

**Amherst PTA General Meeting Minutes**  
Tuesday, January 8, 2008  
*Fourth Meeting of the 2007-2008 Academic Year*  
*Next Meeting: Tuesday, February 12, 2008*

**PTA BOARD MEMBERS IN ATTENDANCE:**

President: Krista Hanks  
Secretary: Kristin Gaughan  
Treasurer: Anna Rego  
Advisor: Beth Hurd  
Absent: Christine Poisson  
Eileen Peters

**PTA MEMBERS IN ATTENDANCE: 16**

**Call to Order**

The meeting was called to order at 7:33pm.

**Secretary's Report**

The committee chairs received copies of the November minutes via e-mail a week prior to the meeting. Copies were also available at the meeting. The November minutes were reviewed. Kristin Desborough moved to accept the minutes. Beth Hurd seconded the motion. The November minutes were accepted. Jil Romano was introduced as the secretary shadow and is set to assume the role of secretary for the 2008 – 2009 school year.

**Treasurer's Report**

Copies of the Treasurer's report were passed out for review. Anna Rego reported that one spring grant is still outstanding. Magazine drive brought in a \$6000 deposit in the month of November.

The November financial statement was read. Denise Jacobs moved to accept the November statement. Ellen Roos-Unger seconded the motion. The November financial statement was approved.

The December financial statement was read. Kristin Desborough moved to accept the December statement. Jil Romano seconded the motion. The December financial statement was approved.

**Principal's Report**

**Clark School / Wilkins School – Gerry St. Amand**

- Through the generosity of a PTA grant and the efforts of the Clark-Wilkins reading specialists, literacy coach, and literacy teachers, January will mark "Literacy Madness Month," which will provide parents and families with presentations and ideas on how to use effective strategies to support the home-school literacy connection.
- All staff members at Clark-Wilkins continue to participate in professional development activities using the text Strategies That Work to discuss ways everyone can support students in making the reading and writing connection.
- The January 22, 2008 In-Service Day will offer a variety of workshops and activities to focus on the professional development needs of all staff members.

- Second quarter report cards will go home with all Clark-Wilkins students on Friday, February 8, 2008. The date change is due to snow days.
- Wilma Findlay, Clark School music educator, and Robert Allwarden, Wilkins School music educator, provided entertaining musical programs to students, staff members, and families during the month of December.
- Kathie McIntyre, Clark-Wilkins library-media specialist, and “Invention Convention Coordinator”, hosted an informational session on January 8, 2008 to inform students about the upcoming “Invention Convention”, which will take place in February.
- Fourth grade finalists in the National Geographic Geography Bee will participate in a final school round on Wednesday January 9, 2008.

### **AMS – Porter Dodge**

- Tryouts of the PTA play Joseph and the Amazing Technicolor Dreamcoat will be held at Clark School on January 9<sup>th</sup> and 10<sup>th</sup> from 6 – 9pm.
- All the websites for the schools will be change to look similar for consistency.
- The 5<sup>th</sup> grade band and chorus concert will be January 15 from 6 – 8 pm.
- AMS has been invited to a diversity conference at Waterville Valley on January 16. 40 students and 8 teachers will be attending and receiving training in diversity. The program is sponsored by the NH Cultural Diversity Council.
- On January 17, Rachel’s Challenge will be presented to grades 6 – 8. This presentation is based around the Columbine shootings and provides a workshop for parents and kids. The message is to help students feel safe and advocate kindness. This program is funded in part by the PTA and the PTSA.
- The 6<sup>th</sup> – 8<sup>th</sup> grade band concert will be held on January 29.
- On January 31, Ralph Fletcher will speak on the topic of Boy Writers.

### **School Board**

- Nancy Head reported that the public forum held the end of November was well received and thanked the PTA for their support.
- The School Board has resolved the Olsen Land situation. The School Board sold 1/10<sup>th</sup> of an acre to the Olsen’s for \$5000.
- The 2008 – 2009 Budget attempts to be very lean so that the focus is on getting the renovations passed. The Community Investment Team is a group of community members who plan to make people aware of the needs in the schools. Their website is [cominvestteam@yahoo.com](mailto:cominvestteam@yahoo.com).
- The Budget Hearing is January 14. The Deliberative Session is February 7. And, Voting Day is March 11.

### **Grant Committee**

Kristin Desborough reported that for his share of the Fall Principal’s Grant, Gerry St. Amand, on behalf of the Clark and Wilkins schools, would like to purchase shelving for the new parent libraries, procured with the funds allocated at the November 2007 PTA meeting. The shelving would come from Highsmith, a company that makes shelving specifically for libraries. Purchasing the shelving will help ensure that the new parent materials are stored properly and are easily accessible to parents.

The costs for the shelving would be as follows:

Clark total:	\$574.88
Wilkins total:	\$1001.71
TOTAL:	\$1576.59

The remainder of the grant money (approximately \$400.00) will be turned over to the Spring Grants. Beth Hurd moved to accept the Clark/Wilkins Fall Principal's Grant. Porter Dodge seconded the motion. The Clark/Wilkins Fall Principal's Grant was approved.

Porter Dodge also has \$2000.00 for an AMS Fall Principal's Grant. He will present his proposal at the February PTA Meeting.

