

**CHATHAM ELEMENTARY SCHOOL
PARENT TEACHER ORGANIZATION
MEETING MINUTES**

RECORDING: Patty D'Agostino

DATE: January 8, 2009

PRESENT: Faith Rushnak, Jennifer Huckman, Patty D'Agostino, Saga Rivers, Cheri Armstrong, Monica Lussier Russell, Jennifer Whiteley, Margaret Fallon, Nancy Lyons and Tonnya Chase

NEXT MEETING: February 4, 2009 @ 6:00 p.m.

MEETING LOCATION: CHS/CMS Library

GUESTS:

TOPIC/AGENDA	FINDINGS/DISCUSSION	RECOMMENDATION/ACTION	FOLLOW-UP
Minutes	The minutes of 12/2/08 were accepted as written.		
<u>Old Business</u> PTO "Prom" Event	<p>Saga Rivers, who Chairs this event, provided an update regarding the "Prom", an adult only fundraiser:</p> <p>The Park and Recreation Committee approved this event to be held at the Community Center on Saturday, March 28, 2009 from 7:00 p.m. to 11:00 p.m. The Park and Rec. Committee did state, however, that "no" high heels would be allowed since we will be having the Prom in their gym.</p> <p>The next step is to appear before the Selectman for their approval.</p>	<p>It was suggested that to minimize the waste of paper, that invitations for this event go out via "E-vite". Of course, where necessary, paper invitations will go out.</p> <p>Teachers will be invited to attend the event at no charge.</p> <p>It was suggested that Tim Woods from the Chronicle be contacted to do an article promoting the event for the Chatham Community.</p> <p>Margaret Fallon has volunteered to distribute flyers and to e-mail through the PTO website parents to volunteer to donate things needed for the "Prom", ie., disco ball, D.J., decorations, etc.</p> <p>Placing an ad in both the Scoop and Chatham Public School Newsletter also suggested.</p> <p>Jennifer Whiteley will be Chairing the decorations for the event and Roger Ling has volunteered to</p>	Ongoing

		do the lighting. If you are interested in volunteering for this even, please contact Saga Rivers.	
School Directory	<p>Jen Huckman has indicated that this is also completed. The Directory will include parents names, e-mail addresses, phone and cell phone numbers.</p> <p>The Directory collected over \$2,000 in advertising sales.</p>	Margaret Fallon has volunteered to Chair this program next school year. It was suggested that PTO possibly begin advertising sales earlier in the summer with the Directory being distributed earlier.	Ongoing
Summer Collaboration with Monomoy Community Services	<p>This was discussed during the evening meeting in December, 2008, and readdressed for further comments during this month's meeting.</p> <p>The various events that were proposed were:</p> <p>Running a concession stand during "Movie Nights" through the summer.</p> <p>A morning concession stand (9:00 a.m. to 12:00 p.m.) at scheduled times during the Chatham Angler's youth baseball camps.</p> <p>A summer Carnival to be held to be held in July/mid-August at the VFW.</p>	<p>A discussion was had and it was agreed that the PTO would be interested in all of these activities. Further discussions will be had during the coming months. It was suggested that if we do participate in the Carnival that we could possibly ask the Chatham Fire Department if they still have the "Dunk Tank" available. There were great suggestions on various items we could sell during the "Movie Night" concession stand (popcorn, glow sticks, sno-cones) and the Chatham Angler morning concession stand (coffee, danish, etc.) as well as fun suggestions for the carnival.</p> <p>If you have any suggestions please come to a PTO meeting, we would love to hear them.</p>	Ongoing

