

## Board Member

Maria Truman, President /Martina Polomcak, Vice President / Jessica Harrison, Vice President  
Bridget Gollin, Treasurer / Amy Hindson, Secretary / Annie Messina, Teacher Liaison

Pledge of Allegiance

Review and Approve Meeting Minutes

Call Meeting to Order

Review and Approve October Financial Report

Introduction of Board Members

## **Committee Reports:**

### ❖ Book Fairs:

- March 3-7                      May 12-16

### ❖ Community Events:

- Murphy's Loft Night Out: Nov.13

- Gingerbread Man Decorating Kit:  
▶ Mountaintop Lodge: Dec.20

### ❖ Fundraising & PTO Events:

- Spirit Wear:  
▶ (Spring): Jan.13-26
- PTO Members-Only:  
▶ Fall: Nov.14 [Grades 3-5]/ Nov.20 [Grades K-2]  
▶ Spring: Apr.8 [Grades K-2]/ Apr.10 [Grades 3-5]
- Read-A-Thon: Nov.4-18
- Vendor Fair: Nov. 16 (10am-2pm)
- Holiday Shop: Dec. 9-13
- Juice-N-Paint [Grades K-6]: Feb.26

- Gertrude Hawk: Feb.24-March 10  
▶ \*Delivery by week of April 7
- Chorus/ Band Concerts:  
▶ Fall: Dec. 5, 10, 11  
▶ Spring: TBD
- Penny Wars: March 17-21
- Hospitality (Bake Sales/Staff Meals)

## **New Business:**

### ❖ Reminders:

- School Closed: Act 80: Nov. 25, 26
- School Closed: Thanksgiving Break:  
○ Nov.27 - Dec.2
- Parent Teacher Conferences:  
○ Nov. 26: 8am-3:30pm & Nov. 25: 10am-8:30pm

### ❖ ALL three official clearances are **REQUIRED** to volunteer with TEC PTO:

1. The Pennsylvania Criminal Record Check [FREE]
2. The Pennsylvania Child Abuse History Clearance [FREE]
3. FBI Federal Criminal History Record [Cost is \$22.60] **OR** signed and witnessed affidavit (if you have resided in PA for the previous 10 year period continuously). New Affidavits **MUST** be signed **every year**.

### ❖ **School Volunteer Application** must be submitted for approval in addition to all three clearances.

### ❖ Clearances for TEC PTO are **valid for three (3) years**; with the exception of **affidavits, which must be signed every year** and all clearances must be **less than 12 months old** when submitted.

- *Please Note:* Contact TEC main office for more details on volunteer requirements for school events such as Class Trips/Classroom events as they may be different..

### ❖ Please follow **TEC PTO** on Facebook at <https://www.facebook.com/TECPTO/> to stay connected and check PMSD & TEC website at <https://www.pmsd.org/>

- Click on **Schools** – choose **Tobyhanna Elementary Center** – click **For Parents**

## **Old Business:**

- ❖ The PTO is always looking for volunteers and/or donations. Please reach out if interested in helping via e-mail at [tecptol@gmail.com](mailto:tecptol@gmail.com).

**Questions or Ideas? Adjournment** \*\*\*Next PTO Meeting is scheduled for Tuesday, January 7<sup>th</sup> at 9:30am