### **Audit of the Financials**

Denise Jacobs presented the 2005 – 2006 and 2006 – 2007 Audit of the Financials for the Amherst PTA. The National PTA sets guidelines for the audits from Money Matters. An audit is required each year. The committee of Denise Jacobs, Suzanne Barker, and Christine Janson found the books to be generally well-kept and accurate. A few suggestions were made for future years:

1. The Audit Committee suggests that staff members submit their request for grant payment directly to the Grant Committee, who would make sure everything was in order before giving it to the treasurer for payment.
2. More direct forms of payment between the PTA and the vendor are always preferable – such as including a PTA check with the initial order form or utilizing Purchase Orders.
3. Membership deposit forms contained no details regarding the number of memberships they represented. This may be resolved with the National PTA reporting requirements that changed in 2007 – 2008, and now include an on-line component.
4. The PTA should develop a general "Performer Contract" that could be filled out in situations where the performer doesn't supply one.
5. Committee chairs should receive specific guidelines as to when their receipts should be deposited or turned in to the Treasurer. Deposits should not be accepted without complete documentation and verification of the amounts, especially for cash deposits.
6. In almost all cases, the Committee felt that confusion could have been avoided by writing more information on the voucher and deposit forms.

Porter Dodge moved to accept the Audit of the 2005 – 2006 Financials. Ellen Roos-Unger seconded the motion. The Audit of the 2005 – 2006 Financials was approved. Porter Dodge moved to accept the Audit of the 2006 – 2007 Financials. Dorothea Daniel seconded the motion. The Audit of the 2006 – 2007 Financials was approved.

### **Committees**

#### **Directory**

Karen Oates and Cheryl Forster reported that the directory was put out before Christmas. An addendum will be put in the February *Bellringer* for a handful of missed names.

#### **Holiday Storytime**

Over 100 people attended the Holiday Storytime. We had a wonderful selection of readers and the committee is excited about continuing this program next year.

#### **Bellringer**

The *Bellringer* is the Amherst PTA's monthly publication and it comes out electronically. The deadline for the February issue is January 15<sup>th</sup>. Submissions should be made to Ellen Roos-Unger at: [ellenbr68@alumni.umass.edu](mailto:ellenbr68@alumni.umass.edu).

### **Curriculum Enrichment**

Jeannie Brett will be at Wilkins School on Thursday to work with Grade 4 classes on the writing/illustration process. She will be working in a workshop format with students throughout the day and students will be using her materials. Kathy McIntyre was instrumental in securing her visit for us. Techsplorations will be here at the end of the month for presentations to Grade 3 and Grade 4.

### **Reflections**

Yesterday was the deadline for entries, as of now we are still sorting and receiving a few more. It looks like we will have about 150 entries. Thank you to all the kids and parents who have participated. Judging night will be January 16, where we will have local judges evaluate the student work and choose state entrants. The Reflections ceremony will be January 24<sup>th</sup> at Souhegan. Viewing of the artwork begins at 6.00pm and the ceremony begins at 6.30pm. All participants will get a certificate of recognition and ribbon and picture taken for the newspaper. Invites to the event will go out the week prior to teachers, principals, family of participants, and judges. 2 - 3 participants will be chosen to perform at the ceremony. We can still use volunteers to help with set up after school at SHS on the 24<sup>th</sup> and with clean up after the event. Our next committee meeting will be January 10 at 9.30am at the Amherst Town Library. If interested or have questions, please contact Shelly Kayser 673.6457 or Wendy Conway 672.5679.

### **Math Night**

Volunteers are needed for Math Night. After a year off, PTA Math Night is returning to Wilkins School. The theme is a Math Carnival and it will be held on January 29<sup>th</sup> from 6 – 8 pm. The evening is open to children in grades 1 – 4 with an adult. We need volunteers for two different two slots: set up from 2.45 – 5.45pm and during the event from 5.45 – 8.00pm. If you are able to help out, please send an e-mail to Betsy Cissel at [cissero13@yahoo.com](mailto:cissero13@yahoo.com). Please specify the time slot you are able to assist with. Thank you!! We look forward to seeing everyone there!!

### **PTA Play and Playbill**

Chris Janson will be taking on the role of play representative. *Joseph and the Amazing Technicolor Dreamcoat* will be held April 10 – 13. Denise Jacobs reported that the playbill committee will be starting up soon. Deadline is mid March for advertisements.

### **Health Fair**

The nurses have decided to take a year off from doing the PTA Health Fair. The event will become an every other year event.

### **Original Art**

Sharon Rohlf's reported that the Original Art fund-raiser will begin January 30 and artwork will be done in class. A new company, Art to Remember, will be used this year. They have some new products and will provide a 30% profit. Products will be back in time for Mother's Day and Father's Day. There will be sample products displayed at the schools.

### **Hospitality**

The Hospitality Committee is gearing up to provide refreshments for the Reflections Ceremony. Anyone interested in helping should contact Ninette White at 913.4451 or 672.2217.

### **New Business**

Mary Prescott, art teacher at Wilkins School, has done an art show each year. Because of the more strictly enforced fire rules, she is looking for a different way to do the art show. Kids' Art Fair is a company that provides paper for the artwork. The artwork is then sent to the company and framed. The work is returned to the school, along with display boards, for an Art Show. This is all done at no cost. Parents then have the opportunity to purchase the framed art for \$29.95. Unpurchased art is un-matted and returned to the children.

Much discussion occurred as to the pros and cons. The idea was put on hold and discussions will continue between the PTA, Mary Prescott, and Gerry St. Amand.

### **Adjournment**

- The next PTA meeting will be in Tuesday, February 12, 2008 at 7.30pm in the Wilkins Library.
- Denise Jacobs made a motion to adjourn the meeting. Kristin Desborough seconded the motion. The meeting was adjourned at 9.23pm.

Submitted by

Kristin Gaughan  
Secretary