

Bridge Valley Elementary, Home and School Association

General Membership Meeting Minutes

[04/10/2025], [6:30PM], BVE Library and Microsoft Teams

In Attendance:

HSA BOARD Members: Morgan W; Max N; Stacey P; Carrie M

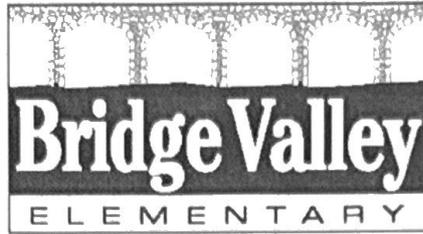
General Members: (First name, last initial only): Kaavya A; Michelle S; Scott S

Agenda:

1. Call to Order and Welcome, President or Assistant President
2. Vote on revised bylaws, President or Assistant President
 - a. Passed by unanimous vote.
3. Principal Report, Stacey Pedersen
 - a. Attached.
- ~~4. Treasurer Report, Treasurer - Postponed due to tax season~~
5. Recap & Highlights of Events Held:
 - a. Bingo Night
 - i. Went well, high attendance. Numbers to follow.
 - b. Dine and Donates
 - i. Lovebird just over \$200 earned for BVE HSA.
 - c. Diversity Day
 - i. Recap of event, good number of tables 3-5 mins per station
 - d. Sweetheart Dance
 - i. Nearly break even
 - e. Staff Appreciation Lunch
 - i. Hot vs cold discussed for staff sticking around.
 - f. Bookfair
 - i. Unsure on numbers yet since it was this last week.
6. Upcoming Events & Community Engagement
 - a. Committee Updates, Various HSA Members
 - i. 20th Birthday Committee
 1. Hosting planning committee shortly after this meeting.
 - ii. Movie under the stars is cancelled this year
 - iii. Celebrity Scoop
 1. Plans coming together.
7. Open Floor to Questions, Comments

Attached: *Revised Bylaws*

Adjourned, [6:41pm]



Home and School General Membership Meeting Classroom Reports
April 10, 2025

Kindergarten	<ul style="list-style-type: none"> ❖ Math: Learning about sorting ❖ Science: Topic: Plants – we are growing radishes. Great discussions about what plants and living things need ❖ Reading: All about Eric Carle
1 st Grade	<ul style="list-style-type: none"> ❖ Thank you, Home and School, for the wonderful lunch during conferences...your thoughtfulness and planning made it amazing! ❖ We have started to practice for our play, <i>Rumpus in the Rainforest</i>. ❖ We are getting excited for our field trip in May to the Elmwood Park Zoo.
2 nd Grade	<ul style="list-style-type: none"> ❖ Thank the Home & School for a fabulous and delicious luncheon during conferences. It was so greatly appreciated! ❖ We are working on measurement and graphing in Math. ❖ We are learning about Sound in Science and preparing to begin Geography in Social Studies.
3 rd Grade	<ul style="list-style-type: none"> ❖ We are looking forward to our embryology program. Thank you, H&S! ❖ Market Day is always a popular event in third grade! Students create products to sell to their classmates and family. Money collected will be donated to a charity of the grade level's choice. ❖ We wrapped up our historical fiction unit. Our next genre is opinion writing.
4 th Grade	<p>We are:</p> <ul style="list-style-type: none"> ❖ writing opinion pieces ❖ learning about area and perimeter ❖ learning about electricity
5 th Grade	<ul style="list-style-type: none"> ❖ We are working on Geometry and Ratios in Math. ❖ We are preparing for the upcoming PSSAs. ❖ We are excited about our fieldtrip to the Museum of the American Revolution and Historic Philadelphia next month as we learn about the American Revolution.
6 th Grade	<ul style="list-style-type: none"> ❖ A big THANK YOU for the wonderful luncheon and the beautiful video created for teacher appreciation. ❖ The HSA recently approved the purchase of a new sound board for the studio, and it's already installed, up and running! A huge thank you for approving this purchase to benefit the students. ❖ 6th grade is looking forward to our trip to Peace Valley in May.
Specialists and around Bridge Valley!	<p>Library</p> <ul style="list-style-type: none"> ❖ Thank for the books written in other languages. We now have books written in Spanish, Uzbek, Ukrainian and Russian in our library! <p>ELD</p>

- ❖ Thank you so much for the books in other languages that we wrote a grant for. They are now in the library, ready to be checked out, thanks to you!
- ❖ ELD students are continuing to work on their English proficiency skills.
- ❖ We loved going to the Bookfair and making ELD classroom wishes on books we love.



The BOGO Book Fair is always an exciting week at Bridge Valley!

**HOME & SCHOOL ASSOCIATION BY-LAWS
BRIDGE VALLEY ELEMENTARY
Furlong, Pennsylvania 18925**

ARTICLE I. ORGANIZATION NAME & OFFICES

The name of this organization shall be Bridge Valley Elementary Home & School Association (HSA). The principal office of the HSA shall be located at 2280 Sugar Bottom Road, Furlong, Pennsylvania 18925.

ARTICLE II. OBJECTIVES AND GUIDING POLICIES

Section 2.1. As stated in the Central Bucks School District Policy 915.1, the purpose of the Home and School shall be to foster communication among parents/guardians, teachers, and administrators, and to build support for the educational and social development of students.

Section 2.2. The HSA shall be non-commercial, non-sectarian, and non-partisan; no part of the activities of the HSA shall consist of carrying out propaganda, or otherwise attempting to influence legislation, or participating or intervening in any political campaign on behalf of any candidate for public office.

Section 2.3. The HSA is organized exclusively for charitable purposes. In furtherance of said purpose, to exercise any and all other acts such as are permitted to an association organized exclusively for charitable purposes within the meaning of Section 501 (C)(3) of the 1954 Internal Revenue Code (or the corresponding provisions of future laws). The purposes of the HSA are exclusively for charitable purposes. In pursuing such purposes, the HSA shall not act so as to impair its eligibility for exemption under Section 501 (C)(3) of the Internal Revenue Code of 1986, as amended.

Section 2.4. Fundraising activities will be held in accordance with District policies. No part of the net earnings of the HSA shall benefit any member or officer of the HSA. No HSA member shall benefit from any HSA fundraiser.

Section 2.5. The HSA shall not seek to direct the administrative activities of the school or to control its policies.

Section 2.6. In accordance with district administrative guidelines, written communication from the home and school association to any parent, students, and/or staff requires prior approval from the school principal/assistant principal.

ARTICLE III. MEMBERSHIP

All parents or guardians of children enrolled at Bridge Valley Elementary School (BVE) and all administrators and staff members of Bridge Valley Elementary School are members of the HSA. All members shall be eligible to vote at the general meetings.

ARTICLE IV. EXECUTIVE BOARD

Section 4.1. The Executive Board of the HSA shall be composed of the Principal, the Assistant Principal, a staff representative, and seven elected officers: a President, Vice President I and II, Treasurer and Assistant Treasurer, Secretary and Lead Team Classroom Coordinator.

Section 4.2. Except for the Principal and the Assistant Principal, each term of office shall be for two years. An officer can hold office for a maximum of two consecutive terms. An exception is made if there is no candidate for a particular office, then the standing officer may continue for an additional term. In that case, the officer can serve no longer than six years in that office. There may not be more than 1 officer per family household.

Section 4.3. In the event of a vacancy on the Executive Board between elections, the vacancy shall be filled by appointment by the Executive Board for the duration of that office's natural term.

