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# CONNECTION

*A publication of the Henrico County Council of PTAs*

*September 2005*

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**President's Message**

**Let's Get Started!**

I am so pleased to be your newly elected President of HCC of PTAs! I have been a PTA member for over 15 years. I have served on the boards of 4 local units, as President of one. I have served on the HCC of PTAs a total of 4 years. So yes I bring PTA leadership experience, but more importantly, I bring a passion for children and public schools. I firmly believe that a strong public school system is the backbone of a community.

Some would say that January is the beginning of the year, I have always felt that the first day of school was a much more significant beginning. For students it means a new classroom, new teachers, and a new start. For parents it means new clothes, new schedules and new challenges. You will find in this newsletter a list of goals. The HCC of PTAs is here to serve you and has worked hard to plan many informative programs. You will notice that the key goals this year are communication and training. If we are to be effective in our roles as PTA leaders we need to be informed and trained. We will be focusing our effort on enhancing and expanding communication between the PTA and the school system, and between the PTA and the parents. A PTA president is the primary link in the chain of communication. We will also provide a training program and make you aware of training opportunities available throughout the state and nationally, to ensure that our PTA leaders have the opportunity to be fully informed and possess the "tools" to do their jobs. You can also help us meet our goal of better communication by sharing copies of this newsletter with your executive board each month.

By definition, the HCC of PTAs is a "Council" of local PTA units. We can only be effective by staying connected which means communication must be two-way. We are here to serve you. Let us know what we are doing right, and what we are not doing that we could be doing. Come to the General membership meetings and let your local units voice be heard. That's what makes us strong. That's what our slogan is all about...Henrico County Council of PTAs: every child, one voice.

I look forward to working with all of you in the coming year. I especially look forward to meeting you at our first meeting on September 20<sup>th</sup>, at Hungary Creek Middle School with a meet and greet at 6:30 p.m. followed by the meeting at 7:00.

Sincerely,  
**Anne Carson** – HCCPTAs 2005-2006 President

**HCCPTA 2005-2006 GOALS**

The Executive Committee of the HCC of PTAs has set forth the following goals for 2005-2006:

1. Increase meaningful communication with local PTA units through newsletters, a website and more direct communication with Area VPs and local units.
2. Provide training for local unit PTA members and promote all programs available on District, State and National level.
3. Assist local PTA units as needed.
4. Increased awareness of the HCPS programs and contacts.
5. Increased awareness of Educational issues

## COUNCIL TRAINING SET FOR OCTOBER 4<sup>TH</sup>

We are pleased to announce that Henrico County Council of PTAs has put together a Leadership Training program for local PTA leaders on Tuesday, October 4<sup>th</sup> at Godwin HS at 7:00 p.m. Training sessions for Presidents, Treasurers, and Secretaries are included as well as sessions on Membership Development, Bylaws, and Parental Involvement; to include Volunteers/Recognition and Fundraising, County Council Representatives Purpose and general Question and Answers are scheduled. Attendees can attend at least two sessions. This is a County Council meeting that is open to all PTA members.

We encourage every PTA in Henrico to send members to this valuable training. This is another opportunity to provide the "tools" to do your job effectively. Your HCCPTA Area VP will contact you soon with additional details. Any questions, contact HCCPTA President, Anne Carson via e-mail at [dcarsonva@comcast.net](mailto:dcarsonva@comcast.net) or phone at 364-3430.

### Stay in Touch with the Virginia PTA by subscribing to the E-newsletters

**VA PTA VOICE** is the official electronic newsletter of the Virginia PTA/PTSA. Published twice a month on the first and third Monday's. The Public Relations Committee will bring highlights of the Virginia PTA/PTSA to your e-mail box. This is a subscription service and you may unsubscribe at any time by following the instructions at the bottom of each newsletter.

