

Masterman HSA Budget Meeting

Date: Tuesday, September 24, 2024
Time: 7:30 PM
Location: Zoom



Attendees

13 total participants on Zoom (See sign-in sheet for general members)

Board Members

Anne Albert	Stacy Koilor	Michael Wang
Ya-Chi Tsao	Chelsea Badeau	Mae Trieu
Sarah Schindler-Williams	Dani Laws	Kaitlin Kertsman

Quick Recap

The 2024-2025 budget was presented, including the management of grants and funds and the allocation of funds for various school activities and events. The importance of community fundraising to support academic programming and activities was emphasized. The team also discussed their fundraising progress and goals.

Minutes

Stacy Koilor, Vice President, welcomed everyone and gave a quick introduction of the budget process. The Board has met with the administration, teachers and students gathering information. They discussed what the budget would look like, focusing on deficits and what was needed to expand students' experiences. The school budget is limited so the funds are needed to support the extracurricular activities and the building.

Ya-Chi, Treasurer, explained that this year the structure returned to pre-covid era. Last year, revenue was \$128,000 with expenses of \$286,000. Expenses were very high due to the sponsorship of the computer classroom refresh and the auditorium curtain purchase.

The school year ended with a balance of \$178,000. This year, the revenue target through fundraising is \$140,000. Total expenses are expected to be about \$200,000.

A CPA was hired to set-up Quickbooks, and other admin-related costs like in-person HSA meetings, and minimal bank fees. The communication expense includes software (zoom, constant contact, better world, slack) at about \$7,000 which is 3% of total spending.

Grants are used to support many things the school district does not support; HSA supports student activities. Coach grants help get equipment.

Department grants help teachers get proper materials, subscriptions, accounts, etc. Reimbursement structure. Direct support to teachers and students.

Scholarships: \$400 to 5 students who provide outstanding service to the Masterman community.

Committee Initiatives:

- Outreach budgeted at \$8700
- DEI we would like to have events and activities, \$2K to support that
- Middle school and high school have a smaller budget
- Orientation and summer program: orientation later in year, summer already done
- Social Standing committee: \$9K is appreciation lunch and holiday party
- Parent social, would like to bring back pot-luck
- Graduations for 8th and 12th grades
- No budget for technology

Rooftop and Open spaces (merged 2 categories into one to cover whole building):

Rooftop is a restricted account – needs to be exactly balanced because a specific fundraiser was previously held for the rooftop. Some plans in the works to beautify and improve rooftop space. Last year almost \$11K was spent on the rooftop to purchase sports equipment and furniture.

Building and ground: plants, etc to tidy up the environment in building.

Direct support category:

- Student Activities, \$0 because this section overlaps the grant section.
- Security guard OT: budgeted because we want a guard here for after school activities.
- Need to partner with administration to make it happen
- Extracurricular activities: not needed this year because the school district includes it in their budget
 - Compensates teachers for overtime worked to run before and after school clubs
 - Same number of hours as last year
 - Supportive to add funds, but requires alignment with admin and building committee
- Added budget for Food for student performers before concerts
- Separated dance budget (HS winter formal, MS dances)
- Library: database subscriptions all through HSA budget
- Young Playwrights is a yearly activity
- Musical will cover director and choreographer fees
- Science consumable—same need, expensive
- MS & HS SGAs—HS already submitted budget proposal
- School project—zeroed out because we want them to have a specific line item; if categories are not present we can amend line items. Doesn't mean we won't do the project, just recording it in the correct line.
- Special Project (Principal): Principal Laurie has a long list, he will decide how to prioritize. Proposing \$10K, last year's \$35K was all towards computer purchase
- Playworks no longer need


Next Steps:

- Post on HSA website for 7 days to collect questions/feedback/concerns via email
- Admon meeting to review budget
- Board will vote in one week to approve, taking into account any feedback received

Questions/Comments:

- Which grade is participating in Take the Lead (ballroom dance), historically for the Junior class during gym but with changes to schedule last year juniors didn't have gym.
 - Anne: Will look into the answer of Take the Lead– this was a number held over and not contradicted by admin
 - Take the Lead had a price increase and last year's budget number represents two school year invoices (\$3K each year)
- Is there a budget for PD day treats?
 - Included, need to adjust line description to include all - Staff Appreciation
 - Raise from \$8K to \$10K
- Off to a great start to fundraising. With matching, already raised \$25K of the \$55K goal
- Selling MM logo on patio on Friday at half day dismissal
- Happy Hour: 10/10 at Craft Hall, promoting Annual Fund; \$10 at door for extended happy hour pricing

Meeting adjourned at 8:15pm

Respectfully submitted,

Kaitlin Kertsman

MHSA Recording Secretary , Interim