



Roosevelt Elementary School

<http://www.sanleandro.k12.ca.us/roosevelt>

951 Dowling Blvd, San Leandro, CA

510-618-4350

January 2017

PTA Newsletter

Para escuchar boletín en español: 869-3825 ex.89

PTA Board Elections on March 16th

All PTA Board positions for the 2017-2018 school year are open! We are actively seeking new board members and are especially seeking candidates with financial skills for our Treasurer and Financial Secretary positions. See position descriptions below.

Please email Lesley Kamian lkamian@gmail.com or Johanna Normart ptanormatgarcia@gamil.com by 2/16 if you are interested. After 2/16, you may be nominated at the election meeting on 3/16. All nominees must be current members with dues paid and in good standing. The current board remains in effect until June 30th, 2017

PTA Board Position Descriptions

Elected Positions

President - Coordinates the work of board officers and committees. Is the official representative for the PTA at the district meeting. Coordinates school activity schedule, signs PTA checks and acts as the liaison with the principal.

Executive Vice President - Serves as primary aide to the president. Performs the duties of the president in the absence or disability of that officer. Assists with organizing and chairing monthly meetings, newsletter and other duties as needed. May sign all PTA checks.

Vice President of Programs - Responsible for overseeing spending of budgeted money on school assemblies and community events such as kindergarten welcome, family nights, or parent education. Responsible for overseeing the reading program budget and program as well.

Vice President of Membership - Responsible for the fall membership drive, keeping all records and reporting to the district office as necessary. Develops e-mail list of PTA members.

Vice President of Volunteers - Coordinates Back to School Tea and volunteer sign-ups. Communicates with all Room Parents and procures volunteers for school functions as needed throughout the year.

Upcoming Events

January 25th

AAPAG 6:30pm, Voces Unidas, 6:30pm, Special Parents 7pm

February 2nd

Coffee & Conversation, 8:15am

February 2nd

Hobby Night 6pm

LGBTQS Meeting 7pm

February 4th

White Elephant Sale 9am-12pm

February 15th

ELAC 6pm, AAPAG, 6:30pm

Voces Unidas, 6:30pm

February 16th

Dad's Club 6:30pm, PTA 7pm

Feb 20th -24th

President's Week - NO
SCHOOL

Recording Secretary - Keeps an accurate record of the proceedings of all PTA Meetings and board meetings. Refers back to the meeting minutes as needed. Maintains a list of unfinished business for the president.

Financial Secretary - Keeps a record of expenses, receives all monies for the PTA and ACE Program. Makes all deposits, prepares receipts for all expenditures. Cosigns checks with President or Vice President and remits dues and insurance matters according to the State PTA. Prepares a monthly report for the PTA board. Assists treasurer with preparation of the annual budget for the year. Assist the Treasurer in preparing all required documents for tax filings and submits to professional accountants.

Treasurer - Keeps accounts and records of gross income, receipts, and disbursements, as well as member dues. Chairs the budget committee and prepares the budget for PTA. Coordinates and records deposits with the Financial Secretary. Presents Treasurer's report at each meeting. Oversees completion and submission of all insurance and tax forms. Provides an annual financial report to the PTA.

Historian - Keeps records and materials of the association and creates a scrapbook highlighting the year's activities.

Parliamentarian - Attends all meetings of the association and gives advice in procedure where needed. Calls the first meeting of the nominating committee, conducts election of the chairman and gives instructions in procedure. Chairs the bylaws committee and reviews the bylaws and standing rules annually.

Appointed Positions

Auditor - Audits the financial records of the PTA. Prepares a mid-year audit in January and an end of the year audit in July. Submits written report of findings to the board.

Auction Coordinator - Responsible for the overall management of the Annual Spring Auction. Coordinates volunteers and committee members in gathering donations and all aspects of the event itself.

Staff Hospitality Coordinator - Plans and implements Founders Day, monthly school luncheons for staff, as well as staff appreciation days. Uses creativity to support teachers and staff.

Community Hospitality Coordinator - Plans and implements events involving the Roosevelt Community. These include Special Persons Day, Open Classroom Day, PTA meetings and Coffee Breaks.

Kindergarten Liaison - Responsible for planning and implementation of the annual Kindergarten Get Together in August prior to the start of school. Will proactively communicate with incoming kindergarten parents to help them with all areas of parenting at Roosevelt and works with VP of membership to help get them involved in PTA.

Corresponding Secretary - Manages messages sent out through the PTA google group and adds new members as needed.

Reading Program Coordinator - Responsible for distributing program information to students, collecting and recording student reading sheets, and planning the celebration for participants at the end of the program. The reading program is typically 4-6 weeks and runs over winter break.

Health and Safety Coordinator - Work with principal as needed on issues regarding campus safety such as emergency/disaster preparedness. Coordinate lunch time parent volunteer supervisors.

Fall Festival Coordinator - Responsible for the overall management of the Fall Festival.

Fundraising Chair - Oversees fundraising committee and coordinates and/or delegates fundraising activities. Brings ideas to Association for approval. **Box Tops Coordinator** - Raises awareness of fundraising opportunities through Box Tops for Education. Collects box tops and submits them for benefit of Roosevelt.



2016-2017 PTA Board

Principal	Soraya Sablo-Sutton	ssablo-sutton@slusd.us
President	Johanna Normart	ptanormartgarcia@gmail.com
Secretary	Lisa Musselman	lismusselman@hotmail.com
Treasurer	Tricia Reichert	trishr675@gmail.com
Executive VP	Dara Garcia	daragarcia6@gmail.com
Financial Secretary	Vacant	
Corresponding Secretary	Alisa Finch	alisafinch@gmail.com
Auditor	Nicole Hunter-Maes	turbie13@gmail.com
Historian	Lesley Christiansen	lesleychristiansen@gmail.com
Parliamentarian	Lesley Kamian	lkamian@gmail.com
1st VP of Programs	Jaime Barbieri	jaimebarbieri@gmail.com
2nd VP of Members	Lesley Feikert	feikertlesley@hotmail.com
3rd VP of Volunteers	Jenny Larsen	jlarsen_33@yahoo.com

Save the Date: Fast Times at Roosevelt Spring Auction

April 8th

We are looking for volunteers to join the auction committee. There are many jobs (both big and small) including creating decorations, collecting donations from local businesses and more. See attached flyer for details. Contact Tricia Reichert if you'd like to help! Trishr675@gmail.com

Yearbook Cover Contest

Submit your artwork for the yearbook cover and win a free copy of the yearbook. Deadline for submissions is Friday February 17th. See attached flyer for contest details.

Show our Strength in Numbers!

Make smile happen and donate a bracelet to a child at the Oakland Children's Hospital. Join our Community to Challenge to make 2,000 bracelets. The donation bin is located next to the Ace Club Room, 6A. You can help bring a smile to a child's face!

Submit Your Photos for the School Yearbook

Do you have photos from field trips, class moments or school based community events? We have created a safe space for sharing these moments so they can be included in our school yearbook. Join the Roosevelt Yearbook Facebook Page. Go to: <https://www.facebook.com/groups/186363081703608/> to be added to the group. Please note this is a private/closed group.

Couldn't make it to our last PTA meeting? See the official PTA Meeting Minutes below.

Next PTA Meeting: Thursday, February 16th at 7:00pm in the school library. Childcare is provided!

Roosevelt PTA General Meeting – January 19, 2017

Welcome – Small group, but glad to have you!

Secretary's Report – minutes from the November 17 meeting were summarized. Jenny made a motion to approve, Jaime seconded. Approved.

Teacher/Principal's Report –

No Principal report

Ms. Lipka –

- We have a group of three rotating administrators who are assisting while Soraya is out.
- Soraya is well and is keeping in touch. Soraya will be back in the beginning of Feb.
- 4th grade outdoor ed was yesterday. It was great! 5th grade outdoor ed is happening now!

