

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

RECORDING: Patty D'Agostino

Date: May 6, 2009

PRESENT: Faith Rushnak, Jen Huckman, Rhonda Sandison, Patty D'Agostino, Nancy Lyons, Jan Gleason, Jane Bessette, Tonnya Chasse, Jennifer Whitely, Gaylene Heppe, Margaret Fallon, Heather Nickerson and Heather Higgins.

NEXT MEETING: June 4, 2009

GUESTS:

MEETING LOCATION: CMS Library @
6:00 p.m.

| TOPIC/AGENDA | FINDINGS/DISCUSSION | RECOMMENDATION/ACTION | FOLLOW-UP |
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| Minutes | The minutes of were accepted as written. | | |
| <u>Old Business</u> Elementary School Book Fair Fundraising | This matter was put on the June, 2009 Agenda. | | Ongoing |
| Nominating Committee- Executive Committee Nominations Vote for Executive Committee-Treasurer and Secretary | Margaret Fallon Ryan has been nominated to fill the position of Treasurer and Heather Nickerson has been nominated to fill the position of Secretary for the 2009/2010 School Year. A Motion was made and seconded for the appointment of Margaret Fallon Ryan as Treasurer of the Chatham PTO A Motion was made and seconded for the appointment of Heather Nickerson as Secretary of the Chatham PTO | Motion was voted on and passed appointing Margaret Fallon Ryan as Treasurer of the Chatham PTO to begin July 1, 2009. Motion was voted on and passed appointing Heather Nickerson as Secretary of the Chatham PTO to begin July 1, 2009. | Closed |

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| <p>Teacher Appreciation Week; May 3, 2009 through May 8, 2009</p> | <p>This event was chaired by Beth Whittle. A Motion was made and passed during the April, 2009 meeting allowing a one time increase to supplement the Teacher Appreciation budget to \$1,500.00.</p> <p>The Theme is "Day at the Beach". There are painted fish throughout the school. This was done with the help of Ms. Moye, the Art Teacher. There is also a live fish display in the cafeteria.</p> <p>On May 6, 2009, the Teacher's Luncheon takes place</p> <p>May 8, 2009, chocolate covered strawberries will be delivered and the students will sing to the teachers.</p> | <p>A discussion was had regarding increasing the funds for this event on the 2009/2010 PTO Budget to \$1,500.00.</p> <p>The PTO would like to thank Beth Whittle for a wonderful job showing our Teachers how much they are truly appreciated.</p> | <p>Ongoing</p> |
| <p>PTO RFP to Parks and Recreation Commission</p> | <p>The PTO formally withdrew their RFP to run the concession stand at the Chatham Angler's home games. PTO has made great strides this year and has agreed that the organization does not need to engage in any controversy. PTO wants to honor our achievements.</p> | <p>A discussion was held and it was agreed that the PTO will apply again next year.</p> | <p>Closed</p> |
| <p>School Committe Presentation</p> | <p>President, Faith Rushnak, will make a</p> | <p>This will give the School Committee an</p> | <p>Ongoing</p> |

