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CONNECTION

A publication of the Henrico County Council of PTAs

October 2005

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President's Message - Advocacy for all Children...

Last month I talked about parent involvement as it relates to your child and your school. This month I would like to talk a little about another aspect of involvement: Advocacy. We all begin as advocates of our own children. I am now talking about the next step...advocacy for all children. One of our missions as PTA members is to "speak on behalf of children." Our motto says "Every child; one voice." There are many ways that we can advocate for children and for public schools.

First, on the local level, you and your PTA can be "one voice" speaking to the school administration. When you have an idea that might improve the educational environment of your school, discuss it as a PTA. If there is a consensus, PTA leaders can and should talk to school administrators.

On the county level, your County Council of PTAs provides the "one voice" when we speak to the superintendent, other HCPS leadership team members and school board members. Often the topics we choose to present come from local units; who bring issues of countywide relevance to our attention.

The Virginia PTA is the "one voice" at the General Assembly and State board of Education on issues of statewide importance. The topics they present come from the legislation program that the local units are asked to vote on in September and October, and from resolutions that are voted on at the VAPTA Convention. This year the VAPTA convention will be held at Tysons Corner, at the Sheraton Premier, on **November 11-13**. (See details later in this newsletter.) The National PTA, again, presents issues of national importance as resolutions that were approved, by members who attend the national PTA convention.

Another way to "speak on behalf of children" is at the polls on November 8th...this year we will have the opportunity to vote on a Governor, Lt. Governor, Attorney General, General Assembly Delegates, etc. Every one of these officials, if elected, will at some point make decisions that effect public schools and the lives of children. Be sure that you and your members know where your candidates stand on education issues and funding. Every candidate says Education is his or her top issue! Find out what that means! Be sure that you can make a meaningful choice at the polls. Remember, active PTA/PTSA members help make important decisions at every level of PTA.

Also in this newsletter, we have included a **must** read article titled, "Are you a New PTA Officer or Board member? Know your Fiduciary Responsibilities," reprinted with permission from the National PTA's publication, "Our Children". (Excerpts in my letter taken with permission from FCCPTA newsletter.)

Anne Carson

Robert's Rules???

Could your PTA unit use some help?

See: Roberts Rules of Order Revised, at:

<http://www.constitution.org/rror/rror--00.htm>

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:

DEADLINE: 10/28/05 at 5 p.m.

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 under
Grants/Scholarships for more information.

Marianne McGhee
Director of Public Relations & Television Services

"A tip from the Tuckahoe District"

E-Learning

On OCTOBER 19, many of you took the opportunity to attend the HCCPTA Leadership Training at Godwin, and for those that missed it, you now have the opportunity to learn what you missed. At a time when budgets are tight and schedules are even tighter the National PTA has developed "*e-learning*". E-Learning is a great solution for members to expand their skills cost effectively and you can even do it from home. Sometimes, when you attend training meetings, you may miss a session, but now you can revisit each course over and over. Each course takes about 30 minutes to complete and can be shared with others that are considering leadership positions in your local units. Some of the courses to choose from are PTA Basics, Grant Writing, Conflict Management, Planning & Goal Setting, and Parliamentary Procedures and there are more to come. So take a few minutes and go to www.pta.org, use your user name and password on the back of your membership card and become an informed advocate too.

“Are You a New PTA Officer or Board Member? Know your Fiduciary Responsibilities”

by Chuck Saylor and Ardith Stansell

Printed with permission from the Our Children August/September 2005 Issue

The new PTA year is starting, and you are about to take on a new responsibility. Being on the board of directors is a wonderful opportunity for you to further your ability to help all children, but with this opportunity come fiduciary responsibilities (legal responsibilities) to the organization. The ultimate authority for managing the affairs of the organization is vested in the board of directors (trustees). Because the law grants directors such authority, the law imposes on them an obligation to act in the best interests of the organization. Directors are required to act (1) in good faith, (2) with the care an ordinary, prudent person in a similar position would exercise under similar circumstances, and (3) in a manner the director reasonably believes to be in the best interest of the organization.

Duty of care

The duty of care is important, yet it is the most frequently violated duty. The heart of the duty of care is to be informed.

- Directors must attend board meetings. Directors who do not attend meetings are nevertheless bound by actions taken at those meetings and are responsible if actions are deemed negligent. Unless there is an unavoidable emergency, failing to attend a board meeting may be judged negligent behavior.
- Boards make policy decisions to guide and determine the activities of the organization. Boards may delegate the carrying out of the activities to committees, staff, accountants, attorneys, and so forth. While delegation is legal and necessary, it does not relieve the board of liability.