Auction Planning – Auction is April 8. It is an 80's theme – Fast Times as Roosevelt

- Mass mailings are going out to businesses who donated last year.
- Meeting end of January for Auction.
- Save the date for auction will go out in this month's PTA newsletter

Board Elections –

- Need quite a few positions.
- Julie Pearson interested in Kinder Liaison

Wellness Committee –

- Healthy Celebrations – particularly birthday celebrations. Puts a lot of pressure on the parents and teachers. Ideas are:
 - Once a month birthday celebration.
 - Non food celebrations.
 - Or a school sponsored gift/pencil or card

Student leadership is currently doing cards for each student. Awesome!

Take into consideration that each teacher currently sets the rule for this. Also we are mid-way through the year so how do we implement a change. Provide teachers with a blurb that goes out to parents.

This year we can focus on better classroom parties.

The school district offers a catered option from the school cafeteria. How do we order that?

Founder's Day – March 8th

Shauna sends her updates via email:

I need 3-4 people for a committee to focus on

1. Choosing award recipients,

2. Invitations,
3. Decoration planning and
4. Set up/clean up.

Founder's Day attendance has dropped over the years and if it is something we intend to continue celebrating, we might need to refocus our efforts a bit.

Jenny sent out a request to the room parents requesting support.

Fence tile update – There will be 3 more events. 1 for parents (with spirits) and 2 for children.

Family Dance –March 10. Multi-Purpose room. More of a community event than a fundraiser. Jaime Barbieri and Sadie Alvarez will be heading. Dawn will be performing. Is there money in the budget to support this event?

Science room – Foss kits were ordered and have arrived. Lesley and Jen are setting up the room. Starts on January 30th

Programs – Assemblies –

- Ocean Adventure March 2.
- Impossible Show April 6.

Treasurer's Report – No update

- Working on online ACE club payments. More updates next meeting.
- In need of a new financial secretary for this year and next. Possibly Stacey Lerch
- Filed taxes for this year.

Teacher Action Points – N/A

Meeting adjourned at 7:48

Bracelet making donations needed!

If you are looking to clean out your rainbow looms, rubber bands, beads, yarn, string etc. please feel free to donate to the Ace Club.



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Exciting news....

Roosevelt is going to be having a bracelet drive. We are looking for our community to create as many bracelets as possible of any kind to DONATE to Oakland Children's Hospital.

Whether you're in the Ace Club class or not this is a community event. We will have a bracelet donation drop box soon. We need your support to give to the children of the hospital some cheer and joy! I challenge our community to fill our donation box!



Question reach out to Jaime at
JaimeBarbieri@gmail.com

Roosevelt Dad's Club Presents

HOBBY NIGHT



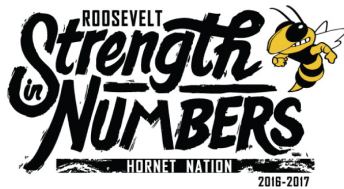
THURS, FEB. 2ND

6 PM in Roosevelt's Multi-Purpose Room

*Bring your hobby of choice out to
share & display at Roosevelt's annual
Hobby Night!*

Submit your design for the yearbook cover!

**CONTEST DEADLINE
FRIDAY FEBRUARY 17!**

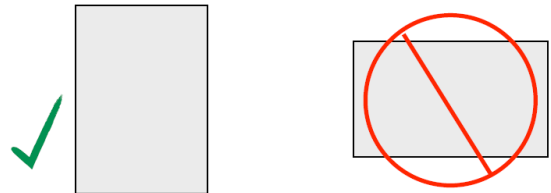


Submit artwork to teacher or school office
**Winning Student(s) Receives
a Free Yearbook!**

Would you like to see your artwork on the yearbook cover and win a free copy? Submit your color art showing this year's theme of "**Strength In Numbers, Hornet Nation**" for your chance to win! Use crayons, colored pencils, paint, pens, or any other colorful medium to show our school spirit!

Instructions

Please use a blank, 8.5 x 11 sheet of paper (no lines)
in *portrait orientation*.



Your entry must include the following:
Strength In Numbers, Hornet Nation
Roosevelt Elementary School
and the school year **2016-2017**

★ Don't forget to add Your Name and your Teacher's Name on the back! ★

Use your imagination and open creativity to show Strength In Numbers at
Roosevelt Elementary School.

Teachers: Please post in classroom
Thank You!




