

Brooks Elementary PTC Meeting Minutes

Date: September 17, 2026

Location: Brooks Elementary / Virtual

Call to Order: 12:17 PM

Presiding: Janelle Biemel

Attendance: 9 members in person and 5 members online, including Dr. McGahee.

- **Welcome & Call to Order**
 - Janelle Biemel called the meeting to order at 12:17 PM.
 - Approval of Meeting Minutes
 - Jamie Falbo presented the previous meeting minutes for approval.
- **Treasurer's Report**
 - Melissa Wertz provided the Treasurer's Report.
 - Current PTC Balance: \$28,931.33
 - Additional designated balances included:
 - Art: \$6,097
 - Library: \$2,005.76, less \$285
 - Venmo: \$1,532
 - The PTC budget will be posted once it has been finalized, approved, and calculations are complete. Additional assemblies may be considered for inclusion in the budget.
- **Principal's Update – Dr. McGahee**
 - Dr. McGahee thanked the staff for a great first month of school and for the positive energy throughout the building. The transition to the new Focus system has caused some frustrations, but staff and families are becoming more familiar with the system. Despite the adjustment period, Focus is expected to be an improvement.
 - Robert Morris University (RMU) women's basketball has expressed interest in continuing its community outreach with Brooks students and will be spending time with second-grade students.
 - The VIP Entrance program at the beginning of the school year was well received.
- **Committee Updates**

- **Yearbook – Melissa Wertz**
 - **Melissa will reach out after homeroom parents are notified and will send an email seeking volunteers for the Yearbook Committee. The PTC received a discount for signing up early for the yearbook.**
- **FundRun – Bliss Clark**
 - **The FundRun is one of the PTC's two major fundraisers of the year.**
 - **The event is being planned for Friday, October 16, pending final confirmation. The event has been approved by Dr. McGahee and will take place during specials. The large field may be used for the event.**
- **Fall Fest – Jamie Falbo**
 - **Fall Fest planning is moving along. An announcement email will be sent to families this week.**
 - **Date: Friday, October 23**
Time: 6:00–8:00 PM
- **Holiday Shoppe – Amanda Brooks**
 - **The Holiday Shoppe is planned for December 7–11. Holiday Shoppe will have a new vendor this year plus include a tshirt sale.**
- **Valentine Dance**
 - **The Valentine Dance is tentatively planned for February 12 at 6:00 PM.**
 - **Teacher Appreciation Week**
- **Teacher Appreciation Week is planned for May 3–7.**
- **Dance-A-Thon – Janelle Biemel**
 - **Planning will continue, with the date to be finalized based on the school calendar and PSSA schedule.**
- **4th Grade Send-Off – Janelle Biemel**
 - **Planning will continue**
- **School Calendar & Testing Updates**
 - **The following dates were discussed:**
 - **Field Trip Blackout Dates: May 17, 19, 24, and 25 due to Keystone testing and bus availability.**
 - **2nd Grade Symphony Field Trip: May 7**

- PSSA ELA: April 27, 28, and 29/ PSSA Math: May 4 and 5/ PSSA Makeup Days: April 30 and May 3

- **Old Business**

- No old business was noted.

- **New Business**

- **Team Brooks Shirts**

- The Team Brooks shirt design has been submitted to Team Sports. Some modifications are being made. The anticipated turnaround time is approximately 3–4 weeks.

- **Dress Days**

- Dress days are currently being determined by the school office. Additional information will be provided once finalized.

- **Veterans Day**

- The Veterans Day program is planned for November 11 and will include breakfast for veterans and decorations. Mrs. Rea will provide the PTC with information regarding needed items and support.

- **Art & Music Show**

- The Art & Music Show is planned for November 17.

- **Teacher Update – Amber Hilpert**

- No updates were reported.

- **PBIS Update – Kelsey Currie**

- none

- **Upcoming Fundraiser & Event Dates**

Next Meeting: 10/8/26 6:30PM (Virtual)Google Meet join link:
<https://meet.google.com/dva-jrfo-guw>