

Chatham Elementary PTO
February 10, 2026

Meeting Minutes

Attendance: Jennifer Coffey, Rebecca Hobek, Oona Melanson, Jen Kelly, Joy Jordan

American Lesh notified the PTO Board that she would be stepping down as the PTO secretary. On behalf of the Chatham Elementary PTO I would like to say thank you to America Lesh for being a part of our PTO Board for the past year. We appreciate all of the time she has put into serving the PTO.

Topics Discussed:

1. Family Skate
 - a. March 8th from 10 - 12 p.m. This event is open to Chatham Elementary School Families, Friends, and Faculty. Faculty families are invited to attend.
 - b. Jennifer will resend the Bake Sale sign up closer to the event.
 - c. We will have a table for Shark Merch to purchase.
2. Cupcake Charlies
 - a. Our Cupcake Charlie fundraiser began this week and will conclude on February 27th.
 - b. We already have two orders from our online ordering platform, and it seems to be going smoothly.
 - c. Cupcakes will be delivered on either March 18th or 19th.
3. Family Bingo and Pizza
 - a. The PTO will be hosting Family Bingo and Pizza Night on February 12th in the elementary school cafeteria.
 - b. Pizza and drinks will be provided.
 - c. Doors will open at 5:15 p.m. and Bingo will run from 5:30-6:30 pm
 - d. Prizes will include coupons for students to use at the March Book Fair, Lunch Bunch with Dr. Kelly, and Shark Merch.
4. Author's Night
 - a. Authors Night will be held on March 19th, the same day as Book Fair Family Night. Author's Night will utilize the cafeteria, library, and shark center.
 - b. The PTO will be providing dinner for the teachers/staff prior to Authors Night.
 - c. Dr. Kelly will have staff register in advance for the event in order to give us a head count for dinner.
5. Book Fair
 - a. The book fair will be the week of March 16th.

- i. Set Up: March 13
 - ii. Fair: March 16 - March 20
 - iii. Breakdown: March 20th
 - b. Dr. Kelly has put together the viewing/purchasing times for the classrooms. Jen Coffey will send out a sign up for volunteers next week.
 - c. We will continue the tradition of giving one book to each student at CES.
 - d. We need 5-10 volunteers to help with the Book Fair at Author's Night. (4 on registers, 1 on cupcake sales, addition on directing students/parents)
6. Preschool Programs
- a. Registration is open for both preschool programs at both Chatham Elementary School and Harwich Elementary School.
 - b. A link to the registration form is located on the District Website.
7. Reach My Teach
- a. Jenn Coffey brought up how great this new communication tool is going from a parent perspective. It allows for easy communication for parents between all staff and the front office. It is also so much that all staff are using the same platform.
 - b. Oona Melanson mentioned a few "bugs" on the teacher's end regarding possible limitations with numbers of pictures and text. Joy Jordan said she would be looking into this as a possible error in settings.
8. Fourth Grade Celebration
- a. June 12, 2026
 - b. Jenn Coffey will call and reserve the Dunk Tank
 - c. Dr. Kelly will mention in the Shark Alert that we are looking for parent volunteer to help organize the 4th Grade Celebration and ask them to reach out to Jenn Coffey via email.
9. Fun Run
- a. This will be the focus of our March 10th Meeting
10. Parent Teacher Conferences
- a. Jenn Coffey questioned whether we could possibly change parent teacher conferences to February/March instead of the Fall. Currently conferences happen at the beginning of the school year when students are just settling into new routines etc. Teachers are still getting to know students. Winter conferences would be more informative to parents regarding their students' progress in the current grade. It would also allow greater discussion on how parents can be supporting students at home with areas of weakness.
11. Before Our Next Meeting
- a. Joy Jordan will look into "bugs" in the Reach My Teach system

- b. Jenn Coffey will send out a sign up for Book Fair Volunteers
- c. Jenn Coffey will resend the Bake Sale Sign Up for the Family Skate
- d. Jenn Coffey will touch base with our Scholastic Representative to finalize Book Fair Details.
- e. Dr. Kelly will send a request for 4th Grade Parent Volunteers in the Shark Alert
- f. Rebecca Hobek will look into the Box Tops Program