If you would like to receive more detailed information about General Assembly activity alerts, the state Department of Education, and state Board of Education as reported by the Virginia PTA/PTSA Legislation and Education committees, you have the option to subscribe to **CAPITOL NEWS**. To subscribe to either or both of these E-newsletters go to [www.vapta.org](http://www.vapta.org) and click on PTA E-Newsletter under PTA information.

### Be in the Know With HCPS!

Sign up for e-mail notification that will include school closings and general announcements. Click on the e-mail link on the HCPS main page of the website: [www.henrico.k12.va.us](http://www.henrico.k12.va.us) or via e-mail at [enotify@henrico.k12.va.us](mailto:enotify@henrico.k12.va.us).

**Channel 36 has moved to Channel 99 - The H.E.A.T. -**

Henrico

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Questions? Contact Marianne McGhee via e-mail at: [msmcghee@henrico.k12.va.us](mailto:msmcghee@henrico.k12.va.us)  
HCPS Public Relations

## Virginia PTA Annual Convention – "Putting It All Together"

The Annual Convention is the business meeting of the Virginia PTA/PTSA. Delegates approve state bylaws, elect state officers (in odd-numbered years), and attend workshops on emerging issues. Resolutions are presented, and those adopted by the convention body establish the position of the State PTA.

All local units are encouraged to send representation to convention. Attending Convention and other training is a legitimate PTA expense for local units. Now is the time to plan for how many delegates would like to attend and to add the cost for convention to your annual budget. Consider it an investment in your PTA and the children you are serving.

This year's Annual Convention theme is **"Putting it all Together"**. It will be held **November 11-13, 2005**. If you plan to attend please make your hotel reservations EARLY at the Sheraton Premiere Hotel at Tysons Corner located at 8661 Leesburg Pike, Vienna, VA 22180. Contact reservations at 703.448.1234 by October 2, and provide group name Virginia PTA or group number 5764. The rate is ONLY \$99 per night!

The Convention Registration Packet will be mailed from the State Office by early September with convention information, including the above hotel and travel directions. For additional details go to: [www.vapta.org/events/conventions.htm](http://www.vapta.org/events/conventions.htm)

## **HCCPTA Needs You!**

We are seeking interested individuals to serve on the following committees on the HCC of PTAs:

**Legislation** – Help communicate the Proposed Legislation Program and promote attendance to attend the Annual VAPTA Day at the General Assembly on January 30<sup>th</sup>, 2006.

**Reflections Program** – Help plan and promote our Council wide Reflections Program. This begins in December and ends with our recognition program and reception on January 10, 2006.

**George H. Moody Walk-a-thon** – Help plan our Annual Walk-a-thon to benefit the George H. Moody Scholarship fund is needs based and benefits HCPS graduating high school seniors. The Walk-a-thon is scheduled for March 4<sup>th</sup>.

**Annual Awards Banquet** – Help plan our Annual Banquet in May where we recognize local units for their achievements and local volunteers of the year. The recipients of the George H. Moody Scholarship are also honored at this dinner meeting. Planning includes facilities, food, decorations and registration.

This is a great way to gain experience at a countywide PTA level. Please contact HCC PTA President, Anne Carson via e-mail at: [dcarsonva@comcast.net](mailto:dcarsonva@comcast.net) or via the phone at 364-3430.

### **SALES TAX EXEMPTION PROCESS**

Virginia PTA and its local units, councils, and districts have been granted exemption from Virginia sales tax by the Code of Virginia. In order to utilize the exemption from paying Virginia sales tax, PTAs must furnish vendors with a copy of the Commonwealth of Virginia Sales and Use Tax Certificate of Exemption letter.

To obtain a copy of this letter, local units must first request a copy of the 501(c)(3) IRS Determination Letter from the Virginia PTA State Office by mail, fax or email. A form for requesting this information is provided in the "Forms" section of the Local Unit Resource Guide, and on Virginia PTA's website. In order to receive this letter, a local unit must have the following information on file with the Virginia PTA State Office (requirements per the Virginia Code for Non-Profits):

- 1) List of 2005-2006 Officers' names and addresses
- 2) EIN (Employer Identification Number)
- 3) Copy of the 2004-2005 completed Audit showing date of adoption by unit's general membership (must be done annually)
- 4) Copy of 2004-2005 IRS Form 990 (if applicable)
- 5) In addition, Virginia PTA bylaws require a unit to have current bylaws on file and dues paid on or before December 1 of each year.