Section 4.4. Duties of the officers:

1. The Staff Representative shall:
 - a. Act as the delegate for the faculty and staff of Bridge Valley Elementary
 - b. Promote volunteerism and the activities of the HSA to the faculty and staff of Bridge Valley Elementary.
 - c. Compile Principal's Report for General Membership meeting.
 - d. Other duties as may be delegated to that office.
2. The President shall:
 - a. Have the responsibilities and authority, with the right of delegation, for overseeing the operations of the HSA.
 - b. Be the official liaison and spokespersons between the HSA and any other body, including the Central Bucks School district and school officials, and shall have the right to delegate this authority when warranted.
 - c. Preside at General Membership and Executive Board meetings.
 - d. Oversee the by-laws and execute the policies and procedures laid out by the by-laws
 - e. Appoint heads of all committees, subject to Executive Board approval.
 - f. Be an ex-officio member of all committees.
 - g. Other duties as may be delegated to that office.
3. Vice Presidents I and II shall:
 - a. Preside in the absence of the President as co-Presidents;
 - b. Assist the President as necessary.
 - c. Together with the other Vice President, oversee all chair-persons of all committees.
 - d. Other duties as may be delegated to that office.
4. The Treasurer shall:
 - a. Maintain financial records of the receipts and expenditures in such a manner that it may be audited at the end of each fiscal year.
 - b. Pay out funds as authorized by the Executive Board as stated in the approved budget.

- c. Prepare a monthly report to the Home & School along with an annual report.
 - d. Have available at each HSA meeting the checkbook and expense and revenue detail by committee.
 - e. Reconcile bank statements monthly and provide a copy of both on a monthly basis to the Principal.
 - f. The outgoing and incoming Treasurers, along with the Vice Presidents & Assistant Treasurer, shall work together over the summer until the year's books can be closed in preparation for the start of the new school year in September.
 - g. Prepare and file tax forms as necessary.
 - h. Adhere to School District policies on money management.
 - i. Other duties as may be delegated to that office.
5. The Assistant Treasurer shall:
- a. Receive all monies of the HSA in such a manner that it may be audited at the end of each fiscal year.
 - b. Make deposits of all funds into the appropriate financial institution as directed by the Executive Board.
 - c. Support the Treasurer as needed.
 - d. Other duties as may be delegated to that office.
6. The Secretary shall:
- a. Record and distribute accurate minutes of general meetings in a timely manner.
 - b. Share a copy of general membership meeting minutes with school to be posted on HSA page of Bridge Valley website.
 - c. Take roll at general membership meetings.
 - d. Be responsible for HSA correspondence as needed in coordination with BVE office.
 - e. Record and archive executive board meeting minutes.
 - f. Other duties as may be delegated to that office.
7. Lead Team Classroom Coordinator shall:
- a. Oversee and Act as the Chair of the Classroom Coordinator Committee
 - b. Be the official liaison and spokesperson between the Classroom Coordinator Committee and the HSA
 - c. Other duties as may be delegated to that office.

Section 4.5. The Executive Board shall set the dates of the general meetings, propose the annual budget for presentation at the first general membership meeting of the fiscal year, compile the calendar of events and activities, and transact the business of the HSA as necessary between the general meetings.

Section 4.6. Meetings of the Executive Board shall occur as needed, but no less than two times per year. The school Principal or Assistant Principal shall be present at all Executive Board meetings.

Section 4.7. Membership on the Executive Board will be terminated by resignation, moving out of the school's attendance district, expiration of term of office, or dismissal by a majority of the Executive Board.

Section 4.8. Each Executive Board member shall have one vote to cast on motions brought before the Board.

Section 4.9. More than half of the Executive Board shall constitute a quorum for the transaction of business at any meeting of the Executive Board. Officers shall be deemed to be present at a meeting if by means of telephone or similar communications all persons participating in the meeting can hear each other.

ARTICLE V. COMMITTEES

Section 5.1. Committees shall be determined by the Executive Board as deemed necessary to carry out the work of the HSA. The exception to this is the existence of one standing committee: the Classroom Coordinators Committee, chaired by the Lead Team Classroom Coordinator.

