



# Tobyhanna Elementary Center PTO

**Diana Porcano – President**

**Dawn Marasco – Vice President/Bridget Mullin – Vice President**

**April Murray – Treasurer/Jolene Fette – Secretary**

**Meeting Minutes**

**September 9, 2019**

**9:30am & 6:00pm**

**Call to Order~ 9:35am & 6:05pm**

**Introduction of Board Members~ AM Meeting Diana, Dawn, April, Jolene  
PM Meeting Dawn, Bridget, April, Jolene**

**Minutes~ May Meeting Minutes presented for approval. AM Meeting motion for approval: Diana Lutz, 2<sup>nd</sup> Kayla Margretta. PM Meeting motion for approval: Katie Daggett, 2<sup>nd</sup> Tracy Campanaro.**

**Financial Reports~ Reports for May, June and July were presented for approval. AM Meeting motion for approval: Bill Van Gilder, 2<sup>nd</sup> Theresa Basile. PM Meeting motion for approval Tracy Campanaro, 2<sup>nd</sup> Katie Daggett.**

**\*\*It was noted that due to the transition of treasurers this year the August & September reports will be presented at the October meeting.**

**Committee Reports~ A brief synopsis was presented at both sessions of each committee detailing chairperson, description of committee and its responsibilities. Information was presented, if available, in relation to any upcoming events that fall under each committee. Going forward monthly reports will focus on committees currently holding or working on events so members present were made aware they may not see every committee listed at each meeting for discussion.**

- **Book Fair~ Diana Porcano Chair~ Four Scholastic Book Fairs are held each year, three held by the PTO and one held by the Pocono Mountain Women's Club. The fair held by the women's club raises money for scholarships they present to graduating Pocono Mountain students. It was decided by the board over the summer to implement a new direction with the PTO held fairs starting this year and going forward. Instead of taking our profit in cash all profit will be taken in Scholastic Bucks. This will allow us to provide more materials to our teachers and librarians as the value of Scholastic Bucks is equated to double what we would be taking in cash. We are very excited about this change! Our first fair was held during Open House and was a big success, there was a large variety of books and accessories available for parents and children to shop from and everyone seemed very pleased with the selections! Our next fair will be held November 11<sup>th</sup>-15<sup>th</sup> and as always volunteers will be needed to help the children shop all week! Parent-Teacher conferences will also be held this week so everyone will have an opportunity to come shop with their children. Anyone interested in helping should reach out to Diana for more information.**

**Fundraising~ Dawn Marasco & Bridget Moore Chairs~** The PTO holds many fundraisers throughout the year all to raise money to benefit the students, teachers and staff of TEC. Our current catalogue style fundraisers are Marianna's Hoagies & Pizzas, Otis Spunkmeyer Cookies, Joe Corbi's Pizzas, and Gertrude Hawk Chocolates. We are starting off the year with Marianna's yummy hoagies and pizzas! Flyers should have already come home with the children, if you did not receive one there are extras outside the main office in the front of the building. The sale runs through September 23<sup>rd</sup> with delivery scheduled for October 2<sup>nd</sup>. It was discussed that we need to push this sale so that we can meet the minimum number of orders set by the company. Currently the company requires 750 pieces sold for them to deliver the product, and to be able to hold another sale in the Spring as we planned. If we sell a minimum of 500 pieces for this sale we will be able to pick up the items from them directly but anything under the minimum 750 pieces may not allow us to have another sale. Dawn did state should that be the case she is already familiar with another company out of Hazleton that also offers hoagie sale fundraising and she will reach out to them. Dawn also presented the idea of holding a Fall Mum Sale which was very well received. She is currently working with the Blakeslee Rotary to secure a spot at the Blakeslee Community Center on the corner of Routes 940 & 115 in Blakeslee for the weekends of Sept. 21<sup>st</sup> & 22<sup>nd</sup> and Sept. 28<sup>th</sup> & 29<sup>th</sup>. She confirmed at the night meeting the dates of the 21<sup>st</sup>, 28<sup>th</sup> & 29<sup>th</sup>, after her meeting with the Rotary tomorrow she will know if we are committed for the 22<sup>nd</sup> as well.

**Silent Fundraising~ Shannong Bennett Chair for Box Tops, Diana Porcano Chair for Shoparoo~** Silent Fundraising is the new name given to those fundraisers we do through mobile apps and online. These fundraisers usually require the user to download an app or create an online account that is then linked to an account for the TEC PTO. The user then scans shopping receipts and we receive points that equate to money based on what the user is purchasing. Currently Box Tops is changing to this format from the old format of clipping and mailing in the actual Box Tops from packaging. Many who are using this app are finding it not user friendly and there have been a lot of changes to what products count for this program too. We are going to continue encouraging everyone to support this fundraiser and are curious to see what will happen over the year with it with the new changes. Anyone who still has actual physical Box Tops is encouraged to send them in so we can submit them one last time. Shoparoo on the other hand is working very successfully and we ended our last fundraising year with them earning a little over \$500!! Everyone is encouraged to download the app and start snapping pictures of receipts. If anyone is in need of assistance, please reach out to any board member and we can walk you through it.