Duty of loyalty

When you commit to being a director, you commit to putting the best interest of the PTA over the best interest of the individual, family, friends, and associates. Many boards have a conflict of interest policy. If your PTA does not have a conflict of interest policy, you may want to investigate instituting ones, as the IRS is considering requiring that you disclose whether you have a policy on your Form 990. The policy should define *conflict of interest* and specify procedures to be followed in managing conflicts. A sample policy can be found as an attachment to the Form 1023 instructions on the IRS Website, www.irs.gov.

What does this mean for you?

One of the board's responsibilities is to oversee the PTA's financial affairs—for example, reviewing financial reports on a regular basis. This does not mean you should review every transaction. You should, however, ask questions when you feel they are appropriate. Your PTA should have a process by which the board would know that the Form 990 (EZ) is being prepared and submitted on a timely basis and if not, why. If your PTA is liable for other types of taxes, such as sales or payroll, be sure you know what these forms and payments are being submitted on a timely basis. You should feel confident that the assets of the organization are safe and not being wasted.

It is also the responsibility of the board to safeguard the PTA's intangible assets, such as the good name and reputation of the organization. The board should evaluate the organization's brand.

Safeguards for you

There are ways to safeguard the board of directors while it performs its duties. Check into incorporating your PTA. This makes the PTA the legal entity and relieves individuals on the board of directors of personal liability. Look into directors and officers insurance, which provides another layer of protection for the board against being sued for decisions it might make. Investigate your state and federal volunteer protection acts. Certainly, there is a federal law, and most states also have their own law.

Whether your PTA is big or small, these rules apply to you. The public charity tax-exempt status that PTAs enjoy comes with responsibilities that must be fulfilled if PTAs are to maintain that status.

Virginia PTA 2005 Proposed Legislation Program

Voting results (tally sheet) are to be sent directly to our District Director, Kim Jones, by October 31st.
Kim Jones can be contacted at richmond@vapta.org or by phone at 737-4340. Results can be mailed to her at 118 Federal Street, Sandston, VA 23150

Hurricanes Katrina and Rita Adopt-a-PTA, Organizing Volunteer Recovery Efforts

Through the Hurricanes Katrina and Rita Adopt-a-PTA program, school supplies, computers, clothing, uniforms, teddy bears, personal items, and more are being provided to students and schools affected by the hurricanes. *The **Short Pump Middle School PTA**, for example, has adopted a middle school in Poplarville, MS. They are collecting school supply packets to send to the school and each student who makes a donation includes a note to the school. The **SPMS** library along with **Rolfe Middle School** collected books that are being sent down to the school.*

The need for such assistance is great: There are currently more than 70 requests for help in the Adopt-a-PTA database, some representing entire districts that need assistance.

The Hurricanes Katrina and Rita Adopt-a-PTA program is designed to help PTAs across the country coordinate their efforts to assist those hurt by the hurricanes. Through the online needs form, PTAs affected by the hurricanes can provide details about what type of assistance they need for their schools, for their communities, for non-PTA schools in their communities, or for displaced children and families. PTAs interested in adopting a PTA can search the online database, which includes contact information so they can get in touch with the PTAs in need. Both the needs form and the database can be accessed on National PTA's website at www.pta.org/local_leader/adopt/.

(Portions Reprinted from the PTA Local Leader News from National PTA.)

Next HCC of PTAs meeting – “Getting to Know Henrico Schools”

At our **next HCC of PTAs meeting on November 15th, 2005**, we will continue to learn more about Henrico County Public Schools with a presentation from the Division of Instruction. Ever wonder who all those people are that make decisions about instruction and what they do? Come to this meeting and find out!

This is a joint meeting with the Lay Advisory Committee, hosted by HCC of PTAs. The meeting will be held at Short Pump Middle School in the Auditorium. Meet and greet will start at 6:30 p.m. and the meeting will start at 7:00 p.m. Hope to see everyone there!

PTA Day at the General Assembly

The Virginia PTA has a long-standing relationship with the General Assembly. In January or February each year, the General Assembly hosts PTA Day when members of the PTA from across the state are invited to the Capitol.

PTA Day at the General Assembly is a day of opportunities. It is an opportunity to talk with your legislators about issues of concern to the PTA. It is an opportunity to network with other PTA members from around the state. It is an opportunity to see first-hand how your state government works. It is an opportunity to put into practice the true purpose of the PTA — advocating for all children.

