

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

RECORDING: Patty D'Agostino

Date: SEPTEMBER 10, 2008

PRESENT: Faith Rusnak, Jen Huckman, Rhonda Sandison, Patty D'Agostino, Jen Watson, Warren Nash, Tonnya Chasse, Cheri Armstrong, Stephanie Rae, Anne Van Vleck, Kay Slater, Margaret Fallon, Monica Lussier, Nancy Lyons, Michelle Benoit, Jennifer Whiteley, Susan Williams, Susan Theroux-Borthwick and Ann Forget

NEXT MEETING: October 7, 2008 @ 6:00 p.m.

MEETING LOCATION: Chatham Elementary School

GUESTS:

TOPIC/AGENDA	FINDINGS/DISCUSSION	RECOMMENDATION/ACTION	FOLLOW-UP
Minutes	The minutes of were accepted as written.		
Welcome To Chatham PTO	<p>Introductions were made by the new PTO President, Faith Rushnak; Vice-President, Jen Huckman; Treasurer, Rhonda Sandison and Secretary Patty D'Agostino.</p> <p>A discussion was had regarding the PTO's new website and the PTO's investment into a software entitled "PTO Manager". The "PTO Manager" and the website will be tied together</p>	<p>Jen Huckman talked about the differences in PTA/PTO and a discussion was had regarding the benefits of becoming a PTO.</p> <p>Warren Nash has graciously spent time setting up the PTO's new website. The website will be an important tool for all parents as it will be used to allow parents to access the agendas, minutes, events, important dates, volunteer lists, etc. The web address is www.ChathamPTO.com</p>	Ongoing
PTO Budget	A copy of the Budget was available for the PTO members. Faith Rushnak briefly went over the Budget and explained some of the changes	<p>A Discretionary Fund of \$3,000.00 has been set up for both the Elementary and Middle Schools.</p> <p>It was noted that the line item which included dues to the MA and National PTAs were to be pulled out as we no longer are affiliated with the PTA.</p> <p>The PTO will be using the reserves for this year. We will raise money through various events this year and use that money when we meet again to create the 2009/2010 Budget</p>	Ongoing

		sometime in April or May, 2008.	
Chatham PTO's Mission and Objectives	<p>Jen Huckman talked about the Mission that was created for the PTO</p> <p>Faith Rushnak and Jen Huckman were able to reach out to the Principals of all three schools.</p> <p>The PTO would like to increase their visability within all three schools</p>	<p>The Chatham PTO's Mission is to support the entire school system and to touch as many students as possible.</p> <p>Mrs. Heppe, Mrs. Sjostrom and Mr. Mangelinkx were all receptive and enthusiastic about the PTOs presence in their schools.</p> <p>The PTO will manage tables during all three Open Houses at the schools. We will also help coordinate School Council elections and will have sheets available to the PTO tables.</p>	
FUNDRAISERS	<p>The first fundraiser set is the Reader's Digest sales</p> <p>Faith and Jen talked about ways to help keep the fundraisers organized</p> <p>Parent only fundraiser</p>	<p>Ed Ropulewis will coordinate this fundraiser. He has contacted Reader's Digest and we are waiting for them to send all fundraising materials.</p> <p>A discussion was had regarding producing manuals for all fundraisers that would include all information pertaining to that particular fundraiser. Information included could contain venders, supplies needed, organizations that donate supplies and any information that would help successors run the event.</p> <p>A discussion was held regarding a parents only fundraiser. The PTO felt that this type of fundraiser would be important in that it would not only raise money, but it would allow parents to come together and mingle and foster community ties. Several suggestions were offered (ie., wine tasting; comedy night; dances) and venues were suggested (Compari's,</p>	

		<p>CBI, VFW).</p> <p>A committee needs to be formed and volunteers needed to help formulate this fundraiser</p>	
<p>Chatham Elementary Newsletter "Scoop"</p>	<p>Several inquiries were made regarding the newsletter and getting PTO information printed within</p>	<p>It needs to be determined who will be running the newsletter. Are there any volunteers willing to help.</p>	
<p>Miscellaneous Points</p>	<p>A discussion was had and several areas were touched upon regarding the PTO's roles and responsibilities</p>	<p>It was discussed during the meeting that the PTO's role does not include any issues regarding personnell funding.</p> <p>All funding requests will go through Dr. Lanzo and then the pricipal of the school where the request is being made before coming to the PTO. This will eliminate any requests that are not in the scope of the PTOs role.</p> <p>The PTO would like to look into coordinating with the VIPS program to utilize volunteers for both groups. Faith Rushnak will be meeting with VIPS to discuss same.</p> <p>The PTO would also like to see a Directory of Students which would include students names and phone numbers. This, of course, would be optional and all students are not required to be in directory.</p>	
<p>Mrs. Heppe, Principal of Chatham Elementary School</p>	<p>It was a pleasure to see Mrs. Heppe at the PTO Meeting. She was able to briefly talk about the importance and path that the</p>		

	<p>PTO is taking in the school system. She emphasised the importance of community support and working together for the good of the schools.</p>		
<p>MEETINGS</p>	<p>A discussion was had regarding what times would be beneficial to hold the PTO meetings</p> <p>FUTURE MEETING DATES:</p> <p>OCTOBER 7, 2008 @ 6:00 p.m.</p> <p>NOVEMBER 5, 2008 @ 8:00 a.m., Chatham Elementary School Cafeteria</p> <p>DECEMBER 2, 2008 @ 6:00 p.m.</p>	<p>It was decided that alternating the times of the meetings would meet parents schedules. It was decided that there would be alternating a.m./p.m. meetings. All morning meetings would be held on Tuesdays at 8:00 a.m. in the Chatham Elementary School Cafeteria (or a place to be determined if the cafeteria is not available) and all night meeting would be held on the first Tuesday of the Month at 6:00 p.m. (an hour before the School Committee meetings). The place of the meeting needs to be determined. Please check www.ChathamPTO.com website prior to night meetings.</p>	
<p>IMPORTANT DATES</p>	<p>September 18, 2008 Open House CMS Grade 5 & 6 - Welcome Assembly 6:00 PM – 6:15PM Open House - 6:15PM – 7:00PM Grade 7 & 8 - Welcome Assembly 7:15PM – 7:30PM Open House - 7:30PM - 8:15 PM</p> <p>September 24, 2008 - Open House CHS 7:00PM – 9:00 PM</p> <p>September 25, 2008 - Open House CES 6:00PM – 7:30PM</p> <p>October 16-24, 2008-Book Fair CMS</p> <p>October 24, 2008-Monster Mash Bingo CES</p>		
