

J.H. Brooks Elementary PTC Meeting Minutes – October 2025

Welcome & Call to Order

Meeting called to order by Janelle Biemel at 6:30 PM.

Approval of September Meeting Minutes

Prior meeting minutes approved.

Treasurer's Report – Elizabeth Munto

Current Balance: \$22,041.90 (no breakdown between Art, Library, and PTC provided).

Outgoing Expenses (provided by Janelle):

- Amazon \$25.97 (9/17) – Bracelet Materials for HoCo
- STA \$2,097.98 (9/23) – May Field Trip Transportation (CK#6839)
- Google Suite \$12.00 (10/2)
- Amazon \$70.74 (10/8) – Bingo/Halloween Materials for Fall Fest
- Amazon \$19.17 (10/9) – Veterans Day Assembly/Wooden Hearts
- Team Brooks Shirts – \$4,000 (Team Sportswear, to be debited 10/17)

Incoming Funds (provided by Janelle):

- Interest from Money Market - \$41.58
- Primanti's Dine2Donate – Pending (up to 45 days for funds)
- Homecoming Carnival – Cash & Venmo Donations
- Bracelets – \$46
- Face Painting – Amount pending

Committee Updates

- FUNdRUN – Bliss Clark
- Video and volunteer sign-up released
- Raised nearly \$4,000 toward \$10,000 goal
- Excitement high for the new event
- Fall Fest – Jamie Falbo & Janelle Biemel
- Flyer to be sent for approval; Twisted Potato confirmed...waiting for insurance cert and menu
- Google Form for RSVP, volunteer & trunk sign-up
- Event: Trunk or Treat 5:30 PM, Doors 6:30 PM, Candy Bar Bingo 6:45 PM, Dance 7:30 PM, Costume Contest, Clean-up 8:30 PM
- Holiday Shoppe – Amanda Brooks

- Dates confirmed (Dec 9-12)
- Follow-up email to be sent
- Yearbook – Melissa Wertz
- Registered with Entourage
- Orders over 300 reduce cost per book
- Committee of 5-7 members established
- Major work during final 9 weeks

Old Business

- HR Parent Emails sent – reminders on clearances
- Team Brooks T-Shirt update – delivery status expected 10/13
- October Newsletter & Red Ribbon Week Dress Days posted

New Business

- General Liability Insurance (AIM) – Janelle to obtain quote and secure coverage
- Fall Party – new nurse open to classroom food; HR Parent/Teacher to coordinate
- Veterans Day Assembly – Wooden Hearts for gifts, deliver to school 10/14 attn: Jamie Rea
- Music & Art Show – Nov 20, Donut NV 5-7 PM
- Nov 5 – Dream Caffeine for Staff & Stock the Breakroom (Month of Thanks)
- Penguin Patch point redemption for Holiday Shoppe – Janelle to work on
- Nov Mtg notation – Dr. Prevost to discuss Title I Status
- Nov Mtg notation – Off-site Holiday Meet-Up (Date TBD)

Principal's Update – Dr. McGahee

- Thanked PTC for Field of Flags post and support.
- Students excited for FUNdRUN; thanks to Bliss for coordination.

Teacher's Update – Amber Hilpert

- Students excited after watching the FUNdRUN video.

PBIS Update – Kelsey Currie

- Appreciation for upcoming Stock the Breakroom & Dream Caffeine event
- 4 HR parents + PTC liaison for better communication
- Josh & Gab returning this year
- September PBIS reward 10/10
- Students excited for FUNdRUN

Adjournment

Meeting adjourned at 7:02 PM.

Next Meeting: Virtual – Thursday, November 13, 2025 at 6:30 PM

Parent Recap Summary – October 2025 PTC Meeting

-  Current balance: \$22,041.90
-  FUNdRUN has raised nearly \$4,000 toward its \$10,000 goal!
-  Fall Fest: Friday, October 24 (Trunk-or-Treat, Bingo, Dance, Costume Contest)
-  Holiday Shoppe: December 9–12
-  Yearbook Committee underway with Entourage
-  November 5 – Stock the Breakroom & Dream Caffeine (Month of Thanks)
-  Veterans Day Assembly: Wooden Hearts gifts purchased
-  Art & Music Show: November 20, Donut NV 5–7 PM
-  Next Meeting: Virtual, November 13 at 6:30 PM

Thank you to all volunteers and families for your continued support! ❤️

Prepared By: Janelle Biemel – PTC President