This year, PTA Day will be held on January 30, 2006. It will start with a briefing of the PTA Issues at The Library of Virginia. Watch for additional details and a registration form on the VAPTA website by mid November.

***Henrico County Council of PTAs is looking for someone to coordinate a group from Henrico, attending this event. Please contact Anne Carson, HCCPTA President, if you are interested in getting involved.

HCC Calendar

11/15/05	Short Pump MS	Getting to Know Henrico Schools - A Presentation from the Div. of Instruction
11/21/05	Central Office	President's Meeting with Fred Morton, 4:30 pm
12/1/05	New Bridge School	Reflections Entries due to the County
1/10/06	New Bridge School	Reflections Awards Display and Ceremony
2/8/06	Wilder Middle School	Henrico County Schools Budget (Fred Morton – speaker)
3/4/06	Regency Square Mall	George H. Moody Scholarship Fund Walkathon
4/5/06	Hermitage High School	Healthy Lifestyles – What HCPS is doing to promote this.
5/2/06	Hermitage High School	Annual Awards Banquet, 6:00 pm
5/15/06	Central Office	President's Meeting with Fred Morton, 4:30 pm
6/6/06	Greenwood Elem. School	Incoming Presidents Meeting

Reflections Reflections

Reflections 2005-2006 Theme: *I Wonder Why*

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.

Entries should be delivered to Kim Jones via Pony at New Bridge School.

Please contact:
Reflections Chair, Kim Jones at richmond@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.

September's question was....

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

Liz Sieber of Tuckahoe Elementary answered with: We have a position, which is basically the treasurer-in-training to ensure a smooth transition every year. This position is also in charge of our PTA membership drive in the fall.

Lori Hopewell of Nuckols Farm answered with: Basically, we work it as an "assistant to the president" kind of role. Our president elect takes care of e-mailing various information to the board and committee chairs, as well as taking care of getting the agenda set for each board meeting. She is in on any meetings between the president and the treasurer regarding various issues of the PTA. It is like a learning-tool position for the upcoming year when she will be president. I bounce ideas off of her, as well. We are only in our second year of a president-elect, president set up. So far, I think we are pleased with the change.

Ellen Argenzio of Douglas S. Freeman answers: I can tell you what we do which is similar to Tuckahoe Elementary. Tuckahoe has a VP that is a designated person to move into the President position the next year. It allows those positions to have an experienced person and a new person to learn the role. At DSF it is a bit different. We have a chair and a co chair for most positions for the same reason of an experienced and a new person to insure continuity. The President position is a bit different, there is not a designated position to take that role although any of the 3 VP's may be asked to run a meeting or stand in. Generally only one person steps forward and indicates they would like to be President and that person, as with all others, is presented on a slate by the nominating committee to the board and then general membership for approval.

This month's Question:

What do other Middle and High Schools do to encourage parent participation at PTA Meetings/Programs?

NEW – ONLINE MEMBERSHIP AND DUES REPORTING DATABASE

National PTA has been working with Virginia PTA to develop the Online Membership and Dues Reporting database (OMDR). It's a brand new way to help units, councils, districts, and the Virginia PTA more quickly and cost-effectively communicate with members, track demographics, collect dues, and offer more member benefits.

With this contact information, your unit can have

More frequent, targeted communications. One great benefit of the database is the collection of members' postal and e-mail addresses, as well as their volunteer roles. Whether your PTA is sending communications (such as electronic newsletters) to all members or targeting important public relations information to local public relations chairs, OMDR will make keeping in contact easier. Your messages will be on target for the audience, inexpensive, and timely.

Automatic mailing list generation. If your PTA is sending a mailing to local PTA members, OMDR is "scrubbed" for current postal addresses-making sure your mailing conforms to USPS regulations, saving you money by not wasting postage, and ensuring that information gets to the right address. If you want a targeted mailing list, OMDR can choose up to 62 different volunteer positions to send your piece to.

Increased communication. This tool will remove from local presidents the burden of delivering state and national messages to their members. Better information delivery can make members feel that they get more value from their state and national memberships.

Remote access. With the Web-based system, if you have your username and password, data can be accessed remotely. There's no need to haul around disks with membership information; the information can be brought up on any computer with Web access.

A schedule for unit OMDR webinars is below. If you'd like to invite others, please do so! Instructions for getting to the site to register are at the bottom of the page.

Tuesday	10/25/05	(12:00 pm EST)
Thursday	10/27/05	(8:00 pm EST)

Below is the link for you to enroll in one of the OMDR webinars. You will need to enroll in this event to gain access.

<http://ptaevents.webex.com/ptaevents>

How do we reach you???