Once this letter is received, the local unit can use the application, which can be downloaded at [www.tax.virginia.gov/web\\_pdfs/npappl.pdf](http://www.tax.virginia.gov/web_pdfs/npappl.pdf). The instructions for completing the application are available at [www.tax.virginia.gov/web\\_pdfs/npinst.pdf](http://www.tax.virginia.gov/web_pdfs/npinst.pdf). In addition, a local unit can apply online at [www.npo.tax.virginia.gov](http://www.npo.tax.virginia.gov) to receive a copy of the Sales and Use Tax Certificate of Exemption letter.

Along with the completed application, units will need to provide:

- 1) 501(c)(3) IRS Determination Letter (obtained from the Virginia PTA State Office)
- 2) Independent Financial Audit from a Certified Public Accountant if unit grosses over \$250,000 (all non-profits are required by IRS to do a fiscal year-end audit, regardless of gross, but audit by a CPA is required by Virginia law if gross is over \$250,000)
- 3) The first two pages of the local unit bylaws showing the unit's name and Purposes
- 4) Copy of form 990 or 990EZ if unit is required to file
- 5) Authorized Signature (President)
- 6) Proof of Chapter 5 Compliance in Question 12 of the application will be sent with your Determination Letter to show Virginia PTA has a consolidated or "joint" registration for solicitation of contributions with the Virginia Department of Agriculture and Consumer Affairs. Proof of Chapter 5 Compliance is required for units to receive their copy of the Virginia Sales Tax Exemption letter from the Department of Agriculture and Consumer Affairs for distribution to vendors.

More information can be found on the state website, [www.VAPTA.org](http://www.VAPTA.org).

For assistance, feel free to contact Mike Griffin, VP Tuckahoe district at [mg8633@comcast.net](mailto:mg8633@comcast.net)

## **Virginia PTA 2005 Proposed Legislation Program**

**The Richmond District has scheduled a Legislation Meeting on September 29<sup>th</sup> at Brookland Middle School at 7:30 p.m.** This meeting is your chance to get questions answered about the PLP prior to having your unit vote. ***Voting results (tally sheet) are to be sent directly to our District Director, Kim Jones, by October 31<sup>st</sup>.*** Kim Jones can be contacted at [richmond@vapta.org](mailto:richmond@vapta.org) or by phone at 737-4340.

## Love Your Principal?

Then, consider nominating him or her for the 2006 R.E.B. Award for Distinguished Educational Leadership. You may have heard of the R.E.B. Award for Teaching Excellence that recognizes exemplary educators. The Distinguished Educational Leadership award is one of the only of its kind to highlight the instructional vision and support that our principals provide. Principals are evaluated based on their ability to inspire their students and advocate for their school and faculty; encourage team spirit, foster cooperation between the school and community; and maintain dialogue with students, parents, faculty, and staff. Each candidate must have served as principal of his or her school for at least three years. A winner will be chosen from Richmond, Chesterfield, Hanover, and Henrico. These principals will receive \$7,500 for their school and an additional \$7,500 for their personal use. Last year, Pam Bell of Adams Elementary School was selected as the HCPS winner. Ms. Bell is funding several exciting initiatives for the Adams school community, including an innovative campaign to increase parent involvement. Phil Cantone was last year's runner-up from Carver Elementary School. He received a \$2,500 school development grant from the Henrico Education Foundation. We're proud of Ms. Bell and Mr. Cantone and can't wait for two more fantastic HCPS principals to join their ranks.

