

**JB Watkins PTA**  
**General Membership Meeting**  
October 18, 2022 6:30p.m.  
JB Watkins Elementary School Cafeteria  
501 Coalfield Rd. Midlothian Va, 23113

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President Liza Maddrey called the meeting to order at 6:38 p.m.

In attendance were:

**Officers:**

Liza Maddrey, President  
Lindsay Miller, VP Ways and Means  
Brittany Heare, Treasurer  
Karen Crenshaw, Secretary

**Committee Chairs & Guests:**

Jen Keller, Melissa Coats, Kristen Behm, Jen Salley, Erin Hansard, Morgan McDaniel, Latoya Tracey, Arielle Greene, Allyson Duffy, Danielle Walton, Dianna Yalongo, Megan Casper, Berkeley Dobbs, Prabargan Govender, Glenda MacNeil, Kelly Collie, Will Collie, Brenda Borgman, Jennike Duignam, Irene Buckley, Jenean Keyes, Ginny Miles, Debbie Weatherford, Tess Clark, Shannon McGinnis, Beth Hines

All other committee chairs were absent.

**Quorum Certification**

A quorum was established.

**Approval of Minutes**

*See secretary report*

**Officer Reports**

**President's Report: Liza Maddrey**

Liza thanked everyone for being at the meeting now that it was back in person.

**Treasurer's Report: Brittany Heare**

Brittany reported the September reconciliation report went out and will be updated with Apex at the end of October. The sunshades payment is complete and teacher reimbursement is ongoing. Liza announced that the 3 sunshades had been placed as well as the picnic benches.

**Vice President - Ways and Means Report: Lindsay Miller**

Lindsay announced that the next spirit night will be on Nov. 30 5-9pm at Buffalo Wild Wings. There will be a basket at the hostess station where the receipts will be placed for

JB Watkins. More will be communicated with this as the date gets closer. We are working with a corporate sponsor, Richmond Ortho, which will be donating \$1500 towards the fall festival. Taekwon Cho has partnered with the PTA and offered a 4 week class for \$99 which the fees will come directly back to the PTA. There is so far 1 child enrolled and we have 1 week left till Oct. 24 for the offer.

### **Secretary's Report: Karen Crenshaw**

The minutes from the September PTA General Membership Meeting were reviewed and posted to the JBW PTA website. Hard copies of the minutes were offered at the sign-in table. There were no corrections and the minutes stand as presented.

### **Board Update: Liza Maddrey**

Liza reports the PTA board is in discussion to expand the board beyond the traditional four roles and is looking to update the bylaws as the time comes. She introduced and welcomed Allyson Duffy. Allyson thanked Liza for the welcome and said that she had been on the PTA for two years as the CCPTA representative and reached out to the president wanting to get more involved with the PTA. They talked about more involvement to include a newsletter and are excited about the new position. Liza said there was a potential for polling in the newsletter.

## **Committee Reports**

### **Apex: Lindsay Miller**

Lindsay announced that the PTA raised more money this year with \$38,000 than last year's \$28,000. She said that we are looking for new ways to use the funds and are open to ideas, maybe smaller projects like the volleyball and picnic tables ideas from the last meeting. Someone asked if Apex would be better in the spring because a lot of events happen in the fall. Liza suggested bringing ideas to Debbie Weatherford and the PTA can meet with her about suggestions. Liza said that the PTA does rely on the Apex funds for the rest of the year, but willing to see options.

### **Pumpkin Lighting: Shannon McGinnis**

Shannon announced that everything was coming together with the inflatables and that Bach to Rock was coming for free. She gave thanks to the Midlothian Middle School principal for the loan of the popcorn machine. A treat table and pumpkin catapult are in the works. There is a flyer and sign up genius coming out, and looking for volunteers. Lindsay said that Kat Kelly will distribute the volunteer form over at the middle school. Liza said that the signup genius should be on the PTA webpage today or by tomorrow. Shannon said that there is a rsvp on the website to be used as a heads up for a numbers count on attendants, since the event will be free. Liza thanked Shannon for all her hard work.

### **Room Parent Coordinator: Tess Clark**

Liza introduced Tess as the Room Parent Coordinator. Tess thanked everyone for letting her navigate this position and getting together a list of all the room parents, and asked the teachers present that if they don't have a volunteer, if they can help find one. She announced that we can't do a collective classroom gift this year. The upcoming staff

luncheon will be on a day when students will not be in the classrooms. Fundraising for the fall luncheon will be with grades K-2. The staff luncheon in March will be with fundraising with grades 3-5. Tess said that we are still looking for a committee chair for the 5th grade graduation. Liza announced that Allyson will spearhead this, and that the administration can't sponsor any event that will be off campus.

