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# Richmond Newsletter

[www.richmondjmp.org](http://www.richmondjmp.org)

Portland Public Schools

Friday, May 5, 2006

Dear Richmond Families,

Last Friday I had to make the final decision about Richmond staff plan for 2006-07. Parents and staff have had a great deal of input into our final staff plan through:

- Two surveys (Sept. and Feb.)
- Site Council leadership (3 parent reps, 3 teachers)
- Ongoing conversations with leaders from PYA, Oya No Kai and the Foundation
- Feedback at monthly parent and staff meetings
- Parent coffees in January-March
- Regular communication through email, appointments, impromptu chats, etc.

The PowerPoint presentation I shared with parents who attended last week's staffing and budget information sessions is available on Richmond's website, listed above.

For 2006-07, Richmond will lose our two Japanese resource teachers and continue the trend of annual cuts to support staff. Our PE teacher and library aide will be the only support staff remaining at Richmond next year. I have kept PE and library positions in place due to identical feedback via the February parent and staff surveys.

The loss of the Japanese resource teachers is a real tragedy for Richmond. How we prioritize and maintain some of the resource teachers' responsibilities in 2006-07 is a collective staff conversation. We started this conversation in primary and intermediate teams on Monday and will continue as a Site Council next Monday. We'll come together again as a full staff on May 15 to finalize our priorities and plan.

To prevent further erosion of support staff from our school, I've been pushing for a comprehensive fund-raising plan to help us supplement staff positions AND preserve the 5th grade trip AND interns AND cultural experiences (e.g. calligraphy, taiko, etc.). A win-win plan is in the works with our fundraising committee for the 2007-08 school year. None of this will be possible without the collective wisdom and cooperation among the groups that work to support our program—staff, Foundation, Oya No Kai, and PTA. I look forward to celebrating the completion of this fundraising plan in the next few weeks. In the meantime, keep your feedback coming!

Kathryn Anderson, Interim Principal

## BEAUTIFUL IKEBANA IN THE MAIN HALL

Have you had a chance to look at the gorgeous ikebana arrangement on display in the main hallway just outside the office door? If not, please take a moment to stop and enjoy the beauty of this arrangement that has been skillfully arranged by David Komeji.

Children and adults are asked to consider and then write their answer to one of several questions as they look at David's flower

arrangement:

- What do you see?
- What do you hear?
- How do you feel?
- What do you smell?
- What do you think about?
- What does it make you do?

Thank you, David, for sharing your art with Richmond students, parents and staff!

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The following special businesses have made donations to Richmond's Foundation:

- ☺ Nippon Express USA (\$1000)
  - ☺ Abby Taylor Designs (\$500)
  - ☺ Yoko's Japanese Restaurant & Sushi Bar (\$250)
  - ☺ P & A Metal Fab
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# HOST FAMILIES FOR INTERNS NEEDED FOR SUMMER

A big thank you for the current host families for taking in our Japanese interns. They are happy to have such nice families and are getting used to school and life here. Still, our ongoing effort to find host families for the interns continues.

We are looking for possibly up to five families from August. I understand that some of you out there might have some family trips planned and might not know what you are doing in August and September. But we can work out minor issues. Some families are willing to host an intern for a shorter period of time, which we might be able to arrange if you are concerned about working around a fixed schedule.

Please let me or Deanne know if you are interested in

hosting an intern from August - November. Having interns in the classroom is a very crucial part of the immersion program, and our children directly benefit from their assistance in the class!

Your support will be deeply appreciated.

Masako Wieber  
ONK intern helper



## MT. TABOR RUMMAGE SALE

Toys  
Books  
Pots & Pans  
Elegant Glassware  
Tools  
Furniture  
Art & Jewelry

Come to the Mt. Tabor Rummage Sale on Saturday, May 6th to find your new treasure. This benefit for Mt. Tabor Middle School's 8th grade Washington DC trip will be held in the cafeteria from 9:00 AM to 5:00 PM.

