

**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: Leslie George (Kate Rekett also shared this position)**

**Board Position and Year held: Teacher Appreciation Week May 2014**

**Approximate Budget: \$2,200 - \$2,500 (Check with PTO Treasurer. Save receipts!)**

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

<b>Month</b>	<b>Responsibilities (bullet format, add as many as needed)</b>
July	
August	
September	
October	
November	
December	
January	

<p>February</p>	<p>You may start planning as early as February, but not necessary to start so early.          Meet with building principals to discuss teachers' gift and coordinate dates/times for activities and luncheon, gather head counts, receive any guidelines, etc.          Plan a luncheon for all staff at both schools.          Plan a special week for teachers and all staff at both schools.          Decide: one "big" gift to all or very little gifts to all.          Decide how to divide up budget - bulk to luncheon.          Decide whether or not to seek donations from local merchants.          Gather a committee, if you'd like.          Determine a theme.          Divide responsibilities: signs, luncheon, gifts, communication (with parents, room parents, custodians, teachers), decorations/paper products, food &amp; supply shopping...</p>
<p>March</p>	<p>Continue work with your committee.          ***You will hit the ground running after spring break!***          Confirm date of luncheon with principals.          Find &amp; confirm caterer for luncheon.          Plan something special for each day of the week.          Choose one day for children and/or parents to voluntarily send notes/pictures of appreciation to teachers.          Contact custodians to coordinate signage, table set-up, building entrance, etc.          *Deadline for Eagle/Dolphin Digest is usually the end of the month or early on in a new month. Send announcement to Digest with dates of Teacher Appreciation Week.          Also, announce day for children/parents to send in notes (not gifts).</p>
<p>April</p>	<p>Continue prep for big event.          Send invitation to teachers and staff for luncheon.          Send letter to teachers/staff highlighting the week's activities.          Send letter to room parents to forward to each class, re: notes from parents/children.          Solicit parent volunteers to help set-up, serve and clean-up the day of the luncheon. (Sign-up Genius is helpful and inclusive. Tech Coordinator will help, if needed.)          Coordinate shopping for food, supplies, balloons, party goods, etc.          Send information to District News Coordinator to announce the week, to ask for volunteers and to invite students/parents to participate.</p>

May	<p>Teacher Appreciation Week is typically the first week in May.          We align with National Teacher Appreciation Week, but not necessarily Day.          Your committee will have coordinated something little for the teachers and staff each day of the week, with the emphasis being on the luncheon, held mid-week.          Your week will be busy!          Set up any childcare you might need for the luncheon day.          The teachers truly appreciate anything you do. They are so grateful!          The luncheon is an especially nice and thoughtful, busy, fun! day.          Be sure to take down any signs after the special week.          Be sure to clean up any vases, banners, decorations, etc. at the end of the week.          Write thank you notes to volunteers and to the custodians.</p>
June	Write board report.

### Key Contacts

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

Name	Email	Phone	Misc Notes
Mary Frances Greene, Middlefork Principal		847-881-9500	Set up a meeting to confirm dates and to discuss teacher gift
Shelley Carey, Sunset Ridge Principal		847-881-9400	Set up a meeting to confirm dates and to discuss teacher gift.
Mike Arnold (or SRS Head Custodian)		847-881-9418	Coordinate table set-up, getting into the school early, signage, etc.
Dave Parks MF Head Custodian		847-881-9519	Coordinate table set-up, getting into the school early, signage, etc.
Marie LaPlante, or Eagle/Dolphin Digest Coordinator	marietlaplante1@gmail.com	847-386-9311 cell:312-953-0537	Tricky deadline dates! Check carefully.
Ed Stange, Superintendent		847-881-9400	Ed coordinates the district weekly news.

<p>Anne Murphy Kyla Quesada (Middlefork/Sunset Ridge front office)</p>		<p>MF: 881-9500 SRS: 881-9400</p>	<p>These ladies will help with anything and you'll likely need them at some point, even if only to let you in.out of the office 12 times/day or direct your calls.</p>
<p>District Technology Coordinator</p>			<p>Announce Teacher Appreciation Week on district web page, help with Sign-up Genius</p>