A. See Appendix Section 1: The Classroom Coordinators Committee

Section 5.2. The chairperson of the various committees and activities shall be appointed by the Executive Board with the exception of the Lead Team Classroom Coordinator which is both a chairperson and an officer of the board. Chairpersons are to serve for a term of one year. Chairpersons may select a co-chairperson to assist them in executing their activities.

Section 5.3. If requested by an Executive Board Officer, a chairperson shall report on their committee's progress prior to the next scheduled Executive Board meeting. Chairpersons shall make every effort to attend general membership meetings and be able to report on their committees' activities if needed.

Section 5.4. Chairpersons are responsible for operating within the budgeted amount as approved by the Executive Board Officers. No vendor contract may be signed by committee chairpersons without the prior review and approval of the Treasurer or Principal.

Section 5.5. Committees shall provide receipts and request for reimbursement form to the Treasurer within 30 days of incurring the expense. Treasurer will provide reimbursement as requested within approved budgeted amounts within two weeks of receipt of the request. Reimbursement requests received without proper documentation and receipts will not be reimbursed. Reimbursement requests that exceed budgeted amounts will only be reimbursed up to budgeted amounts unless Executive Board Officers approve payment of the excess amount by majority vote at the next scheduled Executive Board Meeting.

ARTICLE VI. NOMINATIONS AND ELECTIONS

Section 6.1. Elections should follow this schedule, within reason: Nominations for Office(s) are accepted by the sitting Executive Board in March; Elections are held at the next regularly scheduled General Meeting following Nominations; New Officers Installation will be at the final General Meeting or the next regularly scheduled General meeting following the Election. In the case that a special meeting must be called to perform nominations or elections, procedures laid out in section 8.3 must be followed.

Section 6.2. Nominations for Office shall be accepted by the sitting Executive Board in March. General Members and sitting Executive Board Members may make nominations, provided that the person nominated consents and, the majority of the sitting Executive Board Officers concur with the nomination in a closed vote. The Principal may make a veto decision over any nomination. Nominations will be presented to the General Membership at least 10 calendar days prior to Elections. Nominations will be presented to the General Membership for review through multiple channels: an email from the Principal, published on the HSA website, and, if timing is appropriate, any newsletter the Bridge Valley Elementary or the HSA publishes.

- A. To be considered for the President's position, an individual must have previously served a minimum of one term as an HSA Executive Board Officer position within the previous six years. The President is a 1 year term.
- B. To be considered for the Lead Team Classroom Coordinator position, an individual must have previously served a minimum of one term as a TC within the previous six years.
- C. The office of Staff Representative is exempt from Elections and shall be appointed by the Principal with the agreement of the majority of the Executive Board.

Section 6.3. Elections will be held at the next scheduled General Meeting following Nominations. Voting shall be by voice vote unless more than one person is nominated for the office. Then voting for that office shall be conducted by secret written ballot. Anyone who wishes to vote must cast their vote in person at the election meeting or within the 3 preceding days at the Administrative Office of BVE.

Section 6.4. Installation of new Officers will occur at the next scheduled General Meeting following Elections.

Section 6.5. In an attempt to balance the vacancies on the Executive Board, elections will be staggered. Elections will occur as follows:

- For the positions in 2026, 2028, and successive even number election years:
 - o Vice President I
 - o Treasurer
 - o Secretary
- For the positions in 2025, 2027, and successive odd number election years:
 - o President
 - o Vice President II
 - o Assistant Treasurer
 - o Lead Team Classroom Coordinator

ARTICLE VII. MEETINGS

Section 7.1. The HSA will meet as needed, but no less than four times per year. The dates, chosen by the Executive Board shall be published on the Bridge Valley website. At least one week's notice must be given for a change of meeting date. Meetings will be held at Bridge Valley Elementary School or virtually on a district approved conferencing platform.