Thank you in advance for your support!

## NEXT YEAR'S AUCTION COMMITTEE NEEDS YOUR HELP

Thank you to the parents who attended the first Auction Planning meeting on Tuesday, April 25. We have chosen the Melody Ballroom as our venue, and an exact date will be forthcoming.

Please read the Auction Committee Descriptions on the next two pages and seriously consider how you can fill or perhaps share one of the positions. There are so many talented parents and volunteers at Richmond. The more help and resources we have, the more successful our auction will be.

We are looking forward to working with you. Please contact Jody Little and/or Melanie Scheuermann to let us know how you can help.

Jody Little: [littlesj@qwest.net](mailto:littlej@qwest.net)  
Melanie Scheuermann: [wmdrj@quik.com](mailto:wmdrj@quik.com)

# AUTHOR'S CELEBRATION ON THURSDAY, MAY 18TH

Randy Emberlin, well-known comic book artist, will spend the afternoon of May 18th at Richmond to help us celebrate our student authors. He will give presentations in the cafeteria at the following times:

Grades K -2 at 12:30-1:30 PM

Grades 3-5 at 1:45 -2:45 PM

Mr. Emberlin has worked as an artist in the comic book industry for more than 20 years and is best known for his work on the *Amazing Spiderman*, *G. I. Joe*, *Dr. Strange* and *Ghost*, with significant contributions to *X-Men*, *Batman*, and *Star Wars*. He has worked as an illustrator of many educational books and teaches drawing and animation classes. Mr. Emberlin has given special presentations in a number of Northwest schools.

Look for information from your child's teachers about time for parents and special friends to come to classrooms to hear students read from their original published stories. This is a wonderful chance for our students to showcase their stories with an audience of friends and family.

Sack lunches will be served in the cafeteria on May 18th and students will eat outside, weather permitting. If rainy, students will eat in classrooms.

We look forward to seeing you on May 18th for our Author's Celebration!

Author's Celebration Committee

Jill Iverson (K), Jan Naylor (Gr. 2), Deanne Balzer

## START YOUR MORNING RIGHT!

We've all heard that research shows that eating breakfast every morning helps children stay alert and be ready to learn. But it has also been shown that starting the morning in a calm non-rushed way makes a big difference in their entire school day. We're sure you all use some great "get ready" tips such as, first, get plenty of sleep, lay out clothes and pack lunches and backpacks the night before, keep library books and homework in backpacks when finished, etc.

Starting the morning off right doesn't end when children are dropped off at school. Here are some reminders to

help us keep up a calm non-rushed morning atmosphere:

- Drop off your child no earlier than 8:20 am
- Remind children to go directly to the cafeteria (there is no supervision on the playground at this time.)
- Waiting quietly sitting in the correct line is a must (bring a book, draw or quietly chat with friends.)
- Follow directions of the morning adult supervisors.

Thank you for helping us start each school day off right and making our school a safe, encouraging learning environment for all children!

## WARM WEATHER WEAR

The warm spring weather is finally here! To keep everyone safe and healthy following are some reminders on appropriate dress at school:

- No flip flops (not safe on playground or in PE)
- No spaghetti straps
- No undershirt-type tank tops
- Shorts and skirts need to be no shorter than about 2 inches above the knee
- No inappropriate sayings or pictures on t-shirts

And finally, we do live in Oregon, so it may still rain; bring a light jacket!

Thanks!



## AUCTION COMMITTEE DESCRIPTIONS

### 1. Auction Chairperson (1-2 people)

Run meetings, monitor timeline and progress, oversee all aspects of the auction, manage "the team".

### 2. Treasurer

Oversee accounting of all funds including handling class deposits and expenditures for auction and Japan trip.

### 3. Venue/Menu Planning

Choose venue and date for auction. Negotiate price and oversee contract. Coordinate menu planning.