Questions? Rooseveltschoolyearbook@gmail.com





FAST TIMES

AT ROOSEVELT ELEMENTARY



**LET'S GO BACK TO THE DAYS OF
METAL BANDS AND BIG HAIR,
GRAB SOME LEG WARMERS, MUSCLE
SHIRTS, OR ACID WASH TO WEAR.**

**AN AUCTION THEME TO CELEBRATE
THE BEST DECADE YET,
YOU CAN EVEN SHOW UP IN A LITTLE
RED CORVETTE.**



-5PM-10PM-





Spring Auction
April 8th, 2017 5pm-10pm
Attention Roosevelt Families!

Save the date and get ready for a GREAT night out for the best cause – our kids! This year's auction is a step back in time to the 80's, and promises to be chock-full of fun and useful items for every budget, not to mention tasty food and drinks, and excellent music. If you've never been, make this the year you join the fun!

We hope everyone will be able to come, but no matter what: **We need your help.** Donations that come from Roosevelt parents and their extended network of friends, family, and work associates are some of the most outstanding and popular items at the auction. So here are a couple of simple ways YOU can participate:

© **Donate an auction item. You may not think you have something "auction worthy", but we'll bet you do!** Perhaps you have a special skill (computers, rock climbing, graphic design?), a vacation property, sporting event tickets, fine art, or handmade items? Maybe you like to cook, plan parties, teach tennis, or scrapbook? All of these (and much more) can become a hugely successful auction item or Pay-to-Play. If you're considering something, let us know or ask us for help.

© **Take a moment to ask your employer or your favorite local business for an auction donation.** This could include a gift certificate, a facility tour, sporting event or performance tickets, gift baskets, etc.

It's that simple. Thank you all for any help you can provide. Your participation is really what makes our school and our children succeed. **Keep an eye out for ticket information and more details in March.** See you at the auction!

Questions can be sent to the Auction Committee at rooseveltauction15@gmail.com



January 2017

Dear Friend of Roosevelt Elementary School,

The Roosevelt Elementary School Parent Teacher Association is writing to ask for your help by contributing to our school auction, our primary fundraiser of the year. We hope to purchase books and materials for our classrooms and library, as well as continuing to fund our Instructional Aide who supports our teachers in our classrooms. As class sizes continue to grow, our Aide becomes more and more important to our teachers. Auction profits will also enable us to continue implementing our successful anti-bullying curriculum.

Any donation of gift certificates or Auction items that you can provide will go a long way toward supporting our students, as well as promoting your company as a community-minded business to an audience of local leaders, business owners, parents and other involved community members!

All donations will receive:

- Full recognition in the auction catalog
- Eye-catching display on auction bid boards

We are also pleased to display any brochures or other marketing information along with your donation, if provided. All donations are fully tax deductible. Roosevelt School PTA is a not-for-profit, 501(c)3 organization; our Tax ID is 946173865. We've attached a simple donation form for your convenience, and we're happy to arrange for pick-up of your donation if necessary. Our goal is to make supporting Roosevelt Elementary School as easy and as beneficial to your business as possible. We sincerely hope you will help us this year.

Best regards,

Roosevelt Auction Committee

Roosevelt Auction Committee 2017

rooseveltauction15@gmail.com or

510-507-0109

P.S. 100% of the auction items are donated by individuals and businesses like yours who are committed to the belief that our local public schools are a great place to learn. This is truly a community-driven event and your support is both needed and deeply appreciated.

Turn over for Donation Form



Roosevelt's Spring Auction

Saturday, April 8th, 2017
5pm-10pm

Thank you for participating in our Annual Spring Auction!

