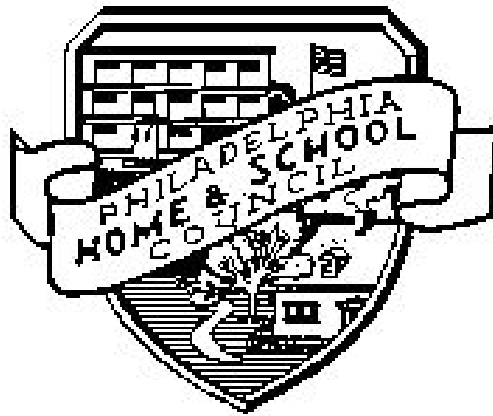


Philadelphia Home and School Council

Home and School Basics



Parents For Parents For Students

Serving All The Public School Children of Philadelphia

Philadelphia Home and School Council

**This Training Module is the property of
your Home and School Association.**

**It is to be kept in the Home and School
Association Files, so new or incoming Officers
can read it and refer to it.**

**HOME AND SCHOOL ASSOCIATION
OFFICERS ONLY!**

Philadelphia Home and School Council

Home and School Basics

1. All Home and School Officers **must be** a parent or legal guardian (with documentation) of a current student attending that school.
2. Dues paying Home and School Association (HSA) Members can be parents or legal guardians, staff, community members, etc., **but** only parents and legal guardians have voting privileges.
3. Officers must be elected by the Parent Body. Elections are run by the HSA, unless, there is not currently a legal HSA, in which case the Philadelphia Home and School Council (PHSC) will come in, and run the election. *HSA Membership money cannot be collected until HSA Officers are properly in place.*
4. Treasurers cannot be employees of the School District of Philadelphia (SDP). This is a SDP Policy, as well as a PHSC Policy. Your HSA **must** have a Checking Account. There must be two (2) signers on all HSA checks (three (3) signers names on file at the bank), **and debit and credit cards are absolutely never permitted.** The signers on checks or signatures on file at the bank – **MUST NOT BE RELATED OR A FAMILY MEMBER!**
5. HSA must have at least three (3) Officers, including a Treasurer, to be a legitimate HSA Executive Board. The President does not vote, except in case a tie-breaker is necessary. If a vacancy occurs during a term, it can be filled through an appointment by the President, as approved by the Executive Board.
6. The HSA Executive Board is made up of its' Officers and any Members in the Association **only.**
7. HSA Elections should be held every two (2) years, and should be held in the spring. Eligible parents must have a child in the school for at least one (1) full year of the term to be served.
8. All HSA's **must** pay their One Hundred Fifty Dollars (\$150.00) dues to PHSC, in order to be covered by insurance for all fundraisers, activities, and events. This is an SDP Policy, and also a PHSC Policy. Any HSA found holding any fundraisers, activities and events while uninsured can or will be shut down. They will not be covered by SDP Insurance.
9. The only fundraiser that HSA can hold before their dues are paid is

the HSA Membership Drive. This will assist in paying the HSAs' dues in order to be covered by insurance.

10. HSA's are entitled to 30 hours per year for use of the school building without cost. You *must* fill out the Use of Facilities Form. This can be used for Meetings, Dances, Family Nights, Fundraising, Workshops, etc. The Principal can only deny the use for a legitimate reason, which they must share with the HSA. The Principal is not required, but is encouraged to attend.
11. HSA should hold open General Membership Meetings **monthly**. Meeting dates, times, agendas, etc. are decided on, and scheduled by the current Executive Board. PHSC recommends varying times to accommodate families' different schedules.
12. The HSA Meetings are for the parents, by the parents, and it is the Presidents' and Officers' responsibility to run the meetings. The Principal is invited to attend, and to be on the agenda to share information. However, they may be asked to leave the room during the HSA Meeting, if the Executive Board or parents feel that it is necessary to discuss certain issues or concerns.
13. Fundraising should be done through the HSA as much as possible. However, due to budget restraints, when school staff runs fundraisers, they should coordinate with their HSA (and vice-versa) in order to not overburden families, or hurt each others sales.
14. All fundraisers must have a purpose, whether they are run by the HSA or the school, and families have the right to know what the money is used for. SDP Policy states that full disclosure of money raised must be made within five (5) days of the close of sales. The overall focus of HSA spending must be to benefit the students.
15. All fundraisers, activities, and events run by the HSA are scheduled and planned by the HSA, and are subject to cancellation or change at the discretion of the Executive Board. The HSA must coordinate their schedule with the Principal.
16. HSA Faculty Representative it is advisable that the Principal request one to the HSA; this representative shall be elected by the faculty with time provided by the Principal, for this representative to attend Executive Board Meetings and General Membership Meetings. This elected Faculty Representative must be able to work with the HSA's Executive Board, or another election can be requested.
17. HSA Executive Boards must give a monthly Treasurer's Report to the parents at meetings, and must provide a copy to their Principal and PHSC Region Representative as well.

