

April 14, 2022
Rowe School PTO Meeting, 6:30-7:30
Draft Minutes

Officers Present: Rita King, PTO Co-President; Mark Bower, PTO Co-President; Starr Soul-McDonald, PTO vice-president; Emily Bishop, Community Building Co-Chair; Steph Walsh, Treasurer; Bianca MacDonald, Secretary
Other Attendees: Barbara Fletcher, Rowe Principal; Eliza Alder; Teacher; Kathy Cogan; Michelle Waring; Meagan Torrieri; Luis Torrieri; Amy Hayes;

I. Welcome and Introductions

Rita called the meeting to order and participants introduced themselves.

II. Review of By Laws and Proposed Changes - Mark Bower

Mark presented proposed changes and amendments to the current PTO by laws as a review is required every 2 years and the PTO is required to provide 30 days notice of proposed changes prior to adopting. Mark reported that most proposed changes are just cleaning up the language and adjusting to reflect the way that the PTO actually operates.

A. Highlights of Proposed Changes to By Laws

- a. Allow for any PTO position to be co-chairs - currently only specific to the president and vice president roles.
- b. Add allowance to hold meetings virtually
- c. Change quorum to require a minimum number of attendees to 4 for both Exec Committee and General Meeting
- d. Change annual number of meetings requirement from 8 to 4
- e. Change the requirement for a spending vote at the general meeting from a minimum dollar amount of \$100 to \$250.
- f. Change committee descriptions to Ad Hoc rather than specific committees to allow for more flexibility and to encourage parental involvement

III. SpringFest Update from Emily Bishop - May 14th, 10 AM -2 PM

SpringFest is replacing WinterFest this year due to concerns about COVID this winter. It has been combined with the planned STEAM fair originally scheduled to take place in the Spring. The PTO website has been updated to include information about all of the ways to help at SpringFest including links to detailed information or sign ups related to all asks. It will be a mainly outdoors event with food concessions inside the school.

Tickets will be the main currency at the event. There will be an inflatable obstacle course, small bounce house and inflatable soccer games that can be accessed with tickets. The PTO has invested \$250 for new games and to revitalize existing carnival style games. Games and food will also be paid for with tickets. STEAM tent activities will be free.

To raise money the PTO will have a themed basket silent auction and a fundraising raffle.

IV. Overview of May Events Schedule

May 2-6 Teacher Appreciation Week
May 4 National Walk/ Bike to School Day
May 5 Jump Into Math Night
May 2- 10 Audubon Field Trips
May 10 PTO Meeting
May 14 SpringFest
May 19 Greening Day
May 20 Sea Dogs Night

A. Teacher Appreciation Week May 2-6

PTO has organized a week of treats to show appreciation for teachers. They are seeking donations to share with teachers throughout the week. Sign up can be found on the PTO website. The schedule is as follows:

Monday - Flowers
Tuesday - Breakfast and Coffee
Wednesday - Taco Truck from Sinful Kitchen
Thursday - Snacks
Friday - Desserts

B. Greening Day May 19

Amy Hayes updated about the upcoming Greening Day at Rowe. Daniel Bishop of Portland Trails will help with the paths in the woods behind the school. Volunteers will work with Jessica Puzak and Amy to spruce of the garden beds.

C. Sea Dogs Night May 20

Rowe families can purchase tickets to the Sea Dogs game for a slightly reduced cost. Families can buy tickets directly through a special Sea Dogs website. Info can be found on the PTO website.

IV. Updates from Barb

Rowe Principal Barbara Fletcher provided an update on the school. After the April break next week there will be 7 weeks of school. Teachers are working

this month to prepare end of year units and to prepare 5th grade students for the big middle school transition.

Routines are starting to feel more normal. It has been nice to be seeing parents back in the building. She noted that a lot of students and staff are experiencing illnesses.

- A. **Earth Day** Students are participating in earth day clean up activities around the school and are finding some interesting things.
- B. **National Poetry Month** is this month and the school has been celebrating by reading a poem during announcements each morning and students have also been contributing work to share with the school.
- C. **Jump Into Math** This is part of a school initiative to offer 1 literacy and 1 math night each year. The literacy event this year was stargazing. The Jump into Math event used to be heart heroes and will combine math and physical education for a fun night of learning and fun.
- D. **Summer Programming** - staff is working to get summer programming in place for students. Rowe is again partnering Longfellow and Presumpscot Schools.
 - Rowe will host 6 learning works classrooms, Rec Camp and rec aftercare Programs
 - There are plans being developed to offer a Discovery Camp for rising 6th graders.
- E. **Parent Questions**
 - a. How can we make sure that the school has enough snacks for students?
 - This is a challenge and when snacks are available it is a nice way to level the playing field so that all students can have snacks that they like. The school currently compensates for lack of snacks by turning over snacks from other meals to use as snacks. The group discussed potentially reinstating room parents next year to facilitate meeting individual classroom needs. The PTO is currently soliciting teacher feedback about this through a survey.

V. **Treasurer's Report Highlights**

PTO treasurer, Steph Walsh, presented an overview of the current PTO budget and recent activity.

A. **Revenue**

- a. **Direct Appeal** - \$1500
- b. **Amazon Smiles** - \$55
- c. **Portland Pie** - \$400
- d. **Spirit Wear** - \$449
- e. **Sponsorships** - \$1600

B. **Expenses**

- a. **Project Based Learning**
 - 1. 1st Grade Field Trip to Pineland Farms - \$600
 - 2. Step Africa - \$527
 - 3. 4th Grade PBL materials - \$524
- b. **Stargazing** author fee - \$650
- c. **Springfest** - \$990 to date

C. **5th grade farewell request.** 5th grade is requesting \$600-\$900 for bowling and wondering if they can use PBL money to fund the field trip.

D. Questions

- a. Can spiritwear be preordered and made to order?
 - This is an avenue that we have tried in the past and there are pros and cons to both strategies. The group discussed and plans to revisit in the future.
- b. Have we considered setting up a snack fund?
 - The group discussed this option and also ideas for monthly snack drives.

VI. Approve Minutes

An electronic link to the February 2022 PTO meeting minutes was previously provided to participants. The minutes were unanimously approved.

VII. PTO Board Nominations

Rita presented the board nominations for the 2022-2023 school year. All nominations were seconded and approved by the membership. The nominations are:

- President - Rita King
- Vice President - Cathay Cogan
- Fundraising Chair - Jennifer Rent
- Community Building Chair - the board is still seeking a nominee
- Treasurer - Stephanie Walsh
- Secretary - Bianca MacDonald
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VII. Rita adjourned the meeting at 7:29 pm.