

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

RECORDING: Patty D'Agostino

DATE

:

10/7/08

PRESENT: Faith Rushnak, Jen Huckman, Rhonda Sandison, Patty D'Agostino, Jen Watson, Ed Ropulewis, Tonnya Chasse, Heather Higgins and Margaret Fallon

NEXT MEETING: November 5, 2008 @ 7:45

GUESTS:

MEETING LOCATION: Chatham Elementary School

TOPIC/AGENDA	FINDINGS/DISCUSSION	RECOMMENDATION/ACTION	FOLLOW-UP
Minutes	The minutes of were accepted as written.		
<u>Old Business</u> Open Houses	<p>Chatham Elemetary School: PTO Table had great success. Jen Watson, who chaired the Ice Cream Social, indicated that it was a huge success.</p> <p>Chatham Middle School: The PTO table provided snacks and coffee. Interest in the PTO was great and the feedback was all positive.</p> <p>Chatham High School:</p>	<p>The Chatham PTO would like to thank all volunteers who made the Ice Cream Social an enjoyable end to the Open House.</p> <p>The PTO also would like to thank those who were able to sign the School Council Ballots.</p>	CLOSED
Reader's Digest Fundraiser	Ed Ropulewis indicated that the event was underway and that all packets have been handed out to students in the Elementary School and 5th/6th grade students at the Middle School.	All orders are due by October 14, 2008. Volunteers will be needed to with the orders and money collected.	ONGOING

Monster Mash Bingo	Jon Watson will be running this event. It is considered to be a "Dad Only" event (dads, grandfathers, special male role models, etc. to volunteer).	The event is scheduled for Friday, October 24, 2008. Flyers will be going home with all information.	ONGOING
Middle School Bookfair	The Middle School Bookfair is chaired by Courtney Poignand. The Bookfair will run from October 20 through October 24, 2008. Courney has reached out for volunteers and has received good response.	Request was made for a volunteer to co-chair this event in 2009.	ONGOING
PTO Directory	<p>Jen Huckman has started to organize a PTO Directory. The Directory will include students names and phone numbers. Participation in the Directory is optional. Two forms will be going home with students. These forms will make it possible to sign up or opt out. Parents can also sign up on the PTO Websit www.ChathamPTO.com, however, the authorization form sent home with students must be returned signed.</p> <p>The Directory will be free to all students. There are advertising opportunities within the Directory and local businesses are encouraged to sign up. The price of advertising in the Directory ranges from \$25 to \$300. The \$300 fee would be for back or front cover advertising.</p>	All members are encouraged to spread the word for the advertising opportunities. Volunteers are needed to try and sell advertising.	ONGOING
Elementary Book Fair	This event will be co-chaired by Sharon Brady and Pam Pawling. The date will be determined.	Discussion was had as to making the Book Fair a possible line item. A meeting needs to be held to talk about what would be the appropriate figure to spend on the "Family Night" entertainment.	ONGOING

<p>Spaghetti Supper</p>	<p>The Spaghetti Supper will be held on Friday, January 23, 2009.</p> <p>The event is chaired by Rhonda Sandison</p> <p>The basket raffle will be chaired by Tonnya Chasse</p> <p>The kitchen will be chaired by Monica Lussier Russell</p>	<p>The basket raffle themes for each classroom will be assigned before the Thanksgiving Break. There was a discussion of having the baskets displayed at the school prior to the dinner. The raffle tickets will be available a week or two before the event.</p> <p>Tonnya Chasse has compiled a "Spaghetti Supper" packet which details all the information needed to run the event.</p>	<p>ONGOING</p>
<p><u>New Business</u></p> <p>Spring Fundraiser</p>	<p>Saga Rivers has volunteered to co-chair this event. It is to be an "Adults Only" fundraiser.</p>	<p>The Board will contact Karen Ready to see if she would be willing to co-chair this event.</p> <p>Suggestions are needed as to what type of event the PTO would like to have.</p>	<p>ONGOING</p>
<p>The "Scoop" Newsletter</p>	<p>Josette Willis is in charge of the production of the "Scoop"</p>	<p>Any information that you would like placed into the "Scoop" should be directed to Josette.</p>	<p>ONGOING</p>
<p>Year End Beach Party</p>	<p>Rhonda Sandison has volunteered to chair this event. The event will be held on Friday, June 19, 2009 (or the last day or school..if snow days occur).</p>	<p>A co-chair is needed to help with this event.</p>	<p>ONGOING</p>

For Informational Purposes Only

Faith Rushnak has indicated that a Expenditure Reimbursement Form needs to be created.

Talk of possibly having a Golf Tournament Fundraiser was held. Future discussions will be held regarding this matter.

Please check the ChathamPTO.com website for all future opportunities for chairing an event and/or volunteering.

Faith will create this form.