The Home and School Board met on Saturday, February 9, 2019 to review and discuss the following items:

**Budget** - Due to the significant increase in income from Purse Bingo, the expenses and income needed to be reviewed and revise the budget accordingly.

The Board voted to reimburse Post Prom for the Purse Bingo Expenses.

<table>
<thead>
<tr>
<th>Overall expenses identified</th>
<th>Original</th>
<th>New amount/Newly added</th>
</tr>
</thead>
<tbody>
<tr>
<td>Back to school breakfast</td>
<td>$200</td>
<td>$200</td>
</tr>
<tr>
<td>Helping Hands</td>
<td>$1,500</td>
<td>$1,000</td>
</tr>
<tr>
<td>Scholarship Fund</td>
<td>$500</td>
<td>$1,000</td>
</tr>
<tr>
<td>Holocaust</td>
<td>$122</td>
<td>$200</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$150</td>
<td>$150– ($50 mailing fees &amp; postage; $100 Office supplies)</td>
</tr>
<tr>
<td>Tax Preparation Fees</td>
<td></td>
<td>$50</td>
</tr>
<tr>
<td>Teacher Grants</td>
<td></td>
<td>$200</td>
</tr>
<tr>
<td>Spring Staff Luncheon</td>
<td></td>
<td>$500</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>$2,472</strong></td>
<td><strong>$3,300</strong></td>
</tr>
</tbody>
</table>

The officers voted to donate $200 to the FCS for the Living Arts.

The Officers voted to make a donation to the following:

- Post Prom: $1,000
- Student Environment Fund: $2,500
- **Total**: $3,500

**Income**

- Spirit Wear: $250
- Purse Bingo: $6,000
- Donations: $100
- Test Prep: $250
- Amazon: $10
- Chick Fil A: $300
- **Total**: $6,910

** A flow through amount of $1,800 is collected from a combination of money, gift cards and donations for the staff luncheon.**
By-laws – The original by-laws needed to be updated. The by-laws were reviewed and revised. The new By-Laws must be displayed for 30 calendar days in order to be reviewed and adopted by vote.

The following items were updated, changed or added to the By-laws.

A. **Article I; Name & Purpose; Section 1.04** - Change from "Downingtown High School West Home & School Association" to "Downingtown West Home & School Association".

B. **Article II; Section 2.01 (a)** - Establishment of the alternate position through majority vote by the current standing officers.

C. **Article II; Officers and their Election; Offices and Terms, Section 2.01 (a)** - add in "alternate position".

D. **Article III; Duties of Officer; Vice President** - Add in (e) Shall assist the Treasurer in the recording with the documentation of financial transaction and communication to the board and chairpersons.

E. **Article III; Duties of the Officers; Section 3.03ii** - change from "in the school newsletter and web site" to "on the Downingtown West Home & School web page, if applicable".

F. **Article III; Duties of the Officers; Section 3.06** - Add (b) Length of term detailed at establishment of position.

G. **Article VII; Membership; Section 7.01** - Change to: Anyone who currently has a child attending Downingtown High School West or in the Downingtown Area School District assigned Cyber School affiliated with Downingtown High School West is a member of the Association.

H. **Article VIII; Finance; Section 8.02** - Change from "all financial accounts shall be in the name of both the treasurer and the president, requiring both signatures if total over XXXX" to "All financial accounts shall be in the name of both the treasurer and the president or the vice president requiring both signatures if total is over $500".

I. **Article IX. By-laws** was changed to Article X; Section 10.01 - Add in "or by the Executive Board if no committee is able to be formed".

J. **Article IX. Downingtown West Home and School Drug and Alcohol Education Prevention Program (DWHSDAEPP)**  
   **Section 9.01** DWHSDAEPP exists under the 501 c3 umbrella of Downingtown West Home & School.  
   (a) Charitable status (501 c3) shall be maintained at all times  
   (b) DWHSA and DWHSDAEPP will share a treasurer until or if the two above named entities split  
   (c) Treasurer will maintain 2 separate bank accounts at all times  
   (d) Treasurer will file all tax forms as needed as described in Treasurer duties in Section 3.04(a)i.

   **Section 9.02** DWHSDAEPP Chair will follow the below processes:  
   (a) DWHSDAEPP runs under a separate budget and bank account where funds are generated by applying for the PA State Grant, separate from DWHSA fundraising, and donations.  
   (b) DWHSDAEPP Chair has been extended the power to sign all needed contracts for the Spring event as long as contracts stay within the total budget.  
   a. If contracts exceed the DWHSDAEPP budget, the Chair will consult with the DWHSA Board.  
   (c) DWHSDAEPP Chair will attend DWHSA meetings with updates on contracts, monies needed and progress as appropriate.

The Executive Board unanimously voted to initiate Pia DiSanto as the “alternate position” and name the position as the Joint Home and School Representative, according to Article II; Section 2.01.