

December 14, 2011

### Upcoming Events at Highland Oaks

<b>Dec. 21</b>	<i>Holiday Program, MPR 8:45 am Last Names Beginning with M - Z 10:15 am Last Names Beginning with A - L</i>
<b>Dec. 22</b>	Holiday Classroom Parties
<b>Dec. 23</b>	<i>No School - Furlough Day</i>
<b>Dec. 26 - 30</b>	<i>No School - Winter Break</i>
<b>Dec. 31</b>	Fresh & Easy Fundraiser Ends
<b>Jan. 9</b>	<i>School Resumes</i>

### **Generations Date Update**

As you all know, Generations Day had to be canceled when school was closed due to the wind storm and the resulting power outage. In consideration of our busy school calendar, we regretfully will not be able to re-schedule Generations Day this school year. Should you have any questions, please contact Angela Ryan at [angelaryan@ymail.com](mailto:angelaryan@ymail.com).



Please keep those Fresh & Easy receipts coming. For every \$20.00 spent in any of their stores between **Sept. 15th and December 31st**, Fresh & Easy will donate \$1.00 to our school. Please send in all of your receipts with a value of \$20.00 or more. There is a collection box in the office.

Shanila Umerani at [shanila3@gmail.com](mailto:shanila3@gmail.com)

### HOPTSA President Posting

As the end of the year fast approaches, your PTSA is hard at work planning for next year. Believe it or not, the nomination process for PTSA officers for 2012-2013 is already underway. If you are interested in participating on the Executive Board next year, please complete the attached nomination form and turn it in to the office. You can also nominate others who you feel are qualified. We'd like to see some new faces on the Board next year. Please feel free to contact me or a member of the nominating committee.

On Tuesday, December 13<sup>th</sup>, Christine Porter hosted a beautiful holiday brunch for the December HOPTSA meeting. It was good to see some new faces at the meeting, and I encourage all Highland Oaks parents to attend a meeting of your PTSA in the coming year.

*Nicole Reed*

[reednicole314@gmail.com](mailto:reednicole314@gmail.com)

626-305-1387



### **Calling all fifth grade parents!**

#### **Share Your Highland Oaks Memories**

It is time to plan for the fifth grade yearbook. If you have pictures from Highland Oaks events that you would like to include in our yearbook, please follow the instructions below to upload them:



- Go to <http://images.balfour.com>
- Log in by entering project # 216509 and password "eagle".
- Enter your contact info and click Next button
- You may upload up to 5 photos each time on the Upload Wizard screen.
- The required image format is JPEG. 1 MB minimum, 8 MB maximum.
- You may start uploading photos now.

For any questions, please contact Narma Ali (626) 676-0339 ([narmaali@aol.com](mailto:narmaali@aol.com)) or Yiren Wang (626) 272-3535 ([yirenw@gmail.com](mailto:yirenw@gmail.com)).

## HIGHLAND OAKS PTSA - Officer Nominations

In early January, the Nominating Committee will be considering people to elect for next year's HOPTSA Officers. Listed below are the offices and job descriptions that will need to be filled. **Please write in your own name and/or the name(s) of others** you would like the Nominating Committee to consider. There are many "entry level" positions available and we would like to see some new faces and names on the board next year. We need and value your input as we don't want to overlook anyone! Thank you!

**President:** Oversees all HOPTSA activities and serves as the representative for HOPTSA.

**Executive Vice President:** Provides support to the president and acts as Procedure Book Chairman.

**1<sup>st</sup> VP: Communications:** Coordinates either the weekly newsletter (Hawk Talk), HOPTSA.com or HOPTSA list serve. Works with chairpersons, local news organizations and district personnel to publicize Highland Oaks' activities and events throughout the year.

**2<sup>nd</sup> VP: Ways & Means:** Supports all HOPTSA fund-raisers, chairs fall fundraiser, coordinates corporate sponsorships and may initiate new fundraisers. Also responsible for researching potential new fundraisers.

**3<sup>rd</sup> VP: Room Representative:** Recruits the room representatives. Provides initial training and communications throughout the year.

**Recording Secretary:** Takes minutes at all HOPTSA meetings and distributes them.

**Corresponding Secretary:** Writes and sends all appropriate correspondence for HOPTSA. Reads correspondence at meetings.

**Treasurer:** Oversees all financial issues for HOPTSA. Responsibilities may include cash disbursements, budget planning, financial reporting and bookkeeping.

**Financial Secretary:** Collects and deposits all funds for HOPTSA. Needs to be available for events where money is collected. Maintains a record or log of all deposits.

**Auditor:** Conducts an audit of the financial records twice a year.

**Historian:** Keeps track of all volunteer hours and compiles a historian book with flyers and photos from events throughout the year.

**All completed forms should be returned by Thursday, January 12, 2012. Forms should be returned to the Parliamentarian folder located in the PTSA closet in the hall entering the workroom. *All forms are strictly confidential.***

Questions: **Parliamentarian:** Lori Gamez, [4gamezcl@gmail.com](mailto:4gamezcl@gmail.com)

**Nominating Committee:** Karyn Chien, [karynchien@gmail.com](mailto:karynchien@gmail.com)  
Maita Frame, [maita\\_c@yahoo.com](mailto:maita_c@yahoo.com)  
Kathryn Eamranond, [katder@yahoo.com](mailto:katder@yahoo.com)  
Monique Homan, [mhoman@ausd.net](mailto:mhoman@ausd.net)  
Abbigale McMahon, [abmcmahon@verizon.net](mailto:abmcmahon@verizon.net)

**Alternates:** Angela Ryan or Shazi Shaikh

Submitted by:
Present Position(s):
Positions you'd like to repeat:
Possible replacement for your present position: