

Sunset Ridge/Middlefork School PTO Board Report

Thank you for taking time to complete this report. This information will be kept as an electronic file on the website and used solely to hand down to the next person responsible for chairing this position. We value your experience and knowledge and know the incoming chair will as well. Every little bit helps!

Submitted by:
TARA SUBECK

Board Position and Year held:
JUNIOR GREAT BOOKS 2016-2017

Approximate Budget:
\$0: SHOULD BE NET EVEN

Key Responsibilities: Please list key responsibilities, for your position, in its corresponding month:

Month	Responsibilities (bullet format, add as many as needed)
July	
August	
September	
October	Email Dr. Greene to discuss: <ul style="list-style-type: none"> - how she would like the program to go this year. - when she would like us to seek Parent Volunteers.
November	<ul style="list-style-type: none"> - Update the Volunteer Request Letter. - Before Thanksgiving Break, email parents of students in Grades 2 thru 6 the Volunteer Request Letter. As you receive responses, ask them for their preferred days, and keep in mind that at MF Monday should be the day for either 2nd or 3rd Grade. - Assign Parent Volunteers to Grade levels.
December	
January	<ul style="list-style-type: none"> - Immediately following Winter Break, email Dr. Greene & Dr. Sukenik to determine the start and end dates (it usually runs for 8 weeks, ending the week prior to Spring Break). Decide the registration deadline with Dr. Greene. - Update the Registration Form and Information Letter with the new dates and/or information. - Distribute the Registration Form and Information Letter to parents of students in Grades 2 thru 6 both via emails and in backpacks. - Pickup completed Forms and payments and update the roster spreadsheet with participants and Parent Volunteer information. - Once the registration deadline has arrived, call the Great Books Foundation and update them with our Tax ID number (they may have you email a copy of it to them), after which, you can order the books (to be delivered to you at home, you

	<p>usually receive the books the following day).</p> <ul style="list-style-type: none"> - Send Dr. Greene and the school secretary the Middlefork student roster. - Go back to your Parent Volunteers preferred days information, and coordinate with Dr. Greene on what MF classes are on what days, and which class locations. Bear in mind that Birthday Lunches are on Fridays, and Dedicated Dolphins are on Thursdays. - Coordinate the days and class locations with Dr. Sukenik for SRS students participating in the program. Bear in mind that Green Club takes place on Wednesdays. - Circle back with the Parent Volunteers to ensure that their schedules allow for the days you and the Principals decided upon. - Purchase folders and pencils for each student (Dollar Store is fine). - Submit the checks and cash to the Treasurer. - Submit your reimbursement request for the books, folders and pencils. <p>1 week before classes begin:</p> <ul style="list-style-type: none"> - Email the parents of class participants notifying them that you received their Forms and payment, and update them regarding the day the classes will be held. - Create supply bags for the Parent Volunteers containing the materials (Books, Teacher Manual, Class List with parent contact info, Folders, Pencils, Guidelines for Discussion for each student, and Lesson Timeline for each Parent Volunteer). - Email final details to Parent Volunteers, coordinate a time to give them the materials.
February	
March	<p>1 week before classes end:</p> <ul style="list-style-type: none"> - Email Parent Volunteers reminding them that the PTO will reimburse them the cost of the Pizza Party on the last day of class. Attach the PTO Purchase Authorization Form. <p>1 week after classes have ended:</p> <ul style="list-style-type: none"> - Email Parent Volunteers thanking them for their time and ask for comments and/or suggestions. - Collect Teacher Manuals from the Parent Volunteers.
April	
May	
June	

Key Contacts

List key contacts, in chart below and any pertinent information that could prove useful for incoming chair.

Name	Email	Phone	Misc Notes
Great Books Foundation	store.greatbooks.org		I had the books shipped to me directly. The account was under Tara Subeck, Sunset Ridge District 29. I created my own account with personal login information, and I assume any Chair would have to.