18. HSA may use the school's Tax Exempt Number, when making purchases for the school.
19. HSA purchases are at the discretion of the HSA. There are no required purchases that they have to provide for the school, and Principals and Staff cannot tell them how to spend their money. We recommend the use of *Staff Request for Funding Forms* in order to take suggestions and ideas of what may be needed from Principals and Staff Members. Be sure to discuss the request with the Principal, as they may have the funds to give.
20. Purchases for the HSA, made by the HSA, are the property of the HSA, *not* the Board Members. When the new Officers begin their term, they must be given possession of all of those items.
21. Although PHSC knows that space is practically non-existent, PHSC encourages schools to provide some kind of space for your HSA. Preferably a space with a lock, that is not accessible to many other people, for security purposes.
22. All HSA Mail is to be opened **only** by the HSA Officers. A mailbox or basket should be provided for them in the Main Office.
23. HSA Officers are required to be involved in the Budget Process, and as elected Parent Representatives, should be included in the School Improvement Plan, Parent Involvement Policy, Title I Audits, etc. PHSC provides Budget Trainings through the SDP Budget Department to allow parents to play a more effective role. Any documents to be signed by HSA Officer or parent must be given to them with time to read, and present to the HSA before they sign. They are acting as Parent Representatives in the same way a Building Representative is representing the Staff Members. The Parent Representative decisions need to reflect the opinions and input of their members within the HSA – *not* their personal opinion.
24. If there is a School Advisory Council (SAC) at your school, the President of the HSA has an automatic seat on the SAC. All other members are elected to the SAC.
25. Your HSA will choose the Parent Representative to participate on the Site Selection Committee. The HSA should also choose an alternate, in case the Parent Representative is unable to attend an interview or meeting.
26. When sending out information regarding Parent Volunteers, it is important to make the HSA aware, particularly when the HSA is included in the paper work.

27. HSA Officers must have the Principal's approval when sending out information to parents', however it is coming from the HSA, and is not to be re-written by the Principal or Staff. A Principal cannot stop information from being sent out without a legitimate reason.
28. The Principal cannot confiscate or audit HSA Financial Books. If there are questions of wrong doing, please contact PHSC.
29. PHSC will facilitate several Officer Training Workshops, as well as other Parent Trainings, and we encourage all HSA's to attend, especially the Treasurers.
30. With the Office Staff's assistance, HSA can, and should make use of Parent Link for meeting, activity and fundraiser announcements.
31. PHSC Representatives hold Monthly Learning Network HSA President's Meetings. All HSA are encouraged to send at least one (1) Officer or Parent to represent their school and obtain information. The Learning Network Superintendent will usually attend. Important information is distributed for the parents and schools, along with Guest Speakers, and it is a good way for HSA's to share ideas with other volunteers. Remember – all information *must* be taken back to the President and shared with members at the HSA Monthly Meeting.
32. HSA Officers should be invited to attend and speak at some of the school's Staff Development Days. It is an important way to keep your staff informed and connected with your Parent Leaders. Staff should be encouraged to join your HSA and support their efforts.
33. The most important thing a Principal can do to assist their HSA, and vice-versa, is to develop a professional working relationship with the Officers. Communication is Key, and it is important to realize that your major goals are the same, with the best interest of the children coming first. Active parents can be important partners to the school administration, and can effect positive change. An effective HSA supports the students, assists the administration and staff, and empowers the parents of their school; and, in doing so, strengthens your school's community.

*Philadelphia Home and School Council is here to guide and assist your HSA. PHSC is also here to assist the Principals, Staff, Regional Office, and SDP when issues or problems arise. Please feel free to contact us at any time. Thank you for supporting your Home and School Association!

Each Region Representative will hold a monthly Region Meeting for Presidents of the HSA's.

Please be advised that this meeting is **mandatory**, if you are unable to attend you must send a designee to be in attendance who will take back the information to you. All information given, distributed and discussed is very vital to your Home and School Association, School, Parents and Students.

Your entire Executive Board Members can attend this meeting. PHSC Representatives will respond to all questions and concerns at these meetings.

All information given, distributed and discussed is very vital to your Home and School Association, School, Parents and Students.

You must bring or send copies of the following:

1. Date of Election of your Home and School Officers along with date of Installation
2. All Home and School Officers' name, address, phone and e-mail address
3. A copy of your Home and School Constitution and By-Laws
4. Your yearly budget which includes your Operating Budget, what you are fundraising for and it is designated for.
5. Monthly Meeting Agenda
6. Minutes of your meetings held (General Membership and Executive Board)
7. Sign-In Sheet (General Membership and Executive Board)
8. Monthly Financial Statement or Treasurer's Report
9. Monthly Bank Statement (Given to the PHSC Rep **ONLY!**)

If the above copies are not available, you must pony them to Philadelphia Home and School Council, Education Center, Room 115 – attention of your Region Representative, or bring them to the next President's Meeting.

**** We will do our best to assist you with an issue that may arise; however, please remember that we are all volunteers, and we volunteer at our children's schools, as well as addressing the entire Academic Division/Region. Thank you for your cooperation, and have a great school year!**

