

Chatham Elementary PTO
December 9, 2025

Meeting Minutes

Attendance: Jennifer Coffey, Laura Edwards, Jennifer Kelly, Oona Melanson, Brennan Finnegan, Heather Merrill, Joy Jordan, Angie Sears

Thank you to Angie Sears for bringing treats to share at the meeting!

Topics Discussed

1. **Bank Account Balance** as of 11/29/25 : \$5,723.81
2. **Paint Night Debrief**
 - a. Overall Success and well attended
 - b. Brennan will post photos on social media post and tag Chatham Creative Arts Center
 - c. Laura talked to Amy Middleton and she enjoyed the process and would love to host another Paint Night this spring.
3. **Orpheum Movie Fundraiser**
 - a. Saturday, December 13, 2025
 - i. Doors open at 9:00
 - ii. Movie starts at 9:30
 - iii. Currently 26 children and 5 adults are attending.
 - iv. Chatham Orpheum will send out a blast to advertise the movie
 - v. Jen Kelly will send an email to CES families with link to register
 - vi. Jenn Coffey will send email to classroom teachers with a link for families to register. Teachers can share via Reach My Teach
 - vii. Jenn Coffey created a Zeffy page so parents can pay for movie with credit card when they check in.
 - b. Joy Jordan is helping to schedule high school volunteers from Key Club and National Honor Society
4. **Soup Luncheon for Staff - December 17th**
 - a. Serving soup (clam chowder, italian wedding soup, and tomato basil) in the teachers room along with fresh bread, drinks, and desserts.
 - b. Jenn Coffey will send a "sign up genius" to the PTO parents to sign up for drinks and desserts. The soup and bread will be provided by PTO. Bowls, napkins, cups, spoons we already have leftover from previous events.
5. **New Ideas**
 - a. Family Bingo Night (February)
 - i. Possibly Thursday before or after school vacation
 - ii. Prize could include gift certificates to use at the scholastic book fair or donated "teacher experiences"
 - iii. Possibly provide pizza?
6. **Evening Parent Social**
 - a. Jenn Coffey heard back from Joe and the Jam. They would be interested in hosting a parent social on a Monday night.
 - i. This would be a free event for parents/caregivers/teachers to attend.

- ii. PTO would pay for the drinks and desserts served
- iii. Heather suggested the possibility of having live music
- iv. Jenn will follow up with Joe and the Jam to discuss availability for either January for beginning of February

7. Cardboard Build Night

- a. Could this be scheduled for the week prior to our Spring Arts Festival (May 15th)
 - i. The cardboard creations made by families could be displayed at the festival
 - ii. PTO can help cover cost of additional supplies needed for event

8. Shark Merch

- a. The committee agreed to sell the remaining Shark Merch (tshirts, sweatpants, etc.) at upcoming events (Bingo, family skate, Author's Night, Arts Festival)

9. Superintendent Search

- a. Joy Jordan updated the PTO on the Superintendent Search. There will be an opportunity for parents/caregivers to come and meet the 3 finalists.
 - i. December 15th @ 6:00 pm (candidate 1) MRHS Library
 - ii. December 15th @ 7:00 pm (candidate 2) MRHS Library
 - iii. December 16th @ 6:00 pm (candidate 3) MRHS Library
 - 1. She encourage those who are able to attend
 - 2. Those who attend will be given the opportunity to provide feedback following each session

10. Jen Kelly shared that Chatham was recognised as one of only 92 across the state to have returned to prepandemic achievements levels!

11. PTO Calendar

- a. Jenn Coffey will work with Jen Kelly to update our PTO calendar for the rest of the year with firm dates for activities. The calendar will be emailed to the PTO.

12. Before Next Meeting

- a. Jenn Coffey will email classroom teachers the link for Polar Express movie registration
- b. Jenn Coffey and Jen Kelly will firm up the dates for future PTO events
- c. Joy Jordan and Jenn Coffey will touch base to confirm students volunteers for Polar Express
- d. Jenn Coffey will email Paint Night pictures to Jen Kelly to share in Shark Alert
- e. Jenn Coffey will email "sign up genius" for Teacher Soup Luncheon for parents to sign up for drinks/desserts
- f. Jenn Coffey will finalize spreadsheet needed to sign students in and out of Polar Express