Chatham Elementary PTO

Date: November 4, 2025

Next Meeting: December 9, 2025 @ 6:00 p.m

Attendance: Rebecca Hobek, Jennifer Coffey, Laura Edwards, Jennifer Kelly, Oona Melanson, Brennan Finnegan, Heather Merrill, Bri Schreiner, America Lesh, Erin Cronen.

Topics Discussed

1. **Fudge Sales**
    a. $2,695 of fudge sales, including $95 donations!
    b. Flavor sales - 260 boxes:
        - Chocolate:63
        - Peanut Butter Chocolate: 60
        - Penuche:40
        - Sea Salt:40
        - Chocolate Oreo: 29
        - Chocolate Marshmallow: 12
        - Chocolate Walnut: 12 (extra option only on paper forms)
    c. Lessons Learned or Changes for next year:
        - Timing: Fall is good timing because there are not many competing sales. Example: can bring fudge for Thanksgiving dessert
        - Request information about who will pick up in the order form (paper and online)
        - Pick up times: Offer morning after pickup and perhaps 2 other times. (Volunteers needed)
        - On order form:
            1. Spell out the pickup process
2. **Paint Night Sign Ups and Planning**
    a. Huge success! 98 signed up, 10-12 spots were open the night of the event. Some were sick and couldn't make it
    b. Send a reminder email one to two days ahead of time. Ask families to let the PTO know if they are no longer able to come.
    c. Second Paint night confirmed - December 4th - signup sheet coming soon. Form will be sent by Friday, Nov. 7, and finalize numbers by **Friday, November 14th.**
        - **Email confirmation will be sent out to inform people who are signed up.**
    d. Need to know how many families in advance, one canvas per family as it is an ornament for the holidays.
    e. Prep of canvases: week of November 17th.
        - Heather Merrill available on Mondays to assist.
        - Laura Edward's will work around the Thanksgiving holiday to prep if needed.

f. Major thank you to Laura Edwards and other volunteers!

3. **Prop/Build Challenge (Ms. Kidd)**
    a. Another school held a prop challenge or competition: example: they built boats, cars, etc.
    b. Ms. Kidd brought up this idea to Dr. Kelly and will lead this event
    c. Families will work together using cardboard to create.
    d. Timing: February during the week (Thursday are good nights) before or after Feb break
    e. Supplies: Cardboard, tape, makers, crayons
4. **Fall 2026 Ideas:**
    a. **Pumpkin Challenge Fall 2026.** We can request pumpkin donations and hold a competition
    b. **Pumpkin in the Park Showcase:** Dr. Kelly is excited to ensure CES is featured in the Park.
5. **Halloween Parade - Thursday, October 30**
    a. This year's parade was well attended by families and supported by merchants.
    b. Details of parade shared with Chatham merchants by Chris Mortel and Rebecca Hobek at the store
    c. Volunteers: we had 5 high school volunteers. It was a smooth process. Jen informed the volunteers of the opportunity to volunteer during Christmas by the Sea at the Orpheum in December.
    d. Feedback:
        - A lot of good community involvement and good presence from stores.
        - Very orderly this year!
        - Middle School Fall Fest conflicted with Elementary School event
        - Aim for Thursday event and/or coordinate between Dr. Dudley and Dr. Kelly to avoid conflict
    e. Great presence from Chatham Police
    f. Halloween Parade rules were great and observed by other adults.
6. **Chatham Stroll by the Sea - Movie Day at the Orpheum**
    a. Saturday, December 13
        - Doors open at 9am
        - 9:30am start;
    b. Movie: TBD (Grinch isn't possible) Polar Express?
    c. Cost: $10/child includes a goodie bag and $5 per adult
    d. Treat options: Gummies, potato chips, juice box
    e. Sign up Sheet to include:
        - Adult contact with Phone Number
        - Pricing to outline what is included
        - Ask parents to be specific on who will pick up students at the end.
    f. Day of Coordination:
        - Print out contact info available for volunteers
    g. Leaving Theatre Clean post event:

        - Last year the movie theatre was left a mess, with little turnaround time for the next movie.
        - Shark assembly to set the tone for cleaning up
        - Reminder in the theatre will be made to request assistance to keep the theatre clean and to clean up as they leave
    h. Thank you to Chris Mortel for getting all of this organized for us!
7. **Shark Merch**
    a. Goal 1: sell down/reduce inventory of merchandise we have
        - Will create a Zeffy site to sell the on-hand materials
    b. Goal 2: will work with a company that can print merchandise with a school logo and ship directly to the person that ordered. This takes PTO out of managing merchandise.
8. **Treat for the Teachers before the holidays?**
    a. Jen Coffey asked Oona if there would be a time we could set up lunch/treats for the teachers in December. She suggested right after report cards are due.
    b. Savory options for food would be appreciated: Soup options with bread
    c. BJs can do savory treat and they give $25 gift cards
    d. Bri offered to do the BJ run
9. **Room Parents:**
    a. Oona will ask teachers to communicate with Room parents to request that they introduce themselves to the other parents in the room.
    b. Be cautious with overusing room parents and over communicating to parents. They will be upset with emails being over shared/used.
10. **Teacher Appreciation Idea:**
    a. Offer 15 min chair massage for teachers
    b. Appreciated by teachers and promotes masseuses
    c. Brennan to reach out to Lexi Sodeberg (?)
11. **Follow up on Parent Social Ideas:**
    a. Jen messaged Joe and Jam to host an event for parents/teacher/staff
    b. **Option:** Chatham Rec event hosting options with Movie to keep kids contained and request volunteers to watch kiddos
    c. Survey to get input:
        - day of week/time of day
        - do you need a babysitter,
        - would you be comfortable?
    d. Trivia Event: Random assignment or require 2 families to combine into one team
12. **Trying new foods:**
    a. Cafeteria is offering new veggies to students to try them. Students can say yes or no.
    b. Nurse Heidi will bring back the color wheel/color passport
13. **New Business:**
    a. **Cape Symphony** offers free tickets to kids and adult that bring them (Bri shared/create a flyer for insight on social media)
        - Share with CES community to ensure there is awareness

b. **Cookbook/Share Recipes:** Would any families be interested in sharing meal ideas? This concept is on hold for a moment.

Upcoming Events

1. **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
2. **Family Skate "Friends and Family of CES":**
    a. Sunday, January 25 10am-12pm
    b. Bake sale, sign ups forthcoming
3. **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. Jen Kelly will email invite to Family Paint Night #2
3. Jen Kelly will update online form for the Orpheum Movie 12/13
4. Oona will encourage teachers to have room parents reach out to parents in their class and introduce themselves as the room parent.
5. Jenn Coffey will email High School Volunteers for Orpheum Movie