Section 7.2. The Executive Board shall meet as cited in Section 5.6.

Section 7.3. Special purpose general membership meetings may be called by the Executive Board or by the petition of ten members of the HSA. Such meetings are to be publicized to all members with at least one week's notice.

Section 7.4. A quorum at any meeting shall consist of four members of the Executive Board and at least one general member (non-administrative or non-faculty member) of the HSA.

ARTICLE VIII. FINANCIAL OVERSIGHT AND ACCOUNTABILITY

The fiscal year of the HSA shall begin on July 1 and end on June 30 of the subsequent year. The books and records of the HSA shall be maintained on a cash basis.

Section 8.1. The Executive Board, by a majority vote of the full Executive Board, shall designate one or more banks or bank and trust companies as depositories for the safeguarding of HSA funds. Each depository shall be required to report monthly to the Treasurer on the status of funds, in the manner required by law. Each designated depository shall furnish proper security (e.g. collateral statements) for deposits in the amount designated by the Executive Board and in accordance with law.

Section 8.2. Each Committee must be recognized and budgeted by the HSA before funds can be collected or disbursed in the name of the Committee. All funds collected by a committee shall be deposited in a bank account designated by the Executive Board. No HSA Committee is permitted to establish an account separate from the HSA bank accounts. Funds collected shall be turned in to the Assistant Treasurer or committee chairperson and shall be safeguarded until deposited as soon as possible.

Section 8.3. The use of MyPaymentsPlus (MPP), the HSA's Square device or other district approved service shall be the primary methods of collecting funds.

Section 8.4. When counting cash that exceeds \$250, cash must be counted by two persons. Each person must sign a cash transmittal form to be turned over to the Administrative Office for the Assistant Treasurer to deposit.

Section 8.5. All requests for expenditure over \$500 that are not already in the budget must be presented to the Executive Board for review and approval.

Section 8.6. At meetings of the Executive Board, any individual item acted on may have a limit of \$500.00 (five hundred dollars). Items costing more than \$500.00 (five hundred dollars) must be acted on by the general membership.

Section 8.7. Receipts must be given to the Treasurer for disbursement of funds or reimbursement of funds. Receipts must be accompanied by a reimbursement form and given to the Treasurer. Due to the tax exempt status of the HSA, sales tax cannot be paid or reimbursed.

Section 8.8. All financial records, ledgers, canceled checks, receipts, and check registers are the property of the HSA Executive Board Officers and are to be remitted to the newly elected officers within 14 days of the start of the new fiscal year.

Section 8.9. The Home & School may choose to hire, at their expense, a professional accountant to conduct a review of the financial records on an as-needed basis. This review must be voted on and approved by a majority vote of the General Membership.

Section 8.10. All checks must be signed by two people. Those two people may be one of the Principal or Vice Principal, and one Executive Board Member.

Section 8.11. The monthly bank statement shall be mailed to the Treasurer. The Assistant Treasurer shall have charge of deposits, and the Treasurer shall reconcile and house the monthly bank statement. Any discrepancies must be reported to the Executive Board at its next scheduled meeting, and an audit may be conducted in accordance with Section 8.4.

Section 8.12. Upon dissolution of the HSA, all monies will be split between the Student Activity Fund to be used to enrich educational programs and the Library for the purchase of new books.

ARTICLE IX. PARLIAMENTARY AUTHORITY

The rules contained in Roberts' Rules of Order, Revised shall govern the proceedings of the HSA in all cases where they are applicable and not inconsistent with these Bylaws. The voting will be decided by simple majority.

ARTICLE: X. AMENDMENTS TO THE BYLAWS

Section 10.1. By-laws shall be reviewed by the Executive Board Officers periodically and any necessary revisions made according to Article XI, Section 11.2.