**Hospitality~ Kayla Margretta Chair~** Bake sale time is upon us! Bake sales will be held at almost every event the PTO hosts this year starting off with the outdoor movie on the lawn being held on Friday Sept. 13<sup>th</sup>! Anyone wishing to donate a baked (or "fake baked" item) is asked to contact Kayla! Donations will be needed for each concert, the school play, Staff Appreciation towards the end of the school year, Trunk or Treat, Tricky Tray.....the list goes on and on!!

**Holiday Shop ~Bridget Moore Chair~** This year's event will be held December 9<sup>th</sup>-13<sup>th</sup> and we will again be using A Small World Gifts. The PTO will again provide \$1 to every child to shop with. Volunteers are as always needed to help children shop, information will come out about signing up for that as we get closer to December. We are also again in need of donations for our Quarter Table, these can be any items in good condition that you are interested in donating. We put together this table so that even if a child brings no money, with the \$1 provided by the PTO, the children can still purchase a few items for family

members and friends. Male related items are always in big demand so that children can shop for dads, uncles, brothers, etc. Items such as homemade crafts and dog treats are also things that have been donated in the past that were very popular! It was also mentioned that we will be looking for a chairperson to take over for next year so if anyone is interested and wants to help out this year to start learning the ropes please contact Diana or Bridget.

**Plant Sale ~ Dawn Marasco Chair~** Our annual plant sale is held every year the week before Mother's Day and is becoming a bigger and bigger success every year! The year's sale will be held the week of May 4<sup>th</sup>-8<sup>th</sup>. Volunteers will be needed to help children shop, information will go out closer to the sale about that or you can contact Dawn directly if you are interested. We will again be using The Selig Center as our vendor for this year. It was suggested that we ask around to find out pricing from other vendors for next year. Dawn has started making those calls but did state that the service provided by Seligs will be very hard to beat even if the pricing comes in slightly under.

**Community Events ~ Jenn Ednie Chair~** These events are held through local businesses who give back a percentage of their sales from the event (usually 10-15%) to the PTO. Currently we work with two local restaurants Van Gilder's Jubilee (affectionally known as "The Jube") and Dominic's Pizza to provide 4 nights out during the school year where our families can get a great meal and help out their PTO at the same time! Events are typically scheduled for the third Wednesday of each month with our first one being at The Jubilee on October 16<sup>th</sup>. If anyone has a local business and is interested in setting up such an event please reach out to Jenn.

**PTO Member's Only Events ~ Kristen Schoemig & Ashley Heller Chairs~** These are fun after school parties held for any student whose family is a current PTO member. Parties are themed and broken up in two grade levels. Our first party will be an after-school movie party for grades K-2 on October 16<sup>th</sup> (also the night of our first dine out event at the Jubilee so pick your kiddos up after the party and grab a yummy dinner). Volunteers will be needed, information will come home on a flyer soon. Grades 3-5 will be up next and then we alternate back and forth through the rest of the school year. Our 6<sup>th</sup> graders are not forgotten about and are also treated to two fun dances through out the year!

**Newsletter~ Lindsey Buckwalter Chair~** A monthly newsletter is printed and distributed to all of our students showcasing various school happenings and events. Anyone may submit items of interest to Lindsey via email at [tecnews2019@gmail.com](mailto:tecnews2019@gmail.com), submissions need to be made by the 18<sup>th</sup> of each month for consideration. All submissions must be approved by administration prior to publication. The first edition for this year will be out in October so be on the lookout for it! It is also posted on the PMSD website, more info on accessing that can be found in New Business.

**Spirit Wear ~ Diana Porcano Chair~** Our first online sale through Moritz is open and ends tonight at midnight so get those orders in! We provided a large selection of items approved to wear through out the school year, please reference the district dress code policy for rules regarding hoodies and collared shirts. Orders for this first sale will be delivered to the school on Sept. 27<sup>th</sup>, if the order is small enough it will be allowed to be sent home with your child on the bus, larger orders will need to be picked up and you will be contacted to make arrangements for that. We hope to open the store at least 3 more times this school year with a variety of items so if anyone has any suggestions of items they would like to see included please let Diana know! She is currently looking at blankets, scarves and beanie style winter hats for the sale in November.

**Tie-Dye Shirts/Field Day~ Katie Daggett Chair~** Each year the PTO provides shirts for the students to Tie-Dye during their art classes and wear for Field Day and Park Day. Katie works with Mr. E. on this. Anyone wishing to help should reach out to Katie for further information.

