



**Brooke Home & School Association**

General Meeting Minutes

September 8, 2022

#	Description	Speaker
1	<b>Call to Order at 7:34pm</b>	Amanda McPhillips & Laura Coffey
2	<b>Principal's Report</b> <ul style="list-style-type: none"> <li>- We are excited for another great year and are off and running!</li> <li>- Thanks for being here tonight, we appreciate a good turn-out at tonight's meeting and your support of all that H&amp;S does for our students.</li> </ul>	Dr. Moyer
3	<b>Teachers' Report</b> <ul style="list-style-type: none"> <li>- It has been a busy but fun start to the school year!</li> <li>- Teachers and staff were excited for the welcome-back breakfast from H&amp;S during our inservice, it was much appreciated.</li> <li>- We look forward to Fall Fest. It's fun to be with the students during a fun event in a different venue!</li> </ul>	Mrs. Khoury
4	<b>Co-Presidents Report</b> <ul style="list-style-type: none"> <li>- 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.</li> <li>- 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"> <li>- Over 500 attendees at Fall Fest</li> <li>- Fun Holiday Shoppe in December</li> <li>- Basket Raffle- Our goal was to raise \$2500 and we raised over \$4900</li> <li>- Color Run- Our goal was \$7000, and we raised over \$17,000</li> </ul> </li> </ul>	Amanda McPhillips & Laura Coffey

	<ul style="list-style-type: none"> <li>- Two successful book fairs</li> <li>- Spirit nights throughout the community</li> <li>- Teacher Appreciation events throughout the year for our Brooke teachers and staff</li> <li>- For this upcoming school year, we have lots of fun events planned and welcome families to get involved.</li> </ul>	
5	<p><b>Recording Secretary's Report</b></p> <ul style="list-style-type: none"> <li>- 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!</li> <li>- See the end of these minutes for attendance at today's meeting.</li> </ul>	Rachel Novosel-Popko
6	<p><b>Corresponding Secretary's Report</b></p> <ul style="list-style-type: none"> <li>- This role includes managing communication tools to share important information and keep everyone connected. <ul style="list-style-type: none"> <li>- Ex. keeping our website updated, creating and sending out the Brooke Buzz (our Bi-monthly newsletter), Instagram account</li> </ul> </li> <li>- Please keep signing up for A-Z Connect. It's the best way to receive communications directly from H&amp;S as well as access our Family Directory.</li> </ul>	Amanda McPhillips for Amy Diegelman
7	<p><b>Treasurer's Report</b></p> <ul style="list-style-type: none"> <li>- If you chair an event, please submit expenses to me for reimbursement.</li> <li>- Payments can be cash, check, or our Venmo account (@Brooke-HomeandSchool)</li> </ul>	Lauren Lineman
8	<p><b>Ongoing Committee Reports</b></p> <p><b>A. Fundraising</b></p> <p><b>a. Spirit Wear</b></p> <ol style="list-style-type: none"> <li>i. An order form came home with students. We are excited to offer new items this year!</li> <li>ii. Orders are due by October 7th. Items will be ready before the winter holidays.</li> <li>iii. We're also selling Fall Fest t-shirts.</li> </ol> <p><b>b. Spirit Night</b></p> <ol style="list-style-type: none"> <li>i. September 15-17 at Schwartz and Sprinkles in Spring City. Mention "Brooke Elementary" and 10% of sales will be donated back to Brooke</li> <li>ii. They also offer cupcake decorating kits which could be fun to offer during the winter</li> <li>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</li> </ol>	<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"> <li>i. Ensuring the front of the building and lobby area are seasonally decorated</li> <li>ii. We will work on Fall, then Winter themed decorations, reusing as much as possible from last year</li> <li>iii. We usually do over the weekend so it's a fun surprise to start the week</li> </ul> <p><b>b. Yearbook</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>ii. We will be using a new company that is supposed to be more user-friendly.</li> <li>iii. We work to ensure every child has at least one candid shot in the yearbook</li> <li>iv. We are still building the committee and welcome volunteers</li> </ul>	Mrs. Khoury
10	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>- 4th Grade End-of-Year Celebration is again being planned for this year at Manderach Park <ul style="list-style-type: none"> <li>- Contact Rachel Novosel-Popko if you are interested in helping</li> </ul> </li> <li>- Thank you to H&amp;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.</li> </ul>	<p>Rachel Novosel-Popko</p> <p>Erica Hermans</p>
11	<b>Adjournment- 8:15pm</b>	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