



Brooks Hill PTA

General Meeting

[Brooks Hill PTA 2021-2022](#)

[Board Members](#)

Janelle Enser: Co-President

Lisa Turner: Co-President

Rachel Rayburn: Vice President

Lindsey Schwartz: Treasurer

Theresa Cline: Secretary

Brooks Hill School PTA Meeting

February 15, 2022

6:30pm - Virtual Google Meeting

Next Meeting: April 5, 2022

Agenda

Attendees

Janelle Enser, Lisa Turner, Rachel Rayburn, Lindsay Schwartz, Theresa Cline, Meredith Klus, Stacie Miller, Lisa Christianson, Scott Allan, Kelly Zaryk, Jean Waldmiller, Elizabeth Brandt, Melissa Kreso, Amy Tome

1. Call to Order/Welcome and Introductions

6:33 PM by Lisa Turner

2. Approval of the January 2022 minutes

Approved as written with one update for a typo to be corrected - gmail spelled incorrect

3. Report of Officers

Treasurer's Report: Lindsey Schwartz

January Financial review

Included in the PowerPoint are the financials for January. We ended January with \$38,583.25 in the checking account, \$4,859.78 in the savings account, and a PayPal balance of \$0. Activity for the month included our payment for the new gaga pit and NYS PTA dues. Income included 4 memberships and a refund for incorrect checks purchased.

An error was found in the budget report for December. The payment for welcome back balloons and pens for meetings were included in the PTA promotions budget line, rather than the balloon and supply budget lines. This has been corrected and sent in to be updated on the website.

Reminder: All event coordinators should receive an email from the Treasurer explaining the budget for your event, the reimbursement process and other pertinent information. If you are a coordinator and have not received an email please request one from Lindsey Schwartz at Itmschwartz@gmail.com.

Vice President's Report: Rachel Rayburn

Membership: We currently have 154 paid PTA members after adding 4 new memberships last month.

A spring spirit sale is currently being planned. We are planning to offer some favorites from past sales like the Fairport hoodie and Brooks Hill tie dye tees, as well as new Fairport logo items. This time, a portion of the proceeds will be

donated to The Joey Fund. The Joey Fund was established by Fairport students and was developed to help Fairport families who face long-term illness, disaster or crisis, or other situations resulting in severe financial distress.

Presidents' Report: Janelle Enser and Lisa Turner

Check was cashed from the district and we are able to move forward with the gaga pit. No update on shipping or timing but will have it installed as soon as possible.

Teacher appreciation - Sarah Main is the coordinator. Information will be coming home soon to collect donations or if you want to volunteer to help.

Discussing ways to use the funds raised, one was the birthday books program. Come down and pick out a book that the PTA provides. Looking into a book vending machine for this purpose. Book worm vending machine. We have found a location and are hopeful to do a custom wrap with all Brooks Hill 'branding'.

The machine is run on tokens. The kids would get a token for their birthday/half birthday and get to use the machine. There are many different set ups and the machine can include all types of books - chapter books, early readers, picture books and larger books as well.

This is an idea to spend the funds raised to benefit the kids.

For the first year we would have to buy the books but we can use scholastic dollars going forward from the book fair to stock the machine.

We would need to vote and have a budget line to make this happen. We also will wait to see how the Fun Run this year does this year and have it ready for the fall.

Northside is having theirs installed quickly. There is a 13 week lead time to getting the machine but it can be delivered over the summer.

This is open for discussion.

Lisa Christian: Sounds very fun but what can we do to make more things free for the kids (i.e. Fall Fun Fair), lots of great opportunities for use to make it something special for the kids - prize for reading challenge, etc.

Lisa Turner: If the Fun Run continues to be so successful we would like to make the Fall Fun Fair free.

We think we can do both.

We received a letter in PTA mailbox - to the PTA from Andrew Crawford who volunteered at the Fall Fun Fair

Overview of the letter:

- He was in school K-2
- Enjoyed the time at Brooks Hill
- It was fun to be at the school and made me feel really good
- Thank you for having me in the school and back for the Fall Fun Fair

5. Principal's Report: Mrs. Klus

Nice to see some normal things happening around us

Went to first 5th grade orchestra and the kids were very excited

All 3 principals were in attendance

Last week we surprised the chorus - they sang 3 songs for us, nice to applaud the kids as they haven't been able to perform as they usually would

STEAM Faire - thank you for patience as we had to change the dates as there was an error at the district level

Celebrating 100 days of school this week, so great that we have actually been in person

Kids had normal Valentine's Day celebrations this year

Note about the Joey fund, we use it quite often for our BH family and beyond, including the Pines fire recently - supplied meals to those that have been displaced. It's the quickest way to get money to the families that need it

So nice to see Happy Kids!