If you're a County Council Representative or any PTA Board member who would like to receive this newsletter electronically, please email Helena Lythgoe at Lythgoes4@comcast.net

President's Calendar/Checklist

October

- Choose delegates to attend Virginia PTA's Convention and send in 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.

November

- Attend Virginia PTA's Convention
- Remind your Treasurer that all dues must be sent to the State Office by December 1st so your local unit remains in good standing.

HCPS Happenings....

Springfield Park Elementary School

FALL FESTIVAL

This Friday Night, Oct. 21st
(Raindate: Oct. 28th)

4-8:00 pm

**Featuring: Silent Auction.....Raffles.....Moon Bounce....Inflatable slide....Karaoke in a cage....
Arts & Crafts....Carnival Games....and much much more!!!!**

Special appearances by: Richmond Olympiad Gymnastics Exhibition & Dong's Karate Exhibition

**Wristbands will be sold for \$15 (\$45 maximum per family). Admission price covers all games & inflatables.
There is an additional fee for the food/drink and the karaoke in a cage!**

A Sampling of Silent Auction & Raffle Contributors

Cowardin Jewelers....Shackleford's...Capital Ale House...VCU Sports...CMOR...Home Team Grill...Fuddruckers...Tony's Pizza...Mary Kay...Richmond Olympiad...Magic 4 U!...Comedy Sportz...Fox Head Inn...Science Museum...James River Bus Line...Richmond Braves...Haley Pontiac...Baccarac Jewelers...Mexico Restaurant...Gift Baskets...Cool Beans Coffee... Ashland Alarm...Teck Deck...Martial Arts...Photography...Glenmore Yoga...Holiday Inn...IHOP...Chipoltes... Colonial Downs...Applebees...Bertucci's...Bogarts...Curve's...Boychik's Deli...Curry House...Beauticontrol...Zorba's... Outback Steakhouse...Red Lobster... Agees Bicycles...Hampton Inn...News Channel 6...Southern Living...Faculty donated items... Class projects...China Pearl...River City Youth Fitness...Party City...Spa Basket...Discovery Toys...YMCA Membership...Baja Fresh...Cuisines...Gelati-Celesti...Many, Many More!!!!!!!!!!!!!!!!!!!!!!

Come prepared to "shop"!!

**Food & Drinks: Popcorn & Soda & Chips & Little Caesar's Pizza &
Arby's Roast Beef Sandwiches & Arby's Chicken Nuggets**

The Ice Cream Man will be available for your dessert needs!

Virginia Randolph Community High School

2204 Mountain Road.....Glen Allen, VA 23060

PTA YARDSALE INDOORS -- Rain or Shine

Come To The Cafeteria In Building B

SAT, DECEMBER 10, 2005

9:00 AM TIL Noon

Shop for Clothes, Snacks, Books, & Household items.

Rent your own table: \$20

Donations gratefully accepted – no later than Wed., DEC. 7.

Call 261-5058 to arrange delivery!

Questions: 261-5058

**Proceeds of PTA fundraising efforts are used to provide scholarships for VRCHS
graduating seniors.**

In 2004-2005, VRCHS PTA awarded SIX \$250 scholarships.

VIRGINIA PTA CITIZENSHIP ESSAY PROJECT

Virginia PTA is proud to sponsor a Citizenship Essay Project. The 2006 theme is "***The Legacy of Jamestown***". This Essay Project allows students to express their views and opinion on "Character or Citizenship". Virginia PTA is committed to promoting a sense of citizenship and responsibility in the lives of our children – tomorrow's leaders.

Who can Enter?

All Virginia students in grades 6-12 presently enrolled in schools with PTA/PTSA units in Good Standing. A PTA in Good Standing is one who has paid state and National Dues by December 1, and bylaws are current, having been revised within the past five (5) years.

Criteria

- Students in grades 9-12 must write a minimum of 750 words, typed and double-spaced using Times Roman, 12 Font, using 1" margins.
- Students in grades 6-8 must write a minimum of 500 words, typed and double-spaced and using Times Roman, 12 Font, using 1" margins.
- In both age categories, adherence to the theme, originality, clarity, thought, and skill in standard written English will be judged.
- The theme, "***The Legacy of Jamestown***" must be used as the essay title and cannot be changed or altered in any way.

