



**Brooke Home & School Association**

General Meeting Minutes

January 20, 2022

#	Description	Speaker
1	<b>Call to Order at 7:32pm</b>	Amanda McPhillips
2	<p><b>Principal's Report</b></p> <ul style="list-style-type: none"> <li>- We appreciate the teachers and staff who continue to support us. We continue moving forward and it's awesome to see all the students' smiling faces.</li> <li>- "Artist in Residence" begins for 4th graders the first week in February. They will be working on painting stained glass windows about the doors in the lobby via a grant from the Education Foundation.</li> <li>- Students continue to "Read to the Brooke Star." We are less than half-way there but are confident, with our math conversions, that we'll make it there by the end of the year!</li> <li>- Valentine's Day parties are happening but will likely be more similar to this year's winter holiday parties in scope and size. No parent volunteers allowed due to COVID restrictions.</li> <li>- Current student body at Brooke is at 398 students. Of note, we have 78 English Language Learners from all over the District concentrated in our building. They speak close to 12 different languages and are in almost every K-4 classroom. They learn a lot from being in our building, and it adds to the fun and diversity of our school. There are 3 dedicated teachers on staff to support their learning needs.</li> <li>- Parent-Teacher Conferences are scheduled for February 18th.</li> <li>- PSSA testing for 3rd and 4th grade ELA will be April 24-29, math and science (4th grade only) is May 2-13.</li> </ul>	Dr. Moyer
3	<p><b>Teachers' Report</b></p> <ul style="list-style-type: none"> <li>- We appreciated the luncheon during Parent-Teacher Conferences in November. Thank you for your support on a long day.</li> <li>- The cookie exchange was wonderful and fed our sweet tooth!</li> <li>- Teachers Pay Teachers Gift Cards were greatly appreciated. It gave us a chance to get an additional resource(s) for our classroom.</li> <li>- The Hot Chocolate for the kids was great, they were elated and the sweet treat was a sweet kindness.</li> </ul>	Mrs. Khoury, Mrs. Russo

	<ul style="list-style-type: none"> <li>- Dress-Down Day Coupons were great for extra moments of comfy clothes.</li> <li>- The Book Fair went well in the gym. The kids liked browsing and it was nice many of them came after school.</li> <li>- Thank you for all of the events and tokens of kindness!</li> </ul>	
4	<p><b>Co-Presidents Report</b></p> <ul style="list-style-type: none"> <li>- We recently participated in a President’s Council Meeting with other H&amp;S presidents at Spring-Ford. We learned what is done in other schools and got lots of great ideas about how to tweak some of our events to run more smoothly.</li> <li>- Thank you to everyone who has already volunteered and participated in events. Know that your hard work is noticed and appreciated. Thank you for supporting the luncheon and cookie donations, Teachers Pay Teachers, Holiday Shoppe, and all of our events and fundraisers. Your support gives us the resources to make all of our events successful!</li> </ul>	Amanda McPhillips & Laura Coffey
5	<p><b>Recording Secretary’s Report</b></p> <ul style="list-style-type: none"> <li>- Please make sure your name gets included in the attendance list and let me know if I missed you.</li> <li>- Minutes should be posted within the week, feel free to review and reach out with any questions or concerns.</li> </ul>	Rachel Novosel-Popko
6	<p><b>Corresponding Secretary’s Report</b></p> <ul style="list-style-type: none"> <li>- <b>Brooke Buzz</b> goes out the 2nd and 4th Thursday. Please email <a href="mailto:diegelman.amy@gmail.com">diegelman.amy@gmail.com</a> by the 2nd and 4th Wednesday at 5pm if you would like any information included in the upcoming publication.</li> </ul>	Amy Diegelman
7	<p><b>Treasurer’s Report</b></p> <ul style="list-style-type: none"> <li>- Please turn receipts in as you spend the money so you get reimbursed and our financial records are up to date.</li> <li>- If you have vendor receipts, please also get them to me in a timely manner so they can be paid on time.</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> <p style="padding-left: 20px;">i. Sales during Holiday Shoppe were phenomenal! We sold around \$800, including spirit sticks and plushies.</p> <p><b>b. Minted</b></p> <p style="padding-left: 20px;">i. We expect to receive a check for \$43 as our portion from last year’s sales; it will reset Jan. 1 and run through the end of December 2022.</p> <p style="padding-left: 20px;">ii. Please use the coupon code located in The Buzz for 20% off your order. Brooke H&amp;S also receives 15% of the order total.</p> <p><b>c. MarketPlace</b></p> <p style="padding-left: 20px;">i. We will keep this ongoing fundraiser open throughout the remainder of the school year if families are interested in participating.</p>	Amanda McPhillips  Laura Coffey       Amanda McPhillips