Nominations may be submitted from the school community and from the public at-large. However, principals may not nominate themselves. The nomination should take the form of a letter and explain the nominee's distinguished educational leadership. Please also address the personal and professional qualities of the nominee as they relate to the criteria of this award. The original nomination should be no more than two 8 1/2" x 11" typed or computer generated pages in length. The nomination may be accompanied by up to three (3) additional one-page letters of support.

### Nominations should be addressed to:

**R.E.B. Awards for Distinguished Educational Leadership  
c/o The Community Foundation  
Attn: Susan H. Hallett, Program Associate  
7325 Beaufont Springs Drive, Suite 210  
Richmond, VA 23225**

See [www.tcfichmond.org](http://www.tcfichmond.org) under  
Grants/Scholarships for more information.

**Marianne McGhee**  
Director of Public Relations & Television Services

## NOT ALLOWED TO SPEAK?

*"Your VOTE is your VOICE"*  
**VOTE PTA!**

Each year the Virginia PTA petitions the Virginia General Assembly to introduce, pass, or defeat specific legislation called *Legislative Action Items (LAI)*.

Additionally, they issue *Policy Statements (PS)* on general issues that may be used as a basis for addressing issues before the General Assembly.

This school year (2005-2006), the Virginia PTA proposes One (1) legislative action item and three (3) policy statements. By now each local unit should have a copy of the issues along with the rationale that explains each one, a blank ballot and tally sheet.

We encourage each local unit to set aside time in September and October to present the specifics of the Proposed Legislation Program and answer any questions from their members. Please focus on increasing voter participation and provide each PTA member the opportunity to be a true advocate by allowing them their 'right of membership' to vote. After all, these are the decisions that impact you and your children.

The deadline to return the voting results (tally sheets) either by mail or email to our District Director, Kim Jones, is October 31, 2005. Please call your district VP if you have any questions.

Also make plans to join us for PTA DAY AT THE GENERAL ASSEMBLY, Monday January 24, 2006.

Watch for more information about this exciting PTA event in the coming months.

## BYLAWS REVISIONS DUE

The following local PTA units are due to have their Bylaws revised within the fiscal year of July 1<sup>st</sup>, 2005 and June 30, 2006. The date listed is the date of the last 5-year revision.

Fairfield Middle PTA 8/30/2000  
Mills E. Godwin High PTSA 4/20/2001  
Highland Springs High PTSA 1/3/2001  
R C Longan Elementary PTA 5/1/2001  
Maude Trevett Elementary PTA 5/8/2001  
Varina High PTSA 7/19/2001  
Varina-Mehfoud Elementary PTA 1/1/2001

These schools should have received a revision packet from the State PTA office. Contact the State PTA office at 264-1234 with any questions you may have.

## **Reflections 2005-2006 Theme: *I Wonder Why***

*Make plans now to have your PTA participate!*

We encourage every local unit to sponsor a Reflections Program. This is a wonderful way for your PTA to highlight the Arts in our schools. Please make sure that your Reflections Chair has a copy of the Reflections Handbook.

The Reflections Handbook is available on the State PTA Website. PTA Presidents received a CD containing the Leadership Guide, which also contains Reflections info. The information contains a timeline for you to follow.

We encourage all schools to participate. **All Local Unit award winners should be forwarded to the District level by December 1 to be included in the district level judging.** Please contact our Reflections Chair, Kim Jones at [richmonddd@vapta.org](mailto:richmonddd@vapta.org) or via the phone at 737-4340.

Question and answer corner....

On a regular basis we will be sharing questions received from local units with everyone so that they can receive input from other units. We'll also share the responses.

**Please email your response to the following question or any question you may have to [lythgoes4@comcast.net](mailto:lythgoes4@comcast.net):**

**Does your PTA have the position, President-Elect in place and do you find it helpful?**

## **So What is Richmond District PTA?**

Richmond district is a division of Virginia PTA that covers the counties of Hanover, Henrico, Goochland, Fluvanna, Louisa, New Kent and the cities of Charles and Richmond. The Director and First Assistant Director sit on the VAPTA Board of Managers and are your local State PTA officials. We work with your Council to provide encouragement, information and advice.

