

## **Brooks Elementary PTC Meeting Minutes**

**Date:** 3/12/26

**Location:** Virtual Meeting

**Meeting Called to Order:** Approximately 6:30 PM

**Adjourned:** 7:00 PM

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### **1. Call to Order**

The meeting was called to order by Janelle Biemel

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### **2. Approval of Previous Minutes**

The February meeting minutes were approved by Dr. McGahee

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### **3. Treasurer's Report**

Elizabeth Munto provided the following account balances:

- **PTC General Fund:** \$34,000
- **Library Fund:** \$10,000
- **Art Fund:** \$5,000

#### **Recent Transactions**

- **Valentine's Dance:** After expenses and \$2 admission per person, the event resulted in approximately **\$230 in surplus**, which will likely be used for decorations for next year's dance.
- **STEAM Night:**
  - Raffle baskets organized by homeroom teachers and classroom parents, along with a donation from the Queen Beans coffee cart, raised \$889.
  - Final expenses are still being calculated. Remaining funds will support the 4th Grade Send-Off.
- **PBIS Funds:** Remaining funds from the Pierogi fundraiser (two years ago) will help fund the upcoming Josh and Gab assembly.
- **Robert Morris Field Trip:** Transportation invoice is still pending.

- **Holiday Shop T-Shirts:** Final payment of **\$1,038.51** was issued via Venmo
  - **STEAM Night Supplies:** A small reimbursement was issued to Mrs.Rea for materials and decorations.
  - **Food Drive Contest Reward:** The PTC purchased indoor recess items including a foosball table. Additional air hockey pucks and parts were requested due to missing pieces.
  - **Original Works (Art Fund):**
    - \$936.50 deposited
    - \$61.50 additional check received
  - **Scholastic Book Fair:** No outstanding payments are known. A spring book fair is not expected due to staff sabbatical.
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## 4. Committee Reports

### 4th Grade Send-Off

Jamie reported the tentative event date as June 3.

Plans are to follow last year's format with pizza, ice cream, and inflatables. Approximately 100 students are expected. Pricing and planning are underway.

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### Yearbook

Melissa shared that the yearbook will be **60 pages**, which is the maximum affordable length.

Because of the larger student population:

- Classes will appear consecutively.
- Each grade will have:
  - A 2-page class party spread
  - A 2-page field trip spread
  - The PTC will cover the cost of yearbooks for all students and staff this year.

A request from the Life Skills classrooms to include paraprofessionals in individual photo boxes could not be accommodated due to page limits. However, group photos may be included in collage pages if submitted.

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### Teacher Appreciation Week

Janelle will chair Teacher Appreciation Week, which will take place in early May. Planning will begin soon.

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## **Dance-a-Thon**

- The fundraising platform will change from Give Lively to 99Pledges (the same platform used for the fall Fun Run).
  - A promotional video will be created for students and shared through ClassDojo and social media.
  - Teachers offered to assist with creating the video.
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## **Field Trips**

A **Google Form** was sent to teachers to submit field trip details.

- The PTC will contribute \$15 per student toward field trips.
  - Chaperone numbers can be submitted later if unknown.
  - First grade reported their trip cost will be \$14 per student, leaving additional funds available.
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# **5. Old Business**

## **Valentine's Dance**

The Valentine's Dance was considered a successful first event for Brooks Elementary. The decorations, DJ, and photo booth were well received. The PTC plans to continue the event in future years.

## **STEAM Night**

- Approximately a dozen raffle baskets were donated.
  - The event was well attended with successful student performances and activity stations.
  - Student Council members assisted with running several stations.
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# **6. New Business**

## **PTC Board Nominations**

Nominations for next year's PTC board are now open.

- A Google Form will be sent via Skyward.
  - Nomination deadline: March 31
  - Nominees will be contacted before the next meeting.
  - Voting will take place at the next in-person meeting at Brooks Elementary at 12:15 PM.
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## **7. Teacher Update**

Mrs. Hilpert reported that STEAM Night was a great success. Performances and activity stations were well received. She thanked the PTC for their support and noted that Student Council students helped run many of the activity stations.

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## **8. Principal's Update**

Dr. McGahee thanked the PTC for continued support, including:

- Stocking the teachers' lounges
- Supporting STEAM Night
- Increasing field trip funding
- Funding yearbooks for all students and staff

## **Upcoming Events**

- PSSA Testing begins April 22
- School staff are focused on instructional days leading up to spring break.

## **PSSA Support**

The PTC will continue to provide mints or candy for students during testing days. The possibility of providing popsicles or ice cream rewards and volunteer help for afternoon activities will be discussed further.

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## **9. PBIS Update**

Mrs. Currie shared the following updates:

- The February reward event (Hot Cocoa and Donuts / Besties Breakfast) was very successful.
  - The Josh and Gab Assembly is scheduled for March 31 with an estimated cost of approximately \$415.
  - Planning has begun for End-of-Year Bingo, which was very popular last year.
  - PBIS may seek donations of **small prize items**, such as \$5–\$10 gift cards (Amazon, Chick-fil-A, etc.).
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## 10. Upcoming Dates

- **March 17:** St. Patrick's Day – Wear Green
  - **March 31:** PTC Board Nomination Deadline
  - **April 10:** 412 Day – Wear Black & Gold
  - **April 22:** PSSA Testing Begins
  - **Spring Break:** Upcoming
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## 11. Adjournment

The meeting was **adjourned at 7:00 PM.**