	<ul style="list-style-type: none"> <li>ii. We have not received as much support from the company with marketing as was promised, and shipping is expensive, so we are pivoting to focus on other fundraising options this Spring.</li> <li><b>d. Book Fair</b> <ul style="list-style-type: none"> <li>i. Families were happy to have this event return in-person. It went smoothly, thank you for your support!!</li> <li>ii. We did \$9,619.10 in sales which allowed us to earn over \$2,200 in cash profit for H&amp;S.</li> </ul> </li> <li><b>e. Color Me Fun Run</b> <ul style="list-style-type: none"> <li>i. March 19th, rain date is March 20</li> <li>ii. We are working with a company to help us manage the event. This company has worked with other schools in the district and we are excited for how they can help promote our event and build excitement in our school community!</li> </ul> </li> <li><b>f. School Store</b> <ul style="list-style-type: none"> <li>i. Remains on hold because volunteers are not yet allowed in the building. Will revisit as conditions change.</li> </ul> </li> <li><b>g. Spirit Nights</b> <ul style="list-style-type: none"> <li>i. <b>Tinseltown Holiday Spectacular-</b> 31 tickets sold for a total profit of \$155.</li> <li>ii. <b>Flyers Tickets-</b> This fundraiser will run through April. Brooke H&amp;S gets a portion of the ticket price if you use a link and code (see The Buzz for more details).</li> <li>iii. We are open to locations for the Spring, including Railroad Bar and Grill, PJ Wellihans gives 15% back to the organization, and Trouble’s End Brewery, or Texas Roadhouse</li> </ul> </li> <li><b>h. Divine Apples-</b> We will not pursue this fundraiser right now so we can focus on our larger, upcoming events</li> <li><b>i. Nothing Bundt Cakes-</b> Also decided to hold off on this fundraiser and focus on larger upcoming events</li> <li><b>j. Box Tops</b> <ul style="list-style-type: none"> <li>i. Please continue to scan your receipts for any qualifying purchases</li> <li>ii. H&amp;S has received \$212 so far this year!</li> <li>iii. We still need a co-chair for this event.</li> </ul> </li> <li><b>k. Spirit Sticks</b> <ul style="list-style-type: none"> <li>i. There is a new form if you are purchasing spirit sticks. Please use this for future orders.</li> </ul> </li> <li><b>l. Basket Raffle</b> <ul style="list-style-type: none"> <li>i. The raffle itself will be conducted via a virtual platform the weekend of February 25th.</li> <li>ii. <b>We still need lots of help with all aspects:</b> picking up donations, solicitation, and more. If you can spare even 30 minutes on your schedule, we could use your help!! Please check the list of who has already donated, and consider asking at your local dentist, hair salon/barber/etc.</li> </ul> </li> </ul>	<p>Rachel Novosel-Popko</p> <p>Amanda McPhillips &amp; Laura Coffey</p> <p>Amanda McPhillips</p> <p>Stacey Sollazzo</p> <p>Laura Coffey</p> <p>Laura Coffey</p> <p>Amanda McPhillips</p> <p>Lauren Lineman</p> <p>Jonathan Cooper</p>
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- iii. The virtual platform is starting to be built and we are finalizing timing details for the event and ways to generate excitement. We are considering logistics of a walk-through preview event, food truck event, or other way for families to view the actual completed baskets before bidding begins
- iv. We continued to discuss keeping the raffle to the Brooke community vs. the Spring-Ford community and agree a compromise is needed to maximize our audience.
- v. We hope to hold “Basket Building” at Brooke after 4pm one day prior to the event. Please email [brookehs339@gmail.com](mailto:brookehs339@gmail.com) if you are interested in helping with this, or any part of making this event a success!

**B. Community Events**

**a. Holiday Shoppe**

- i. This event was a huge success! The joy on students’ faces was wonderful to see and the high school student helpers were terrific.
- ii. Spirit Wear was a great addition, and the food trucks made it festive, too.

Amanda  
McPhillips

**b. Paint and Pizza Night- CANCELED.**

- i. Due to current COVID restrictions, this event has been canceled. We are exploring alternate options for a Brooke Community Building event, so stay tuned! Please email [Brookehs339@gmail.com](mailto:Brookehs339@gmail.com) if you would like to help with planning.

Amanda  
McPhillips

**c. Basket Raffle Bingo- CANCELED**

- i. This event has also been canceled due to current COVID restrictions. We hope to hold an event similar to this in the Spring when we can be outside. Amanda and Laura are in contact with Erin Harris and Cara Romanowski, who had volunteered to chair the Basket Raffle Bingo, to discuss alternate plans.

Amanda  
McPhillips

**d. May Movie Night-** We are hoping to hold an outdoor movie night in

May at Sunny Brooke in Pottstown. Stay tuned, and contact [Brookehs339@gmail.com](mailto:Brookehs339@gmail.com) if you’d like to help with this event.

Amanda  
McPhillips

**e. Reading Phillies Night/Philadelphia Union- CHAIR NEEDED**

- i. It would be fun to do a Fireworks Night at the park to draw more people.
- ii. Stacey will coordinate with the Reading Phillies and get dates to Dr. Moyer for consideration.
- iii. Consider selling tickets during the school year then coordinating a date over the summer

Stacey Sollazzo

**f. 4th Grade Celebration and Kindness Project**

- i. Stacey Sollazzo, Rachel Novosel-Popko, and Mrs. Khoury volunteered to help with the initial planning for this event.
- ii. Dr. Moyer will touch base with 4th grade teachers to discuss the

Amanda  
McPhillips

