

Chatham Elementary PTO
Meeting Minutes
March 10, 2026

Attendance: Jennifer Coffey, Jen Kelly, Rebecca Hobek, Oona Melanson , Bri Schreiner, Laura Edwards

Financial Update:

Bank Account Balance as of 3/1/26: \$6218.45

Added Since 3/1/26

- \$1400.92 in Cupcake Charlie Sales (We made \$474 on this fundraiser)
- \$86 Shark Merch
- \$247 in Bake Sale Donations

Paid Since 3/1/26

- \$700 to Charles Moore for Family Skate
- \$1501 to Cupcake Charlies

1. Dr. Kelly School Updates

- CES staff will be presenting at the upcoming Parent University on Monday, March 16th at 6:00 p.m. in the Monomoy High School Library.
 - “This event is geared towards families of students in Kindergarten through grade 4 and will focus on tips and strategies for encouraging reading skills in our young learners...”
 - Dr. Kelly requested a donation of two \$20 Scholastic Book Fair Gift Certificates to use at the presentation.

2. Family Skate and Bake Sale

- Great Attendance
- Cost: \$700 (Paid for basically by Cupcake Charlies and Bake Sale)
- Bri mentioned how nice it was to see some of our Harwich friends attending this event and that we could open it up to both Chatham and Harwich next year.

3. Book Fair: March 16th - March 20th

- Flyers have gone home to students and staff
- All classroom teacher, specialist, support staff were given \$5 gift certificates
- We are setting up the Fair on Thursday afternoon. This will allow teachers all day Friday to preview the fair, set up wish lists, etc. NO SALES on Friday
- Still looking for volunteers to help
- [Link to volunteer](#)

4. Author's Night: March 19th 5:30 - 7:00 p.m.

- We will have two registers open for this event.
- There will be a table with Cupcake Charlies Cupcakes for individual sale
- Photo Booth - Use high school volunteers to assist
- We will be providing dinner for the Staff prior to the event in the teachers room at 4:30 p.m. Purchasing dinner from Chatham Village Market
- We are looking for parents to help with this event. The full event is 1.5 hours, we are looking for parents to volunteer in 30 minute blocks
- [Link to Volunteer](#)

5. Fun Run 2026 (May 20th, approximately 9 weeks)

- Laura Edwards has offered to update our sponsorship letter
- We will not give gifts to donors this year
- Dr. Kelly is working on the logo design of a rubber duck running in a shark costume.
- Laura is going to speak to Kaleidoscope Printing to discuss our plan for a tshirt with a front logo, back sponsors and find out when we need everything to them
- We will need approximately 200 shirts to include all students and staff
- We need to reach out to Stop & Stop to ask for the donation of food (hamburgers, hotdogs, buns, watermelon, wrapped chips, and popsicles)

6. Fourth Grade Graduation

- New date June 18th
 - Jenn Coffey will reserve both The Chatham Rec and Dunk Tank for this date
 - Dr. Kelly will put something in the Shark Alert telling parents who are interested in volunteering to email Brennan in the office

7. Wildlife Animal Ambassador Presentation from New England Wildlife Center.

- Animals brought (Red Tailed Hawk, Tortoise, Ball Python, Bearded Dragons, Box Turtles, etc)
- The show would be down in two sessions dividing up the classes. The full cost is \$400.
- The committee voted unanimously to fund this event for the school.