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| | <p>presentation before the Chatham School Committee to talk about the things PTO funds outside of the school budget.</p> <p>Faith would like children who have benefited from PTO involvement to be involved in the presentation. Students do not have to address the Committee, but it would be beneficial for the Committee to know about "Christmas in our Town", "MCAS Breakfast", "Boston Museum of Science Trip", etc.</p> | <p>opportunity to hear about all the "missed" opportunities that would occur if the PTO did not fund certain activities and/or equipment requests. PTO is well aware that we do not fund any budgeted items.</p> | |
| New Fundraising Ideas | <p>A discussion was had regarding new fundraising ideas. The idea of a "PTO Yard Sale" was born.</p> | <p>There was a discussion about holding the yard sale in the parking lot of the Chatham Elementary School. Having vendors rent a "parking spot" for their table.</p> <p>If people are unable to stay to sell their items, they could possibly drop them off, PTO would sell them and then the owners could pick up the items after the sale is over.</p> <p>Would like to hold the event sometime in June, 2009. Possibly June 20, 2009.</p> <p>Margaret Fallon has volunteered to start up the event. Will try to get it into the School Newsletter.</p> | Ongoing |
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| <p>Popcorn Sales at the Chatham Band Concerts for the summer of 2009</p> | <p>Margaret Fallon has offered to chair this event again.</p> | <p>Volunteers are needed to sell popcorn on Friday nights during the last Friday in June, all Friday nights during the months of July and August. Please contact Margaret if you are interested in selling popcorn.</p> <p>Margaret will talk with Shane at the Wayside Inn to see if we can sell popcorn in front of their restaurant again.</p> <p>Discussions were had regarding storage of the machine closer to the Wayside for convenience.</p> <p>Faith Rushnak has offered to help anyone who is willing to sell popcorn, but unable to transport the machine to get the popcorn machine to and from the Wayside.</p> | <p>Ongoing</p> |
| <p>Funding/Equipment Requests</p> | <p>A. A request was made by First Grade Teacher Jan Gleason, for \$200.00 to support the Muffins for Moms and Donuts for Dads event to be held on June 4, 2009.</p> <p>B. A request was made to replace the mulch (bark-free) at the Chatham Elementary School playground. The mulch will cost approximately \$2,500.00.</p> | <p>A Motion was made and seconded for \$200.00 for Muffins for Moms and Donuts for Dads. After a brief discussion, a vote was taken and the Motion passed.</p> <p>A suggestion was offered that local vendors be used.</p> <p>A Motion was made and seconded for \$2,500.00 to replace/place mulch at the Chatham Elementary School playground. After a brief discussion, a vote was taken and the Motion passed. It was suggested</p> | |

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| | <p>C. A request was made for \$500.00 to arrange for a breakfast for the 3rd and 4th grades to be held on MCAS mornings which included May 12 and 13 and May 14 and 15, 2009.</p> <p>D. The PTO made a request of \$1,500.00 for an appreciation/thank you event for all volunteers, community members and vendors who have supported the PTO during the past year. The event will cover the cost of food and there will be a cash bar.</p> | <p>that the mulch be replaced during the last week of August, 2009, so that the school will get the most benefit from it.</p> <p>A Motion was made and seconded for \$500.00 for a breakfast for the 3rd and 4th grades during MCAS mornings on May 12, 13, 14 and 15. After a brief discussion, a vote was taken and the motion passed.</p> <p>A Motion was made and seconded to allow \$1,500.00 to be spent on a appreciation/thank you event for all volunteers, community members and vendors who have supported the PTO during the past year. After a discussion, a vote was taken and the motion passed.</p> <p>The event will be held during a weeknight in June, 2009. Invitations will be extended by E-vite, newspaper and flyers.</p> | |
| <p><u>New Business</u></p> <p>Further Discussions regarding the Chatham Elementary School Playground and Chatham Middle School activities shed.</p> | <p>There were many discussions regarding the improvement of the Chatham Elementary School Playground. The discussions were regarding the safety of current equipment.</p> | <p>There has been a lot of study of the current Elementary School Playground. Included as various estimates to either replace or repair current equipment.</p> | |

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| | | <ol style="list-style-type: none"> 1. An estimate of \$2,200 to replace and repair the basketball hoops 2. To pull-out the current Pre-School Climber and replace with "spring horses" and/or "balance beams" would cost approximately \$600 to \$700 per item. 3. To have astro turf and dirt installed would cost approximately \$30,000. <p>There was also a discussion regarding the equipment used by the 5th and 6th Grades at the Chatham Middle School during recess. A suggestion was made that we combine PTO and Community resources. Reaching out to the community to see if during "spring cleaning" they could donate tennis rackets, balls, etc. to the Middle School to replace broken equipment.</p> | Ongoing |
| PTO Budget for the 2009/2010 School Year | The Budget would operate between July 1, 2009 and June 30, 2010. | <p>The goal is to spend what we make during the year from fundraising.</p> <p>The "Chathamopoly" monies need to be spent down or used. We need to decide if we will spend the monies to supplement the budget or if we will find a specific use for the money, ie., Endowment, Scholarship, etc.</p> | Ongoing |