<p>Chatham Elementary School's "December in Our Town" Event</p>	<p>Once again, Cheri Armstrong, did an outstanding job giving the Chatham Community a wonderful presentation. This event was enjoyed by everyone and we would like to thank the children who participated and worked so hard. They should all be very proud of themselves.</p>		<p>Closed</p>
<p>Spaghetti Supper</p>	<p>The Spaghetti Supper will be held on Friday, January 23, 2009 from 5:30 to 7:00 p.m. with the Basket Raffle to be held at 7:00 p.m.</p> <p>There are still some classes that need volunteers to help with the Baskets.</p>	<p>BethWhittle will put up the Bullentin Board.</p> <p>Monica Lussier Russell provided an update:</p> <p>Jill Proudfoot from the High School will allow PTO to order some food items through the school. The Chatham Squire and Mary Smith will provide the sauces for the spaghetti. The Oyster will deliver the salad.</p> <p>Brownie bakers are needed.</p>	<p>Ongoing</p>
<p>Pottery Painting Fundraiser</p>	<p>This fundraiser was a huge success. Although it was scheduled on short notice, Heather Nickerson, who chaired the event, did a wonderful job.</p>	<p>Since this fundraiser was appealing to all ages, a date has already been set for this year. A new Pottery Painting Fundraiser has been scheduled for November 6, 2009. Two seperate seatings have been scheduled. One at 5:30 p.m. and another at 7:00 p.m.</p>	<p>Ongoing</p>

<p><u>New Business</u></p> <p>Chatham PTO By-Laws</p>	<p>New By-Laws have been created for the Chatham PTO. These By-Laws will detail how the Chatham PTO will be run.</p> <p>There was a discussion regarding "Officers" of the PTO Chairing events. It was suggested that Officers do not chair events, however, they can help/volunteer individuals who will be chairing various events.</p>	<p>Please go to the PTO website, ChathamPTO.com, to view the By-Laws as there will be a vote at the February 4, 2009 PTO meeting to adopt the By-Laws.</p>	<p>Ongoing</p>
<p>Reimbursement Forms</p>	<p>There is a new Reimbursement Form. The new form will specifically set budget amounts. There will be no reimbursements for monies over the amount set forth in the form.</p>	<p>In order to receive reimbursement, this form must be submitted within one month after the event/occurrence for which expenses were made.</p> <p>Forms are available on the website.</p> <p>If you submit a receipt and there are still outstanding receipts, please let the PTO know so that they can be accounted for.</p>	<p>Ongoing</p>
<p>Teacher Appreciation Week</p>	<p>We are currently seeking individuals who would like to volunteer to chair this event. Please contact Faith Rushnak or Jennifer Huckman if you are interested.</p>		<p>Ongoing</p>

<p>Chatham Elementary School Talent Show</p>	<p>Cheri Armstrong indicated that a new sound system would possibly be needed for this event. There was a discussion regarding the stage area and backdrop. Courtney Poignand will be looking into a new sound system and the cost of same.</p>	<p>There were several suggestions regarding the stage area, ie., painting the back wall black, a black backdrop, a curtain or possibly purchasing light weight sets which could cost approximately \$600. No funding request was made at this time.</p> <p>There was a suggestions that The Art of Charity also be contacted for possible funding</p>	<p>Ongoing</p>
<p>FUNDING REQUESTS:</p>			
<p>1. Chatham High School After Prom Party: \$1,000</p>	<p>1. Although this event is budgeted for \$800, and the funding request amount is \$900, a discussion was held regarding the promise by prior PTA members to increase this amount to \$1,000.</p>	<p>1. A motion was made to increase the amount of the budget to \$1,000 and to approve this funding request. The Motion was seconded and after a brief discussion, passed.</p>	<p>Closed</p>
<p>2. Chatham Elementary School 3rd/4th Grade Read Across America program: \$600</p>	<p>2. This request is for a variety of books. Each student in Grades 3 and 4 will receive one book each.</p>	<p>2. A motion was made that we approve the funding of \$600 to purchase books for the 3rd and 4th Grade Read Across America program. The motion was seconded and the passed.</p> <p>3. A Motion was made that we approve the</p>	<p>Closed</p>

