parent is needed to help organize the graduation for June 11th High School graduation reception at 6:30pm after the 5:00pm ceremony - sheetcakes and water). Barbara Dallao volunteered.

g. *Hospitality* - No new report

h. *Library* - Amy Weidner reported:

* A new volunteer has been identified to assist Amy with Library and Book Fair. Her name will be provided at a later time.

i. *Logo* - Andi Shuster and Judy Mester reported for Reshman

Bennur: * the store is opening and Logo has to figure out the split (i.e. how much HSA gets versus how much goes back to the school)

* Logo has requested to have the closet repainted and this will be done on the Clean Up Day

* Student Government is selling some of our logo items. A percentage is given back to student government. Working to determine what the amount S.G. is selling.

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

* \$80k was budgeted, Membership raised almost \$76k.

* A new Membership Chair is needed for next year. Andi requested volunteers or names be suggested as she would like to meet this year and start planning for next year. Andi will talk to people at Auction about the position as well.

k. *Middle School Liaison* - Judy Mester reported for Nicole Figlin:

* Middle School graduation is June 11th at 10:00 am. Historically 7th grade parents assist with the MS reception. Amy Weidner volunteered.

l. *Orientation* - Per Principal, May 31st is Orientation for incoming 5th/6th graders, otherwise no new report.

m. *Social* - Van Mahlab reported:

* A picnic is being planned, tentatively May 19th, free for all members to attend. Hoping to be on the calendar and start advertising for this Year End Picnic.

* Update on the Family Dinner from December: 187 pre-registered for the dinner and talk. Over 200 attended. There was lots of food donated and everyone enjoyed the evening.

n. *Staff Luncheon* - Barbara Dallao reported:

* Active solicitation for the Staff Luncheon will begin after Auction. Volunteers will be needed for the event, specifically set-up and clean-up. The date of the Staff Luncheon is Friday, May 18th. It is a ½ day for students. Students can help if they are waiting around for their parents but otherwise students do not participate.

o. *Student Activities Fundraising* - Report was given in combination:

* Michal Leventhal clarified that a change was made in the Bylaws last year during the Bylaws Review to go from “Laps Committee” to “Student Activities Fundraising Committee” in order to reflect the function of the committee and not to be named after a specific event. Laps initially was a school-sponsored event and became an HSA-sponsored event to assist with fundraising and fund management. Going forward this is to return to the school.

* Andi Shuster clarified that startup funds are available and budgeted for expenses and that a tent was purchased by HSA for the Laps event. Returning the event to the school would not impact the HSA budget as it simply holds the money for the committee and makes no determination about the spending of the money. All money goes to the clubs and any money left over from un-allocated donations is decided upon in committee as to the need for various clubs (buses, registration, competition fees, and this year microphones for the play).

* Principal added that Cassandra Cruz will collect money for the school as it doesn't make sense for the money to go to the HSA then to the school. It will be determined how Cassandra will receive the breakdown for the clubs. Ms. Brown will have more details prepared at next meeting.

* President asked for clarification as to the role of the HSA, how the HSA will be involved in the event other than as the conduit for taking in funds raised and then dispensing those funds out, or if the school is going to coordinate everything - the current committee includes Lou Borda, Janice LaBella, Marcie Soslau, Nicole Geiger and additional staff.

Discussion followed regarding:

- a. the process of determining how discretionary funds (un-allocated) are decided upon
- b. The effort and need to get robotics to their competitions

p. *Teacher Liaisons* –

* Marjorie Brunner - staff professional development is a topic staff is very interested in (i.e. having an opportunity to receive assistance with).

- Concern was shared regarding Middle School Math:

1. There is a larger gap of skill levels, especially in math, making it very difficult to manage the different levels.
2. Math tutoring was cut and felt to be essential knowing the needs of the kids.
3. Ms. Brunner stated staff was repeatedly told that tutoring was cut because double math periods were now being scheduled. There are some kids entering with no foundation.
4. There has always been a gap but the gap is getting larger. There can be different levels, e.g. in literacy, but these are easier to address than in math.
5. This year no money from EC went to math.
6. This year the textbooks were changed. Data shows that lower economic student admissions require having more resources available.

Principal stated interest in addressing this for next year.

* Ms. Smith - no report

Ad Hoc/Select Committee Reports -

Standard Operating Procedures Committee - Michal Leventhal reviewed packet handout including letter, template, example SOP from Beautification Committee. There wasn't enough time to refer to the Power Point Slide Presentation and will be addressed at the next Board Meeting.

New Business –

A motion was made by Michal Leventhal and seconded by Barbara Dallao that Rooftop and Open Spaces become a full Standing Committee. The motion was passed and Avigail Milder was named the Committee Chair, Co-chairs are Michal Leventhal and Mimi Romeo.

Security at Masterman was addressed in Principal's Report and Ms. Brown will provide follow up at the next meeting with respect to plans for enhancing security and safety in the school.

Announcements

Adjournment

The meeting was adjourned at 8:05 pm EST.

Notes

Next Open Board Meeting scheduled for Thursday, May 10, 2018 6-8pm Masterman Library

Action Items

1. Principal to follow up with Business Liaison Committee regarding their requests for information on focused items that can be presented to potential sponsors
2. Principal to provide more information about Laps event conversion from HSA to the school and related processes.

Next Meeting Agenda Items

Agenda to be finalized

Michal Leventhal, Recording Secretary