Chatham Elementary PTO

Date: September 9, 2025,

Next Meeting: October 14, 2025 @ 6:00 p.m.

Attendance: Rebecca Hobek, Jennifer Coffey, Laura Edwards, Jennifer Kelly, Oona Melanson, Erin Cronin

Laura Edwards volunteered to be the treasurer. Rebecca Hobek made a motion to accept her as treasurer. Jennifer seconded the motion and the motion passed.

- We are excited to welcome Laura onto the board.
- Jennifer said she will meet with Laura this week to get her on board and listed as an officer with the State, and get her access to banking, etc.

Topics Discussed

1. Vision for the 2025/2026 School Year
    a. Jennifer shared her vision for the PTO for 2025/2026 is to foster more community and strengthen relationships between parents and teachers by hosting more family/school events.
    b. Jennifer shared that her goal this year is to fully organize all things PTO. All emails will be coming from ptochathamelementary@gmail.com. All documents saved and organized by event on the google drive for future use. She is creating overviews of all PTO events that show necessary timelines. Documenting all logins, accounts, passwords, contacts, used by the PTO for future board members. She has caught up the PTO by filing Annual Reports with the State, and 990s with the IRS.
    c. The final piece is connecting our social media with our PTO gmail address. Deb Gebhardt and Brennan Finnegan are working to make this happen.
2. Updates
    a. Refrigerator - thank you for a quick yes vote to purchase the refrigerator in the teachers room. We received a sweet thank you from Dr. Kelly and a thank you note from staff.
    b. Thank you to Sweet Dreams of Chatham for donating ice cream. The event was a success and we sold $378 in Shark Merch. There was definite interest in having more merch in additional sizes available to purchase. We have gone ahead and ordered to have available at Back to School Night
    c. Thank you to Laura Edwards and Rebecca Hobek for working this summer to help organize current shark merchandise and order additional merchandise for our incoming kindergarteners etc.

d. Chatham Ice Cream Bars - Mitchel from Chatham Ice Cream Bars reached out to PTO this summer. He said he wanted to donate ice cream bars to the PTO to use in some manner or for some event. Wednesday, 910 he is going to drop off approximately 60 homemade ice cream bars including gluten free and dairy free options to CES. These Ice Cream bars will be used as a treat to welcome back the staff and teachers at CES and brought to their staff meeting.
e. Jennifer was contacted by the Chatham Cultural Council with a grant opportunity. The grant is to help "help fund an enrichment program or other cultural initiative". Jen Kelly took the information and said she would use it to apply for Rob Surette Amazing Hero Art. Grant application is due October 16th.

Upcoming Events

1. Back to School Night
    a. Back to school night will be a whole school event with the whole family invited. This year it will be an "open house style." Specialists and teachers will be in their classrooms and students will show their families around the school. Students/children will be expected to stay with their families at all times. The Shark tank will still exist with tables set up with various community resources (boyscouts, PTO, etc.)
    b. There will be no curriculum presentation at Back to School Night. This information will be put out though shark alerts and/or webinar.
    c. PTO asked for a table to introduce the PTO to new families and to also sell merchandise. Permission granted 🙂
    d. Thank you to Laura Edwards for obtaining 500 vinyl Monomoy Shark stickers to sell.
    e. We will create a flyer that shows upcoming events to look for etc.
    f. PTO asked that all classroom teachers display a place for parents to sign up for "friendship lists" and "room parents."
2. Halloween Parade
    a. Halloween Parade will be on Thursday, October 30th.
    b. Jen Kelly will reach out to the Merchants Association/Chamber
    c. Discussion regarding more structure for the parade. Dr. Kelly will lead the parade and prevent students from running ahead.
    d. Discussion regarding the need for a police officer to help with traffic at the rotary. There was not a police officer in 2024 and this is a safety concern.
    e. Would more teachers be interested in walking?
3. Family Paint Night
    a. Laura Edwards reached out to Amy Middleton at the Chatham Creative Arts Center about partnering with the PTO to host a Family Paint Night
    b. Amy was enthusiastic about this idea and we are scheduling a Family Paint Night on October 23, 2025 from 5:30 - 7:00 p.m.
        i. Families will need to preregister for this event.
        ii. Event will be free

    c. Amy encouraged Laura to use Cape Cod Foundation grant to pay for supplies (paint, brushes, canvases). Laura is going to begin this process with Jennifer's help. Application due by September 19th.
    d. Family Paint Night will be mentioned in the September 28th Shark Alert. Dr. Kelly will create a registration form.
    e. Registration will be finalised by October 9th.
    f. Based on the success of this event, Amy has offered to do another event in December. Thank you Amy!!!!
4. Online Merch Store
    a. Rebecca Hobek is working on setting up an online merch store that will be open throughout the year. It will allow families to order and ship direct with the PTO earning a percentage of sales.

Before Our Next Meeting

1. Jenn Coffey and Laura Edwards will work on grant for Family Paint Night
2. Rebecca Hobek will set up online merch store
3. Jen Kelly will create an online registration form for Family Paint Night
4. Jen Kelly will reach out to Chatham Merchants/Chamber for Halloween Parade
5. Oona Melanson will share sign ups for Friendship List and Room Parents with staff
6. Jenn Coffey will email Monomoy Key Club and look for student volunteers to help with Halloween Parade.