



Brooke Home & School Association

General Meeting Minutes

September 8, 2022

#	Description	Speaker
1	Call to Order at 7:34pm	Amanda McPhillips & Laura Coffey
2	Principal's Report <ul style="list-style-type: none"> - We are excited for another great year and are off and running! - Thanks for being here tonight, we appreciate a good turn-out at tonight's meeting and your support of all that H&S does for our students. 	Dr. Moyer
3	Teachers' Report <ul style="list-style-type: none"> - It has been a busy but fun start to the school year! - Teachers and staff were excited for the welcome-back breakfast from H&S during our inservice, it was much appreciated. - We look forward to Fall Fest. It's fun to be with the students during a fun event in a different venue! 	Mrs. Khoury
4	Co-Presidents Report <ul style="list-style-type: none"> - The executive board this year includes Co-Presidents Amanda McPhillips and Laura Coffey, Treasurer Lauren Lineman, Corresponding Secretary Amy Diegelman, and Recording Secretary Rachel Novosel-Popko. - Home and School plans many fun events for our Brooke community throughout the year. As a review, highlights from last year's events included: <ul style="list-style-type: none"> - Over 500 attendees at Fall Fest - Fun Holiday Shoppe in December - Basket Raffle- Our goal was to raise \$2500 and we raised over \$4900 - Color Run- Our goal was \$7000, and we raised over \$17,000 	Amanda McPhillips & Laura Coffey

	<ul style="list-style-type: none"> - Two successful book fairs - Spirit nights throughout the community - Teacher Appreciation events throughout the year for our Brooke teachers and staff <p>- For this upcoming school year, we have lots of fun events planned and welcome families to get involved.</p>	
5	<p>Recording Secretary’s Report</p> <ul style="list-style-type: none"> - My role is to coordinate and maintain agendas and minutes for all of our meetings. Please keep me posted if you have something you would like to add for a future meeting! - See the end of these minutes for attendance at today’s meeting. 	Rachel Novosel-Popko
6	<p>Corresponding Secretary’s Report</p> <ul style="list-style-type: none"> - This role includes managing communication tools to share important information and keep everyone connected. <ul style="list-style-type: none"> - Ex. keeping our website updated, creating and sending out the Brooke Buzz (our Bi-monthly newsletter), Instagram account - Please keep signing up for A-Z Connect. It’s the best way to receive communications directly from H&S as well as access our Family Directory. 	Amanda McPhillips for Amy Diegelman
7	<p>Treasurer’s Report</p> <ul style="list-style-type: none"> - If you chair an event, please submit expenses to me for reimbursement. - Payments can be cash, check, or our Venmo account (@Brooke-HomeandSchool) 	Lauren Lineman
8	<p>Ongoing Committee Reports</p> <p>A. Fundraising</p> <p>a. Spirit Wear</p> <ol style="list-style-type: none"> i. An order form came home with students. We are excited to offer new items this year! ii. Orders are due by October 7th. Items will be ready before the winter holidays. iii. We’re also selling Fall Fest t-shirts. <p>b. Spirit Night</p> <ol style="list-style-type: none"> i. September 15-17 at Schwartz and Sprinkles in Spring City. Mention “Brooke Elementary” and 10% of sales will be donated back to Brooke ii. They also offer cupcake decorating kits which could be fun to offer during the winter iii. Let me know if you’d like to co-chair and/or have ideas for other local places that would host an event to benefit our school 	<p>Laura Coffey</p> <p>Erica Hermans</p>

- iv. I have a 4th grader and desperately need a co-chair to help this year as well as learn the ropes for the future.
- v. Also planning a Bingo Night to run at the same time as the Basket Preview, let us know if you're interested in chairing this portion of the event

B. Community Events

a. Fall Fest

- i. October 7th from 6-9pm at Olszanowski Farm.
- ii. We've sold over 100 tickets so far, so get your orders in; tickets are available for pre-sale and also at the event; \$12/person
 - 1. Hay rides, corn maze, bonfire, s'mores, basket raffles, food trucks, pie-in-the-face, and more!
- iii. Fall Fest t-shirts are for sale, orders due 9/16
- iv. Also selling flashlights, glow sticks and rings at the event
- v. Lots of opportunities to help planning this event, please reach out if you're interested!
- vi. We will do wrist-bands for the event. If you pre-order, pick up ahead of time so you can come prepared.
- vii. There will be a Basket Raffle at this event as a teaser for the big one coming in February, let Rachel know if you're interested or able to help with planning it

b. Holiday Shoppe

- i. December 5-8th at Brooke; students are able to shop for their families with the assistance of high school students who also help wrap the gifts they purchase
- ii. We are using a new company this year and need a chair for the event who will work with our vendor to select items for the event, and also coordinate set-up and tear-down.

C. Teacher/Staff Appreciation

- a. H&S Welcome Back breakfast in August was a hit, much appreciated by teachers and staff
- b. We are planning a Home and School Snack Cart for teachers and staff the week of Sept 12.
- c. Please see the sign-up genius posted on our website and send items in by Tuesday, Sept. 13

D. Other

a. Beautification

Lauren Lineman

Laura Coffey

Rachel Novosel-Popko

Jonathan Cooper

	<ul style="list-style-type: none"> i. Ensuring the front of the building and lobby area are seasonally decorated ii. We will work on Fall, then Winter themed decorations, reusing as much as possible from last year iii. We usually do over the weekend so it's a fun surprise to start the week <p>b. Yearbook</p> <ul style="list-style-type: none"> i. Mrs. Khoury is working on getting a new system in place this year to better organize photographs that families submit as well as those taken by teachers and staff during the school day. ii. We will be using a new company that is supposed to be more user-friendly. iii. We work to ensure every child has at least one candid shot in the yearbook iv. We are still building the committee and welcome volunteers 	Mrs. Khoury
10	<p>New Business</p> <ul style="list-style-type: none"> - 4th Grade End-of-Year Celebration is again being planned for this year at Manderach Park <ul style="list-style-type: none"> - Contact Rachel Novosel-Popko if you are interested in helping - Thank you to H&S for contributing towards the RAM statue that will be placed at Brooke with a Bee Kind Ella theme. It's currently being painted and we are discussing where it will be placed outside the building. 	<p>Rachel Novosel-Popko</p> <p>Erica Hermans</p>
11	Adjournment- 8:15pm	Amanda McPhillips and Laura Coffey

Tonight's Attendance:

Jonathan Cooper
Kelly Krausz
Emily Pascavage
Morgan Salazar
Mrs. Khoury
Dr. Moyer
Chelsea Gartner

Erica Hermans
Katy Vincenzini
Kate Haslam
Lauren Lineman
Laura Coffey
Amanda McPhillips
Rachel Novosel-Popko

Upcoming Events (tentatively scheduled)	
September 15th-17th- Any day	Spirit Night at Schwartz and Sprinkles
October 7th from 6-9p	Fall Fest at Olszanowski Farm
November 10th at 7:30pm	H&S General Meeting
November 11th-18th	Fall Scholastic Book Fair and Read-a-THON
November 21st- tentative	Teacher and Staff Conference Luncheon
December 5th-8th	Holiday Shoppe
Week of December 19th	Cookie Table for Teachers and Staff
January 12th at 7:30pm	H&S General Meeting
February 3rd	Basket Raffle Kickoff and Bingo Night
March 9th at 7:30pm	H&S General Meeting
March 18th	Color Run
April/May	Spring Scholastic Book Fair
May 1st-5th	Teacher Appreciation Week
May 11th at 7:30pm	H&S General Meeting
End of school year	4th Grade Celebration