### 4. Procurement (1-2 people)

Coordinate effort to get donations from past donors and new donors. Generate donation ideas and motivate class to bring in old and new "quality" items. Create momentum, deadlines, lists. **THE WHOLE CLASS NEEDS TO PROCURE ITEMS TO HAVE A SUCCESSFUL AUCTION.**

### 5. Thank You Notes

Prepare and mail thank you notes to all donors, corporate sponsors and table sponsors.

### 6. "Japan or Bust" Cards

Work with students to create note cards to sell. Develop creative sales strategies.

### 7. 1001 Cranes

Design and create this JMP tradition.

### 8. Class Quilt

Work with students and parent volunteers to create a beautiful keepsake.

### 9. Fifth Grade Class Projects

Procure donation of supplies, etc. and coordinate involvement of fifth graders in projects to be auctioned off.

### 10. Classroom Projects

Work with Richmond, Mt. Tabor & Grant Room Reps. to secure class donation. Provide ideas to room reps with creativity and enthusiasm. Try to avoid "basket" donation, pursue new ideas.

### 11. Data Entry

Manage auction database, enter and number items as they arrive, file copies of donation forms and maintain gift certificate files.

### 12. Printed Material

Oversee design, print and production deadlines for invitation and catalogs. Pursue print donors. Coordinate catalog advertising.

### 13. Publicity

Oversee all internal/external publicity. Get the word out. Be aware of newspaper deadlines (Oregonian, etc.). Coordinate additional publicity through informational articles with Yuuyake Shimbun (Jim Hill?). Coordinate non-email JMP publicity (don't forget Mt. Tabor & Grant) through Oshirase and backpack mail, etc.

### 14. Web Support/ Newsletter

Send updates to Oya No Kai website, create and send newsletter.

### 15. Japanese Community Liaison

Contact members of the Japanese community to encourage contributions and attendance at the auction.

### 16. Ticket Sales/ Table Sponsors

Develop invite list and strategy to entice "big bidders" and table sponsors. Encourage support of the entire class and JMP. Get and keep people motivated to sell tickets. Oversee invitation mailing. Monitor participation of other JMP classes (phone trees).

Do table seating for live auction guests. Coordinate with registration for a smooth process on auction night.

#### **17. Corporate Sponsors**

Pursue corporate cash and corporate table sponsor donation especially through JMP family connections.

#### **18. Decorations**

Coordinate design and creation of table and live auction room decoration, as necessary. Keep costs low.

#### **19. Volunteer Coordinator**

Recruit volunteers for "day off" auction. Work with steering committee to identify volunteer needs. Organize and schedule volunteers and manage or delegate check in and coordination of volunteers for auction night.

#### **20. Registration**

Coordinate arrival of guests (flow) and put together bidder packets (with bidder numbers, catalogs, etc.). Work directly with ticket sales person.

#### **21. Poppers**

Create poppers and coordinate sales auction night.

#### **22. Raffles/Games**

Brainstorm new raffle and game ideas. Choose the best ones and make them happen.

#### **23. Silent Auction**

Combine items to create silent auction packages. Design layout and decor for silent auction. Prepare silent auction display boards. Oversee "day of" volunteers. Store items, if possible.

#### **24. Live Auction**

Work with procurement and silent auction to distinguish "live auction" quality items. Put live auction items in catalog order and write descriptions for printed materials (be aware of restrictions). Prepare cards for and work with auctioneer to have the most successful live auction scenario (ie. starting bid, info. about donor, can we double?, etc.).

#### **25. Live Auction Powerpoint Presentations**

Prepare video/slide show of fifth graders. Prepare powerpoint presentation of live auction items.

#### **26. Spotters**

Coordinate all aspects of spotting including recruiting and training.

#### **27. Checkout**

Coordinate data entry and bidder receipt process for night of auction including entering all silent & live items, poppers, multi-sales, wine sales, etc. Coordinate with computer tech. support. Make sure checkout is a pleasant experience.