**Tricky Tray ~ Diana Porcano Chair~** Our organization's biggest and most popular fundraiser! This year's event will be held May 16, 2020. More information will come out after the new year as that is when planning gets in full swing. Anyone who is interested in helping should contact Diana, LOTS of hands are needed throughout the entire process to make the event a success. It was asked that anyone who is interested in reaching out to local businesses please make sure to touch base with Diana or Jenn Ednie first as those lists are set up every year with certain people being the point of contact and we do not want to bombard our oh so generous local businesses with multiple requests.

**Trunk or Treat ~ Dawn Marasco Chair~** This year's event is scheduled for Friday October 25<sup>th</sup> (with a possible alternate date of Saturday October 26<sup>th</sup>) and is going to look a bit different thanks to a suggestion from our own Dr. D'Angelo! This year we will be holding the "Not So Scary Trail of Treats" using the nature trail already established in the back of TEC. Decorated trunks will still be welcome in the parking lot and there will be an opportunity for interested families to decorate sections of the trail if space allows. This will be a night event starting at 6pm (setup will be at 5pm) and going until 8 or 9pm (yet to be determined). Volunteers as well as donations of bake sale items, and candy and/or Teal Pumpkin items (small non food items for those children that have dietary or allergy restrictions) will be needed, contact Dawn for more information!

**6<sup>th</sup> Grade Awards Ceremony ~ Jolene Fette Chair~** We provide stage decorations and small treat items for our 6<sup>th</sup> graders on the last day of school as they are celebrated by their teachers and community members for all of their hard work over their time with us before the leave for Junior High.

**Vendor Event ~ Dawn Marasco Chair~** A new event started last year this event will be held December 11<sup>th</sup> in the cafeteria from 4pm-8pm. It gives parents an opportunity to shop and support local vendors and businesses (such as Pampered Chef, Thirty One, Avon, LuLaRoe, Mountaintop Lodge, etc...), many of whom are owned or run by parents in the school as well, all while helping to support our Drama Club with the cost of the school play that is put on every year. Vendors wishing to participate should contact Dawn, we are looking at a cost of \$20 per table with a donation of items for the bake sale or \$25 without a bake sale item. All money collected from the sale of table spaces will be given directly to the Drama Club. This was a very successful event last year and we hope to make it even bigger and better this year.

#### **New Business:**

- **Mrs. Garzio gave a presentation at the AM meeting about Title I. The Pocono Mountain School District is currently a Title I district, meaning we meet the program's guidelines set forth by the Federal government as it relates to the number of economically disadvantaged students in the district. Being a Title I school means that we are provided government money to purchase programs, equipment and technology that allows all students to have the same opportunities and supplies needed to succeed. Mrs. Garzio gives a presentation about this every year as one of the key components to this program is obtaining parent involvement in the children's time at school. Simply put the more parents, grandparents, aunts, uncles, etc. that get involved in the goings on**

at the school the more money we receive. With that being said she asked that every time anyone comes into the school to help for anything or participate in anything that they make sure to sign in. There will be a purple book near the front office or a sign in sheet in the cafeteria for this.

- We will hold our first Outdoor Movie Event this Friday at 7:30 on the lawn behind the school, Maleficent will be shown and popcorn will be provided for free by the PTO, there will also be a bake sale and drinks for sale as well. Families are welcome to bring blankets and/or chairs and join us. Special thanks to Mountaintop Lodge for the use of their outdoor movie screen.
- The PTO will have a table set up at Blanche Price Park on September 28<sup>th</sup> from 12:00pm-4:30pm as part of Tobyhanna Township's Fall Festival planned for that day. The township is providing free pumpkins for all children to paint at our table, we supply the paint. Spirit Wear items will be available for purchase and you will also have the opportunity to sign up for our Trunk or Treat for those interested.
- Families were encouraged, if they are not already, to follow TECPTO on Facebook so that they may stay updated on all current happenings! A parent did ask if there are other ways to get information besides Facebook. Ideas presented were group email blasts as well as group texting apps. Diana indicated she will look into these avenues and see what may work for our organization. She did note if you go to the Pocono Mountain School District website (pmsd.org) and click on Our Schools and choose Tobyhanna Elementary Center our flyers and newsletters are posted there as well.
- Our 2019-2020 budget was presented at both meetings to all in attendance for review and approval. At both meetings the budget was approved with a vote of all in favor.

**Old Business:**

- As always volunteers and/or donations are needed for many events throughout the year, if anyone is interested in helping please reach out to any board member, through Facebook or through email at [tecptol@gmail.com](mailto:tecptol@gmail.com).

**Next Meeting: October 21, 2019 at 9:30am**

**Adjournment: AM Meeting 10:45am, PM Meeting 7:02pm**

Tobyhanna Elementary Center  
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