

**UPCOMING: 3/11 and 4/8 at 4:30 at Adams (also will be available via ZOOM link to be shared)**

**PTC meeting 2/11/26 at 4:30 at Adams (zoom link available):**

**Present: Tara, Charity, Rachel, Fred, Lindsey, Amy**

New agenda:

1. AD – Lisa’s Lists – set a date / time for a Q&A with Lisa for interested parties.  
[Lisa will connect to let us know of a date that works soon.](#)
2. Review our PTC list
  1. Field Day (date to be picked soon), school play ([Spring play = May 30th-Sat, 31st-Sun](#)), spring concert ([check on the baseball and spring sports schedule; check with the play rehearsals; check on the 8th grade trip dates](#))- we can get out the word for these types of events when the staff organizing the event lets us know what/if they need any volunteers or supplies and dates/times will occur
  2. tie-dye tees for field day ahead of time (PTC provide materials and help do)- [do them in advance - early May - and they can stay at school until Field Day.](#)
  3. Doing another staff food type thing in the LONG month of March - given results of staff survey - some coffee/tea/beverages and “grab and go” nibbles that might be available throughout the day - [Thursday so can get other staff that wasn’t present on the Friday in December...March 26th; We can let people know it is coming up...and then we can send out another sign-up genius around the time of our March 11th PTC meeting. Some sort of cafe theme? Couple of “main” courses and then some fun drinks and dunkable things. Few healthy items exa: hummus and veggies; bagels and salmon was eaten up last time :\) Perhaps a quiche...](#)
3. Teacher appreciation – did we get any feedback from teachers for the renovate?? [Yes! Tara will investigate the space and we can look at the list of suggestions and move forward.](#)
4. Next meeting date (April) we have March set - [April 8th at 4:30 at Adams, Zoom link available](#)
5. Fundraising / general school possibilities- [Looking to the future - how can we get more students and families involved? Looking at what is raised going toward trips \(current year and future years\), other school related things long term/moving forward, potentially donating money raised - not just a one year thing focused on 8th grade trip only. How can we extend the involvement? Involve all and make a community effort, knowing that all students will utilize the funds at some point in their Adams School careers. Working to make this a community effort and it fosters good school spirit. Having the fun and engaging fundraising events and activities throughout the year is important. Looking at the fundraising piece with a](#)

different mentality. *Can PTC help oversee this?* PTC would want to talk with the 8th grade advisor.

Pooling money, student voting, donating to others with what raised, working together, etc...ALL grades of students.

6. Question – can PTC get an email address for school?? **Yes! This is possible!**
7. **Not receiving emails:** there is a quirky thing with gmail and when the iphone updated and those emails are going to “updates” - potentially; SO if the email comes from PTC - it would hopefully be prioritized on people’s email accounts and not made to go to spam or elsewhere.

## Athletic Director duties:

### Summer/August

Order stuff (or have Stephanie order it) and save receipts to get reimbursed:

- Soccer balls (usually order 2 new ones, use as game balls) – throw out old ones
- Field paint (2 boxes – 6 cans each), also can buy at Home Depot
- Basketball scorebook
- Whistles (always good to have some in the bag in case we use MMA students/parents as officials)

August AD meeting to schedule games, usually meet at Bay School. Agree on rules and determine who’s buying the trophies.

Line soccer fields, set up soccer goals and nets at Fort (see document for measurements)

- I borrow the MMA field liners and do it on Labor Day weekend

Hand out uniforms

Give soccer balls, goalie shirts, gloves, cones, corner flags and pinnies to coach. Make sure first aid kit is always stocked. Stephanie has more ice packs.

Officials are assigned through Arbiter.com. There’s a overall fee every season to schedule officials, they usually just send an invoice. Once the schedule is made, send that to:

Dana (soccer)

Fred (basketball)

Create schedule and send out to parents. Contact MMA AD to schedule the turf. If want to hold the Fun O Rama, check when the Turf is available. Find a weekend when the men's and women's soccer teams are around, as they will help be officials and set up the fields. Make the schedule, find referees, set up fields, pay referees.

When we don't have officials, need to let other school know and either see if they can find one, see if parents will do it, find MMA students or reschedule games. Getting officials is always hard on the peninsula.

Send Stephanie the names and values for writing the checks. Pick up the checks and give them to the officials at the game. Could also pay using Arbiter, but I've never done that.

Send an email before each game to visiting team confirming times etc. Give directions on parking and if there will be concessions.

Send weekly emails reminding folks of the schedule for the week. Ask who need a ride. We must provide transportation to games, but not home.

Work with the principal to identify and hire coaches. (description of coaches duties, separate document). When a season is over, let the Superintendent's office know that they can send out payment checks.

October have another AD meeting to discuss standings and make schedule for basketball

#### End of each season:

Order medals for all players, trophies for 8<sup>th</sup> graders. Send Stephanie the items to order.

Host an awards banquet: pizza and cake. Save receipts and give to Stephanie to get reimbursed. Schedule it at Emerson. Pick up key, set up tables etc. Make slide show if you want. Clean up and return key.

Collect uniforms. Take down nets and goals.

#### Basketball

Poll families to see how many players you have to determine # of teams. Make schedule at AD meeting. Determine who's ordering trophies.

Contact Bill Motolla (MMA AD) to schedule the Field House. Front load the season, do more home games in December because MMA lacrosse starts practice every night in Jan and Feb. Two weeks we lose the Field House: finals week and USCG exams. Can practice at Emerson or we did Orland community center too.

Pump up balls and order new one if needed. Two bins in the closet at MMA.

For home games call MMA Safety to open up closet outside Field House to get 2 tables and rack of chairs. Set up one table for clock (clock is kept in equipment closet) and one for concessions. Set up chairs for benches and for fans. Prop open door for games and practices. Have someone run the clock and run the book for home games. Give officials their checks. Show them where the locker rooms are. At end of game, put table and chairs away.

### Baseball/Softball

Since we don't have enough kids to form a team we make a combined teams of PenBrook, Sedgwick, Castine, Bay School and Brooklin. Games and practices are in Blue Hill.

*Coach description:* Introduce middle school students to the sport, including positions, rules, and skill development. The goal is to have fun and play safe. Emphasis at this age is on being a good teammate and sportsmanship vs competition. With that in mind, coaches are encouraged to play all their players and not run up the score. Players do not need to play equal times. It's at the coach's discretion based upon that player's attitude and performance at practices, as well as the competition of the game.

Practices are run from 2:15-3:45 during the week. Games are scheduled slightly later to accommodate travel (typically 4:00 pm). There may be one to two Saturday events during the season to attend (tournaments). Coaches need to be able to travel around the peninsula to the other schools for games. Coaches must submit an application, undergo a background check/fingerprints, and obtain approval from the School Board. Coaches must also complete any required online training (ex. Concussion Protocols).