6. Lead Teacher Report: Mrs. Waldmiller

Last time reported clubs started

Wonderful to see the kids at clubs and staying after

Many people have said that little things here and there make such a difference

Nice to have volunteers in the school again helping

End of March the switch over happens

Permission slips will come back after winter break

Looks like everyone can get in again

7. Report of Coordinators

STEAM Faire - Scott Allen

Co-coordinator can't be here but working with Theresa Cline

Date is March 23 from 6:30 PM to 8:00 PM

Flier went out last week

This year we will have electronic registration form - already have students registering

Using all the available space we can to make everyone comfortable

We will closely manage the flow of people to spread people out and limit of number of exhibitors per table

Can we post photos around the school to get people excited about the event?

Scott can send them to Doreen directly to get them going. Meredith agrees this is a great way to get the kids excited.

Nominating Committee - Amy Tome

Met last month, January 2022

Thank you to all who worked on this to come up with recommendations for next year

Nominating Committee Information

October Meeting - Read by laws section and announce the formation of the committee.

"Section 3. Nominating Committee

a. There shall be a nominating committee consisting of 5 members: 3 of whom shall be elected by the executive board from its body, and 2 who shall not be members of the executive board, elected by the association at a regular meeting of the association at least sixty (60) days prior to the election meeting. The committee shall elect its chair. An alternate will be elected.

b. The nominating committee shall nominate one person for each office to be filled.

c. Members of the nominating committee may be nominees for office without resigning from the committee.

d. Only those persons who have consented to serve if elected shall be nominated for or elected to such office.

e. The nominating committee shall present its report at the regular meeting of the association in April at which time additional nominations may be made from the floor. (See letter (f) if applicable). The report of the nominating committee will be published one month prior to the meeting.

f. Additional nominations may be made from the floor provided the written consent of the nominee has been secured and the chair of the nominating committee has received notice at least two business days prior to the election meeting of the candidate's intention to run."

November

Meeting Update Notes (recreate this update and wording with current dates and members) Vote at the meeting who will serve as general body PTA representatives.

Nominating Committee-The function of the nominating committee is to discuss potential PTA officer nominees and recommend a slate of candidates for all PTA officer positions for the 2019-2020 school year. The Bylaws Section on the Nominating Committee was read. At the September 14, 2018 PTA Meeting we announced the formation of this year's nominating committee and asked for individuals interested in serving on the committee to reach out to a board member. We also publicized the need for two(2) general PTA members to serve on this committee in October E-News. Two(2) PTA members expressed willingness to serve on the committee- Becky Scheidt and Amy Tome. Besides the two(2) general PTA members elected by the PTA membership as a whole, three (3) board members of the nominating committee need to be executive board members and elected by the executive board, which consists of all PTA officers, and administration, including the principal, assistant principal, and lead teacher. In the past week our executive board elected three(3) members to serve on the nominating committee. The executive board members that will serve on the committee are Stacie Miller, Janet Bissi, and Heather Mirrione. Pursuant to the bylaws, the membership needs to vote on the two(2) PTA members from our general body. A ballot vote was conducted. Seventeen (17) members voted yes, 0 voted no and 0 abstained. The nominating committee will meet between December and January so any board position nominations that want to be considered by the committee needs to be given in writing with the person's consent by Friday, November 30. More details on how to nominate someone will come in the next couple of weeks. At the February PTA meeting, the committee will present their report which includes the finalized slate of candidates for the 2019-2020 officer positions. At the April PTA meeting, the vote will take place for all PTA board officer positions for the 2019-2020 school year. In addition, floor nominations will also be included on the ballot, that must be received at least two(2) days prior to the election meeting (end of the day Friday, April 5, 2019) to be included on the ballot. As a reminder, all officers serve a one(1)-year term when elected that run from July 1 to June 30. Officers may serve for a maximum of two(2) consecutive one(1) year terms in the same office.

Announce that nominations that want to be considered need to be presented in writing with the person's consent by November 30th.

December and January - Meet as a full committee to go over candidates and write the official report with recommendations. (see attached report for reference)

February Meeting - announce the slate of candidates and read the report. Announce that the vote will take place at the April Meeting and any floor nominations that can be included on the ballot must be received at least two days prior to the election meeting.

8. New business

Grade level events coming up

- 3rd, International Day
- 4th, Colonial Dayl
- 5th, Final thrill/memory book

Looking for volunteers to help as we like to have a committee approach - a great chance to reimagine as the last few years have been so different

Question: when do memory books need to be submitted?

Answer: right after February break something will be sent out about collecting and coordinating. Again, if anyone is interested in helping. As a reminder this is a 40 page shutterfly book just the 5th graders.

9. Announcements and Adjournment

Meeting Adjourned 7:23 PM

Amy Tome - motion to adjourn

Theresa Cline - second motion to adjourn