#### **28. Cashiering**

Coordinate payment process auction night including preparation for taking cash, checks & credit cards (Auction Pay).

#### **29. Will Call**

Organize bidder pick-up of purchased items after checkout and payment. Coordinate with checkout and train volunteers on proper procedure. This is our last opportunity to make sure everyone goes home happy!

#### **30. "After Auction" Auction**

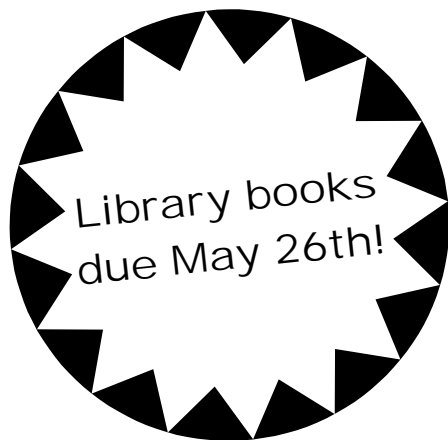
(2-3 people) Coordinate after auction event at Richmond for late items (turned in past deadline), items unsold at auction, plus other fun stuff like baked goods and plants.

#### **31. General Volunteering**

Add your name to list if available on a task basis to help out. This might include helping with mailings or filing, for example, or picking up donations from donors. You will be called and given the opportunity to help when a task becomes available.

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### Japanese Magnet Program



## CALENDAR FOR MAY 5- 26, 2006

- Fri. May 5 Cinco de Mayo (Mexican Independence Day)  
Tango-no sekku (Children's Day in Japan)
- Mon. May 8 Site Council Meeting at 3:15-5:15 PM  
Scrip order day
- Wed. May 10 General Parent Meeting—Hosted by PTA 6:30-8:30 PM
- Fri. May 12 Transfer applications available in paper and online (see below)  
Party on Hawthorne benefit for Richmond Foundation
- Mon. May 15 Taiko practice in cafeteria for grade 3 at 9:00-10:50 AM and grade 4 at 1:00-2:50 PM
- Tues. May 16 1st grade field trip to see Charlotte's Web at 9:00 AM
- Wed. May 17 5th grade cultural series in cafeteria at 6:45-8:30 PM
- Thurs. May 18 Author/illustrator Randy Emberlin assembly for K-2 at 12:30-1:30 PM and grades 3-5 at 1:45-2:45 PM
- Mon. May 22 Scrip order day  
Kinder and 5th graders to Zoo at 9:30 AM—1:30 PM  
Deadline for transfer applications (see below)  
Taiko practice in cafeteria for grade 3 at 9:00-10:50 AM and grade 4 at 1:00-2:50 PM
- Tues. May 23 2nd Grade to Tryon Creek State Park 9:30-1:30 PM  
Young Audiences assembly for K-2 at 1:45 PM
- Wed. May 24 5th grade cultural series in cafeteria at 6:45-8:30 PM
- Thurs. May 25 Safety Patrol Picnic at Oaks Park 9:30 AM—2:00 PM
- Fri. May 26 Scrip pick up day & Camp Westwind starts May 27-29th!

## TRANSFER WINDOW OPEN AGAIN MAY 12-22

Portland Public Schools will re-open the transfer process on May 12th through May 22nd to allow families a second chance to transfer to the school of their choice. Here's the timeline:

- May 8th Letter of notification mailed to all parents of elementary and middle school students
- May 12th Online and paper applications available
- May 22nd Application deadline
- June 9th Lottery results mailed to families

- June 15th Deadline for families to withdraw from approved transfer

**Families who applied for a transfer by the original March 24th deadline should not submit another application if their school choices have not changed.**

**Web information at: [www.schoolchoice.pps.k12.or.us](http://www.schoolchoice.pps.k12.or.us)**