Kim Jones, Richmond District Director ([richmonddd@vapta.org](mailto:richmonddd@vapta.org) – 804 737-4340)

## **and What is Henrico County Council?**

Henrico County Council of PTAs is a group of local units in Henrico County, organized under the authority of the state PTA. The council consists of 62 local units. Its purpose is to promote conferences, leadership training, and coordination of efforts of the local PTA/PTSAs and its membership

## **Katrina Relief**

### **Godwin PTA President and A Board Member Head To Louisiana To Lend A Hand (OR TWO).**

Tell us any other news from your local units as to how you're assisting Katrina victims....

Below you will find a link for the Dine for America website. On October 5th, participating restaurants around the country will be donating a percentage of their sales to the American Red Cross Disaster Relief fund to help those affected by Hurricane Katrina. There are new restaurants added almost daily.

<http://www.dineforamerica.org/>

**There are many ideas on how local units can help Katrina victims on the Virginia and National PTA websites. Please go to [www.VAPTA.org](http://www.VAPTA.org) and [www.pta.org](http://www.pta.org) for some great ideas!!!!**

### **Three Chopt District News – an Exciting New Year!**

The 16 PTAs of the Three Chopt District are looking forward to an exciting school year for 2005 – 2006! The HCCPTA meeting and event schedule has been set, with plenty of opportunities for fun and education (usually even on the same night!). The year kicks off with Back to School Night September 20, featuring our own Superintendent of Schools, Mr. Fred Morton. On October 4 many of the officers on boards in our district will be attending our PTA Training Night, which will offer small-group seminars on a variety of practical topics for creating and advancing a successful PTA. And the list goes on – this is just the first two months.

We have a wonderful mix of new and returning officers in our schools for the coming year. PTA boards need a healthy balance of experienced and fresh faces to function efficiently while introducing new ideas and advancing new concepts. Old dogs can learn new tricks, but we need new dogs to keep us in that frame of mind.

We are hoping to increase interaction between the PTAs within our district and those in other districts as well, working smarter to benefit all of us. Nobody wants to keep re-inventing the wheel, and by working together we all win and therefore so do our kids!! Increased interaction starts with increased communication, one of our main objectives for this school year. We often work harder than we have to in order to accomplish our goals, or sometimes miss opportunities altogether, simply because we aren't aware somebody 'out there' has done it before us and would be happy to share their experience. This newsletter is one way to increase communication, as is the PTA Training Night mentioned above. Also, by communicating within and among our boards (and don't forget those voices of wisdom from our boards' alumni), we raise awareness and get the power of numbers working for us – bigger can be better! We challenge all you board members of the PTAs outside the Three Chopt District to work with us to make us all more effective in our roles!!

Submitted by  
David Johnson, Three Chopt District VP

#### **PRESIDENTS CALENDAR/CHECKLIST** (more information can be found at [www.VAPTA.org](http://www.VAPTA.org))

##### September

- Make sure the membership committee has all the information and cards needed for a successful membership campaign.
- Make sure the Reflections Chair has all the information for a successful Reflections Program
- Hold first General Membership meeting and vote on the proposed PTA Budget, adopt the fiscal year-end audit and send copy of audit to state PTA office. If required to file 990 with IRS, a copy of 990 form must also be forwarded to state PTA office.
- Have board members attend Council, District, or Regional Leadership Training Workshops

##### October

- Choose delegates to attend Virginia PTA's Convention and send in the registration.
- Hold a Legislation Meeting to have your general membership vote on Virginia PTA's Proposed Legislation Program and send the tally sheet to your District Director

**Look for our next HCC CONNECTION at the end of October.**  
If there are items that you would like to see in future issues,  
please contact [Lythgoes4@comcast.net](mailto:Lythgoes4@comcast.net)