Section 10.2. These by-laws may be amended by the Executive Board at any Executive Board Meeting, provided notice of any proposed amendment is given to the Executive Board Officers at least 10 calendar days prior to the meeting. A two-thirds majority vote of officers in attendance is required for the passage of any amendment. The amendment will be in effect after the adjournment of the voting meeting.

ARTICLE XI. DISSOLUTION

If, for any reason, the HSA shall be dissolved, all assets shall be distributed exclusively to charitable or educational organizations affiliated with the Central Bucks School District that qualify for exempt status under Section 501(C)(3) of the Code, as voted on by the general population of the HSA prior to dissolution. However, if the named recipient is not then in existence or no longer a qualified distributee, or unwilling or unable to accept the distribution, then the assets of this association shall be distributed to a fund, foundation, or corporation organized and operated exclusively for the purposes specified in Section 501 (C)(3) of the Internal Revenue Code of 1986 (or corresponding provisions of any future United States Internal Revenue Law).

Adopted this 10th of April 2025, by the Bridge Valley Elementary Home & School Association.

ATTESTED BY:

Ms. Carrie Maio
President

Ms. Morgan Wittenberg
Assistant President

Ms. Kristina Satterfield
Assistant Treasurer

Ms. Danielle Preston
Treasurer

Mr. Max Nichols
Secretary

Ms. Kate Tate
Staff Representative

Ms. Stacey Pedersen
Principal

Ms. Kate Deibert
Assistant Principal

[4/10/2025]

APPENDIX

Section 1. The Classroom Coordinators Committee:

There is one standing committee within the HSA, the Classroom Coordinators Committee. It is governed by the by-laws herein set forth but retains a unique structure.

1.1. The Purpose of the Classroom Coordinators Committee is to serve as the first line of communication between the parents and teachers of specific classrooms, and the events hosted by the Classroom Coordinators Committee and the HSA throughout the year.

1.2. All members of the Classroom Coordinator Committee must obtain and maintain their Clearances in accordance with the CBSD policy regarding volunteers found at www.cbsd.org/volunteers

1.3. Structure of the Classroom Coordinators Committee:

- As set forth in Section 5.2 of the by-laws, the Lead Team Classroom Coordinator shall be the Chairperson of the Classroom Coordinators Committee
- The Chairperson may appoint up to one Team Coordinators (TCs) per grade level to coordinate and execute the activities of the Committee.
 - The Chairperson may appoint themselves as a TC for one grade level and they may choose to appoint a co-TC for that grade level.
- Team Coordinators may also be Classroom Coordinators (CC) in the sole event that a CC does not volunteer.
- There will be no more than two CCs per teacher classroom, per grade.

1.4. Role of TC and Role of CC

- TC
 - Act as liaison for each grade level and their teachers.
 - Manage communications for and between the Lead Team Classroom Coordinator and grade level CCs.
 - Plan and host events of the Classroom Coordinators Committee as described in Appendix 1.6.
 - Other duties as may be delegated to that role by the Executive Board
- CC
 - Act as a liaison between the classroom parents/guardians and their grade level TC.
 - Communicate information to parents regarding school and class events
 - Help coordinate volunteers for school-wide events
 - Execute events as instructed by grade level TC or Lead Team Classroom Coordinator
 - Assist teacher with any other requests or needs they may have
 - Other duties as may be delegated to that role by the Executive Board

1.5. Selecting CCs

- Classroom coordinators must be selected at random from a group of consenting volunteers; this process will be managed by the Lead Team Classroom Coordinator and their appointed TCs; and overseen by an appointed TC.
- The term of a CC is set to one year.
- The Principal may veto a CC selection at any time.

- TCs and CCs will be terminated by resignation, moving out of the school's attendance district, expiration of term of office, or dismissal by a majority of the Executive Board after a direct violation of Appendix 1.3.

1.6. Financial Guidelines

- As a standing committee of the HSA, the Classroom Coordinators Committee is governed by Article V & VIII of these by-laws.