This year's event will hopefully allow us to continue to enrich the lives of our students. We also hope to purchase books and materials for our classrooms and library, as well as continuing to fund our Instructional Aide who supports our teachers in our classrooms. We would also like to continue helping fund educational field trips for our students. Auction profits will also enable us to continue implementing our successful anti-bullying curriculum. Form can also be completed online at:

https://docs.google.com/forms/d/1Xkt64cVmKZmWv5MoZ5Yqf3vA4Z2Zb2WO28691VD9tfE/viewform?c=0&w=1&usp=mail_form_link

Participation Form

Date _____

Donating Company/Family _____ Contact Person _____

Email _____ Phone _____

Address _____

City _____ Zip _____

Donations *Auction Items - Cash - Other*

Item Donation - Estimated Value: \$ _____ Cash Donation of : \$ _____ Other _____

Description (Please include expiration date if applicable): _____

Program Booklet *Business Ads & Family Ads*

- Camera Ready Advertisements need to be supplied in digital format, (pdf files preferred). Files can be emailed to rooseveltauction15@gmail.com. The space reservation deadline is March 17th.
- If no camera ready art is supplied we can create an ad for you! Your information is needed by March 17th.

\$25 1/4 page (*business card size*) - 4.5" w x 2" h; black and white

\$75 1/2 page - 8" w x 5" h; black and white

\$150 Full Page - 8" w x 10.5" h; black and white

\$350 Full Page - 8" w x 10.5" h; Full Color

Please make checks payable to "Roosevelt PTA."

All donations are tax deductible. **Roosevelt School PTA is a not-for-profit, 501(c)3 organization.**
TAX ID# 946173865. Please retain a copy of this form as your receipt.

Roosevelt Elementary School

Questions? Contact Roosevelt Auction Committee at rooseveltauction15@gmail.com or 510-507-0109

Roosevelt Elementary School 951 Dowling Blvd. San Leandro, CA 94577 Phone: 510-618-4350 Fax: 510-639-0832

(REVISED by District 02/01/11)

ATTENDANCE

If your child/children are going to be absent please make sure the front Office or teacher gets a note &/or a phone call to excuse your child/children within **48 hours of the absence.**

- **Excused** absences are Doctor/Dentist, illness or funeral (immediate family). There will be no excuse for vacations or days out of town (unless you are gone for more than **5** days and complete an Independent Study Contract).
- **UNVERIFIED** is if you don't excuse your child within 48 hours for their illness. Please make sure the teacher or front office has received your excuse. ***We cannot change unverified to excused after 48 hours.***
- **TARDY** is any time after the bell. Tardy bells are 8:10 & 9:30 (K's only). **THERE ARE NO EXCUSES FOR TARDIES AND THEY CANNOT BE ERASED.**
After 5 tardies you will receive a warning letter regarding your child's attendance.
- **VERY LATE** is 30 minutes or more and these also cannot be erased.
- **INDEPENDENT STUDY CONTRACT (5 days or more)**
Contracts can be picked up in the front Office. Please give your teacher(s) at least **one week** to prepare work for your child.

(Distrito REVISO 02/01/11)

ASISTENCIA

Si su hijo(s) van a estar ausentes favor de asegurarse que la oficina principal o el maestro de su hijo(s) reciban una nota y/o una llamada por teléfono para excusar a su hijo(s) no menos de **48 horas de la ausencia.**

- **FALTAS JUSTIFICADAS** son AUSENCIAS POR Doctor/Dentist, ENFERMEDAD, FUNERAL (Familia inmediata). No habrá excusa por vacaciones o días por salida fuera de la ciudad (al menos que usted se vaya por mas de **5** días y complete un Contrato de Estudios Independientes).
- **SIN VERIFICAR** es si usted no excusa a su hijo(s) al menos dentro de 48 horas por enfermedad. Por favor asegúrese de que el maestro o la oficina principal han recibido su excusa. ***No podemos cambiar sin verificar la excusa después de 48 horas.***
- **LLEGAR TARDE** es cualquier hora después de la Segunda campanada es considerado retardo. La campana de retardo suena a las 8:10 y 9:30 (solamente K's). **NO HAY EXCUSA PARA RETARDOS Y NO PODRÁN SER BORRADOS.**
Quando tenia mas de cinco (5) días que llegar tarde va a tener una nota.
- **MUY TARDE** son 30 minutos y más y esta tampoco podrá ser borrada.
- **CONTRACTO DE ESTUDIOS INDEPENDIENTES (5 días o más)** Los contratos pueden ser pedidos en la oficina principal. Favor de darle el contrato a el/la maestro(a) de su hijo(a) al menos con **una semana** antes para permitir prepararles el trabajo para su hijo(a).