

Chatham Elementary PTO

Date: October 17, 2025

**Next Meeting: November 4, 2025 @ 6:00 p.m (Election Day!)**

**Attendance:** Rebecca Hobek, Jennifer Coffey, Laura Edwards, Jennifer Kelly, Oona Melanson, Brennan Finnegan, Angie Sears, Heather Merrill, Bri Schreiner, Davieta Gillette, America Lesh

**Topics Discussed**

1. Chatham PTO is officially a registered non-profit! Thank you, Jennifer Coffey! Jen's efforts allows the PTO to be recognized as an official non-profit. The PTO had been previously registered as a non-profit but the registration had not been renewed.
2. **Fudge Sales**
  - a. Approximately \$700 dollars of fudge sales so far.
  - b. The form is updated to reflect that Chocolate Marshmallow. The form in the weekly newsletter will also be updated to show the correct option.
  - c. A lot of ideas/suggestions shared about flavors. Someone say, coffee flavor? :) We will use this fudge sale event to inform next year's fudge sales.
  - d. Zeffy does allow for free transactions without a charge to the Chatham PTO or the person making them online purchase.
  - e. Zeffy form now includes a place to share the student's name to assist with the fudge distribution.
3. **Paint Night Sign Ups and Planning**
  - a. 98 people signed up!
  - b. Seating chart organized
  - c. Canvases arrived and will be primed
  - d. Name tags created for participants and will share where seat assignments
  - e. Message will be shared with participants to advise that early arrival is essential
  - f. Major thank you to Laura Edwards for organizing the art grant application in 1 day!
4. **Room Parent Requests and School-Wide Friendship List**
  - a. During the meeting the 2 remaining rooms without a room parent was addressed with new parent sign ups.
  - b. 30% of families have signed up for the school-wide Friendship List. During the meeting, discussion identified that some families likely are confusing the classroom Friendship List with the school-wide list. Jen Kelly will compile the classroom lists and include them in the school-wide list.

## **5. Halloween Parade - Thursday, October 30**

- a. Details of parade shared with Chatham merchants by Chris Mortel
- b. More structure will be defined and shared with teacher, students, and families to help with the parade
- c. Request will be made of Chatham Police and Fire Dept to determine if they are available
- d. Rebecca will walk in town and share the flyer with Chatham Merchants in person to make sure that the day-to-day contacts are aware.
- e. Halloween Parade rules will be shared during Shark Assemblies. Some of these include: students need to remain with their adult, remember to say Please & Thank You, take only one piece of candy, remind families to bring a bag.
- f. Parade is Rain or Shine! Dress accordingly
- g. Joy Jordan will reach out to Monomoy High School students to volunteer and have them email PTO

## **6. Chatham Stroll by the Sea - Movie Day at the Orpheum**

- a. Saturday, December 13!
- b. Movie: Grinch
- c. Cost: \$10/child includes a goodie bag and \$5 per adult
- d. Last year the movie theatre was left a mess, with little turnaround time for the next movie.
- e. Shark assembly to set the tone for cleaning up
- f. Reminder in the theatre will be made to request assistance to keep the theatre clean and to clean up as they leave
- g. Thank you to Chris Mortel for getting all of this organized for us!

## **7. Superintendent Search Committee**

- a. Joy shared that there will be a Meet and Greet opportunities with Finalists
- b. Families are encouraged to participate

## **8. New Business**

- a. Nurse Heidi is interested in sharing healthy meals for family consideration. An option includes inviting families to share their weekday meal ideas. Maybe a cookbook?
- b. Social Media: Shark shout outs to post. Jen Kelly to ask for a volunteer in the staff to begin posting for CES instagram page.
- c. Adult Event- Coffee meet up or other outing. Consider non-school day to increase participation and availability of families. Goal is to increase the sense of community at CES between parents and teachers/staff. Maybe Three Fins Coffee Roasters or Hey Joe and Jam?

## Upcoming Events

### **1. 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?
- 2. **Family Paint Night**
  - a. October 23, 2025 from 5:30 - 7:00 p.m.
  - b. Based on the success of this event, Amy has offered to do another event in December. Thank you Amy!!!!
- 3. **Movie Day for Stroll by the Sea in Chatham**
  - a. Saturday, December 13
  - b. Movie: Grinch
  - c. Cost: \$10/child includes a goodie bag and \$5 per adult
- 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. Rebecca Hobek will set up online merch store
2. Joy Jordan will reach out to Monomoy Key Club and look for student volunteers to help with Halloween Parade and Orpheum Movie
3. Laura Edwards will prime canvases with Amy Middleton for Paint Night
4. Brennan Finnegan will post fudge sale on Instagram with Zeffy Link
5. Brennan Finnegan will send home flyer for Fudge Sale in Back Packs
6. Dr. Kelly will email CES families for fudge fundraiser and put it in the Shark Alert.
7. Jenn Coffey will purchase table cloths for paint night