**Reflections: Lil Danowski (not present)**

Allyson reported that submissions for Reflections are needed by the end of October and that by last week there had only been 2 entrants. The theme this year is "Raise Your Voice". She said that there are some exciting prizes and they are working on additional prizes, and if anyone has any questions to please reach out to JBW Reflections.

**Green Team: Arielle Greene (present) and Whitney Revell (not present)**

Arielle announced that every year the green team has a budget and they look for ideas on how to spend the budget. One idea is working with the James River Association on murals on the storm drains around the school. She said that many schools have done this with the Association coming to the schools and doing instruction and painting the storm drains. She said they are available in February and will cost \$650-750 for 6-7 drains with supplies. Another idea for the green team is for raised garden beds. She suggested that it could be a work space for the teachers for instruction and asked for teachers' feedback on this idea. Debbie Weatherford suggested that the teachers share both ideas with their team and report back. Liza pointed out that there was a printout available with the green team's proposal. Debbie suggested to the teachers to give their feedback within one week.

**Staff Appreciation: Beth Hines**

Beth reported that for the teacher's luncheon on November 8 she is trying to get a food truck. Debbie Weatherford said that a food truck is not problematic. Beth said she is looking into a taco, brunch, Italian, or Chinese food truck. The teachers all voiced they liked the taco truck. Beth said the November date seemed better because it's a day when just the teachers were at the school with no students. Liza replied that the luncheon in March will be harder to find a date when the students are not at the school. Jen Salley commented that it would be good to have options for those with dietary restrictions. Jennike Duignam commented that some food trucks have pre order options. Liza said that this could be something that the room parents could ask parents for a \$2-3 donation. Lindsay commented that online payment gets problematic with a small donation amount because there is a fee charged with it, so a check or cash is better.

**Lunch Buddies: Liza Maddrey**

Liza reported that the lunch buddies program is going well. Debbie Weatherford said that the program is going great.

**Chess Club: Liza Maddrey**

Liza reported that there was a lot of interest in the chess club meeting for more than once a month and asked administration if they were ok with this. Debbie responded that

they would just have to notify the YMCA of the chess club use on the extra days. Liza said that there have been many questions about the WEP program and if and when it would come back. Debbie explained WEP and that it included over 200-300 children and needed lots of manpower to manage the logistical part of it. Shannon said that she knew who ran the program before covid and she would be happy to reach out to that person who might be happy to give the PTA information on the program. Liza replied that she is open to continuing to discuss this program.

## **Representative Reports**

### **Principal Report: Debbie Weatherford**

Debbie thanked everyone for coming to the meeting. She reported that security cameras are to be installed in the interior and exterior of the building but there is a delay with the shipping so hopefully they will be installed in the spring. The cameras will be running 24 hours a day and will be working with police. There is to be fencing installed by the Library side of the school. She is working on lockdown and evacuation drills for the school's safety plan. Sycamore Church is partnering with the school as well as the safety and security department with Chesterfield County Police to go over the plans and site for where the children will go in case of emergency. She has been working on this since the beginning of school. Debbie said that this has been a busy fall and gave thanks for the support with Papa Johns, the Book Fair, and Pumpkin Lighting. She also announced that they are continuing to hire for jobs, and to look for positions available at the JBW administration page. She said they are always looking for substitutes.

### **Teacher Reports**

None

### **New Business**

Liza reported that she received a suggestion for the PTA to budget funds for a CPR course for cafeteria aids and possibly teachers which cost \$75 each participant for a course in January. The PTA board and teachers will vote and put it on the agenda for November. Debbie suggested that this might need a situation where it would need a form for reimbursement, and that the CPR certification was \$75 and the teachers renewal for teaching license was \$50. Liza said that she would put in for a formal proposal to review. Liza then reported that the PTA is looking for suggestions for using the money raised from the APEX fundraising and will continue to solicit ideas for the fundraising money. Debbie suggested creating a scholarship money for a High School Senior that had previously attended Watkins for graduation.

## **Adjournment**

With no further business, the PTA meeting was adjourned at 7:34 p.m.

## **Authentication of the Minutes**

Respectfully submitted to the Board for approval this October 29, 2022 by Karen Crenshaw.