

Notes from...

**The Home and School Association Officer Training
Saturday, October 13, 2012**

Membership page now gives you a link to the signature page as we go. I can also add an automatic email to the person with the signature page attached. What email should I send it to?

Introductions: Rosemarie, Jay, Angela, Milli, Pauline, Christine, Eileen Gargano, Rose Lentz

HSA Officer's introduce themselves

Ice breaker Candy Game

New Home and Schools to be installed. None that are here.

Jeffrey Dickerson - Starting a Home and School

- **Voting! Nomination form and elections**
- **Making it legal! Without it being legal it typically becomes part of the school**
- **Whole board decides on things**

Special Ed

Millie Cappetti

- **Keep track of money in and money out**
- **The bank has not given up checks? Millie will go with them**
- **No family members can be two signers on the account (3 on the bank. 2 on the check)**
- **To whom does the treasurer's report go? EB gets a detailed report and the membership gets something general. Principals is still debated.**
- **No monthly fees because we are a nonprofit! Not allowed to have any debit cards for the account**

Rosemarie Hatcher

- **President and VP are really the same role. You have to know everything in the organization. VP takes over in case the Pres is not there.**
- **EB must meet once per month**
- **Sign off on the treasurer's report**
- **Preside over all meetings**
- **Cannot make any ultimate decision along. You have no vote.**
- **Keep a list of all paid members. Only people who have paid dues are considered voting members?**
- **All team members must be on the same page and informed.**
- **Ask before doing a fundraising**
- **How to get high school parents out to meetings? Principals are being trained on phonelink. email, web, time of day.**
- **Conducting a meeting: Elect a timekeeper. follow an agenda. You may appoint a chairpeople to different committee.**
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Jay Cohen

- See Notes

Angela

- See Facilities email
- What is considered hazardous? Dunking is out. Moonbounce is in. District will offer an official opinion
- Email John Kent jkent@philasd.org with questions about specific school activity questions
- How do you pay for the building?
- Talk about sign-in sheets... Unless someone is discussing Title I, you can't say Title 1 on the sign-in sheet.

You should only have one account.

You must earmark special funds for special projects but in the same account.

Monday is an SRC main auditorium