Awards

Awards will be given in both age groups (Middle School 6-8 and High School 9-12).
1st Place - \$1000 Savings Bond.....2nd Place - \$500 Savings Bond...3rd Place - \$250 Savings Bond

Deadline

February 1, 2006 (Postmarked) to:
Virginia PTA....Citizenship Essay Chair...1027 Wilmer Avenue...Richmond, VA 23227

Application

Application for the Citizenship Essay Project are located on the Virginia PTA website at www.vapta.org or the Virginia PTA Local Unit Resource Guide (LURG) or you can contact the Virginia PTA at info@vapta.org.

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 or via e-mail at enotify@henrico.k12.va.us.

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

Henrico

Educational

Access, Academic, Artistic, Athletic, Awesome Achievers

Television

Questions? Contact Marianne McGhee

Via e-mail at: msmcghee@henrico.k12.va.us

HCPS Public Relations

What is HCCPTA?

- A group of local PTA units organized for the purpose of promoting PTA issues within our boundaries
- The first line of defense, support, and assistance for local units, as well as the most important source of guidance and information

What are the Goals and Objectives of HCCPTA?

- Promote the objects and interests of the National PTA and Virginia PTA
- Strengthen the local units in our membership
- Provide for conference and cooperation among the member units on matters of mutual concern

How is HCCPTA Organized?

- We are organized and chartered under the authority of the Virginia PTA
- We operate under bylaws approved by the State PTA.
- We are one of approximately 112 councils in Virginia

What Additional Relationships does HCCPTA have?

- Richmond District PTA – liaison to State PTA
- HCPS Superintendent – a member of the HCCPTA board
- HCPS School Board
- HCPS School Principals

What HCCPTA cannot do

- May not legislate local units
- May not assist in conflict resolution unless invited by local units
- May not compel local units to enter into council projects
- May not assess local units for funds without their consent

What can HCCPTA do for You?

- By definition, we are a council of local PTA units; we are here to serve you
- **Key goals of the Executive Committee of the HCCPTA for 2005-2006:**
 1. Increase meaningful communication with local units through newsletters, a website, and more direct communication between Area VPs and local units
 2. Provide training for local unit PTA members and promote all programs available at district, state, and national levels
 3. Assist local PTA units as needed
 4. Increase awareness of the HCPS programs and contacts
 5. Increase awareness of educational issues

What can You do with HCCPTA to Enhance Your PTA?

- Attend general membership meetings and report back to your board and general membership
- We can only be effective by staying connected, which means two-way communication. HCCPTA is here to serve you. Let us know what we are doing right, and what we are not doing that we could be doing.

George H. Moody Scholarship Program

Henrico County Council of PTAs and its local units have sponsored the George H. Moody Scholarship, which has provided financial assistance to worthy Henrico County graduates in pursuit of higher learning for over 19 years. The Scholarship is named in honor of Dr. George H. Moody, former teacher principal and Superintendent of Schools, who retired in 1969 after 38 years of service. George H. Monody's integrity and dedication to improving the quality and standards of education within the county have been well documented. He left an indelible mark on Henrico County Public Schools during his thirteen years as Superintendent. The Henrico County Council supports Dr. Monody's level of drive and enthusiasm in supporting our graduates as they follow their educational goals. We believe in higher education and are committed to providing extra financial assistance that will make it possible for a young person to continue his or her education upon graduation from high school. This could mean going to college, entering trade school, nursing training or other post high school training.

The criteria we review include financial need, academic achievement, extracurricular and community service, the students essay and recommendations. Last year, through the efforts of Henrico County Council and its local units, we were pleased to award 12 scholarships in the amount of \$1,350 each to a group of very deserving graduates.

The funds for the George H. Moody Scholarship program are raised in two ways. The first way is through donations made from the local PTA units themselves. These are usually incorporated into each unit's annual budget. These donations allow all PTA units to support a countywide endeavor. Donations are being accepted between now and February 20, 2006.

The second way that funds are raised is through an Annual event, which brings together PTA leaders, Henrico County School leaders, parents and students of Henrico County Public Schools. This year's event will again be a Walkathon on Saturday, March 4th, 2006 at Regency Square Mall. The "walkers" in the event obtain monetary pledges in support of the George H. Moody Scholarship Fund for their time and effort in participating in the "Walk". Typically schools will develop "Teams" and they will compete for awards. Stay tuned for additional details on this event.

At this time we would like all PTA units to consider making a direct donation to the George H. Moody Scholarship Fund. Please make your check payable to: Henrico County Council of PTAs. Please mail your check to:

Henrico County Council of PTAs
c/o Kim Harris, Treasurer
4682 Rollingwood Lane
Glen Allen, VA 23060

Please contact our George H. Moody Scholarship Chairperson,
Sharon Dunkum at 741-4489, with any questions you may have.