

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

**RECORDING:** Faith Rushnak

**DATE** February 4, 2009

**PRESENT:** Sharon Brady, Margaret Fallon, Gaylene Heppe, Ed Ropulewis, Saga Rivers, Faith Rushnak, Rhonda Sandison

**NEXT MEETING:** Mar. 4, 2009, 7:45am

**GUESTS:**

**MEETING LOCATION:** CES Cafeteria

TOPIC/AGENDA	FINDINGS/DISCUSSION	RECOMMENDATION/ACTION	FOLLOW-UP
<b>Minutes</b>	The minutes of 1/7/09 were accepted as written.		
Spaghetti Supper Fundraiser	<p>The event was a huge success. While final finances need to be accounted for, more than \$3,000 was raised. The baskets were beautiful even though they look a long time to come together. The volunteers were marvelous and Monica did a wonderful job in creating an organized kitchen and serving lines. The event ran out of pasta, rolls, more pasta. More should be ordered in the future. It was a good idea to showcase the baskets in the cafeteria at the Elem. School as it gave teachers an opportunity to see them and buy raffle tickets even though they weren't planning on attending the event.</p> <p>All the thank you notes, to businesses/donors, volunteers, basket organizers have been written.</p>	<p>Monica submitted her recommendations for changes for next year including preparing more food for the event and ensuring that the event is scheduled on a non-half day, non holiday, non Lent Friday. It was also recommended that in picking the date, we try and do so on a Friday where there is a game in the gymnasium as that also drew participants to our dinner.</p> <p>Remember to thank custodial staff at the end of the year for all their support and hard work – maybe a gift certificate or a luncheon would be appropriate.</p>	None
School Directory	Faith reported, in Jen's absence, that the school directories were at the printer and expected sometime during the week of 2/9. Faith handed out 2 samples of the directory for attendees to look at. Kudos to Jen and Faith for all their efforts in re-creating this effective piece.	<p>Ensure that delivery of all directories happens in the next week or two. Send a thank you note attached to the directory to all the advertisers.</p> <p>Start the directory process in August or September of 2009 to ensure an earlier distribution to families.</p>	Jen/Faith ongoing

<p>Elementary School Book Fair</p>	<p>Sharon Brady updated the committee on the book fair, which is scheduled to run from Thursday, April 9<sup>th</sup> through Friday, April 17<sup>th</sup>. Thursday morning Pam and Sharon will host a breakfast for the teachers so they can peruse order or purchase any books for their classrooms. Friday, April 10<sup>th</sup> is a half day but is still the day that Sharon and Pam are planning on hosting a family night. They are currently looking into some entertainment for the evening.</p> <p>Sharon and Pam have all publicity in place for the event.</p> <p>Kudos to Sharon and Pam for running such a well-organized event.</p>	<p>Finalize Family Evening. Create bulletin board in the Elem. School. Purchase decorations and necessary supplies for teacher's breakfast.</p> <p>As time approaches, Sharon and Pam will recruit volunteers to help man the bookfair.</p>	<p>Ongoing</p>
<p>PTO Prom</p>	<p>Saga Rivers and her entire PTO planning team are doing a marvelous job with this new fundraiser.</p> <p>The prom is scheduled for Saturday, March 28<sup>th</sup>, 7pm at the Community Center Gymnasium. Saga received her one day liquor sales license from the Selectmen at their meeting last week. She has recruited a two-person DJ team to run the event. She met with Brian at Campari's and he is currently working up a price for hot/cold hors d' oeuvres to be served. Saga will be meeting with Patrice Milley re: flowers and decorations for the tables. Saga and Jen will also approach the party store in Hyannis for donations.</p> <p>Tickets are \$25/person or \$40/couple advance sales, possibly.</p>	<p>Save the date evite will go out soon. Margaret Fallon Ryan has offered to do this. Faith wrote a press release which Saga will put in the papers next week and again one month from now. Some sort of invitation (paper) might go home in backpacks?</p>	<p>Ongoing</p>
<p>Nominating Committee</p>	<p>Faith introduced the concept of establishing a nominating committee which would be responsible for recruiting nominees for vacant offices. It was noted that both Rhonda and Patty are ending their 2 year terms and will not seek re-election so both positions will need to be filled.</p> <p>Faith will post a notice on the PTO software and send and email out to all schools announcing the creating of a nominating committee and seeking individuals to serve on such.</p>	<p>The nominating committee would work Feb/Mar/April to secure nominees for various offices and would be responsible for presenting the slate to the PTO at the April meeting for a vote at the annual meeting in May</p>	<p>Faith ongoing</p>

PTO Expo	Faith reminded the group that the PTO expo will be held in Western Mass on April 1 <sup>st</sup> . We currently have 5 people attending this day long fair, where we hope to get good ideas on volunteer recruitment/management, fundraisers, effective communications, etc.	Anyone interested in attending this event should contact Faith Rushnak or Jen Huckman	ongoing
Teacher Appreciation Week	Scheduled for May 4 <sup>th</sup> – May 8 <sup>th</sup> . Beth Whittle has agreed to chair this event but would like a co-chair or helpers for the week.	More details to follow next month.	Ongoing
Summer Fundraisers with Monomoy	Faith has requested that a sub-committee be formed to help plan the summer fundraisers with Monomoy.	Recruitment will take the form of emails to the PTO database and will be in the Scoop and Chatham Schools Newsletter	Ongoing/Faith
MCAS Breakfast Funding Request	Mrs. Heppe has requested \$500 from the PTO to fund the 3 <sup>rd</sup> and 4 <sup>th</sup> grade MCAS breakfasts.	A motion was made to fund this request at \$500 by Margaret Ryan. It was seconded and unanimously approved.	Closed

Geography Game Show 5 <sup>th</sup> and 6 <sup>th</sup> graders	A request was made by Ann Marie Reed to fund a geography game show for the 5 <sup>th</sup> and 6 <sup>th</sup> grade classes to help support their curriculum.	A motion was made to approve this funding request of \$750. It was seconded and unanimously approved.	Closed
Elementary School Sound System for Gymnasium	A request was made by the Talent Show coordinators to the PTO to fund the purchase and installation of a sound system for use in the Elem. School gymnasium. This request would be combined with a grant to the PTO from the Art of Charity for upwards of \$1,000.	A motion was made to fund this request in the amount not to exceed \$4,500 (including any gift from Art of Charity to PTO). The motion was seconded and unanimously approved.	Closed
Dissolution of Chatham PTA. Replace with Chatham PTO.	A motion was made by Faith Rushnak to dissolve the Chatham PTA entity and to replace it with the newly formed Chatham PTO.	The motion was seconded by Saga Rivers and unanimously approved by the group.	Closed
By-Laws	Faith handed out draft by-laws to the group, explaining that the executive committee had been working on this document since the summer months with the help of legal counsel. The group went through the body of the document to gain an understanding of the various pieces.  Faith recommended the adoption of said by-laws as they would provide a structure and guidance to the exec. Committee and all PTO members in terms of how to run the organization.	Saga made a motion to accept the bylaws. It was seconded and unanimously approved.  A copy of the by-laws can be found at <a href="http://www.chathampto.com">www.chathampto.com</a> .	Closed

With no further business presented the meeting adjourned at 7:07pm. Many thanks to all those PTO members in attendance!