

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:
Jenny Gallagher

Board Position and Year held:
Vice President, 2015-2016 school year

Approximate Budget:
N/A

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

Month	Responsibilities (bullet format, add as many as needed)
July	
August	<ul style="list-style-type: none"> -When class lists come out, orgnaize room parents for each class (ideally 2 per class, but less is needed as children get older). You can go off the list of previous room parents, reach out to people you know, email a specific class or if you're stuck, the principals can blast the school with the positions still needed. - Create a master contact list of all room parents by class to send out to SRS Principal, Middlefork Principal and all room parents -Email room parents to thank them and ask them to reach out to their teachers (really each year and class is different so the room parents should follow the teachers lead in planning all parties and assist as needed).
September	<ul style="list-style-type: none"> - Attend Exec and PTO meetings (1st and 2nd Tuesdays of each month) - Attend all SRS and MF open houses to assist with collection of PTO dues and class dues - Asisst in delivery of class party checks from treasurer to room parents. Remind room parents to budget as they go!
October	<ul style="list-style-type: none"> - Attend Exec and PTO meetings - Email room parents to remind them to plan for the Halloween class parties as needed.
November	<ul style="list-style-type: none"> - Attend Exec and PTO meetings
December	<ul style="list-style-type: none"> - Attend Exec and PTO meetings - Email room parents to remind them to coordinate the class holiday parties
January	<ul style="list-style-type: none"> - Attend Exec and PTO meetings
February	<ul style="list-style-type: none"> - Attend Exec and PTO meetings - Email room parents to remind them to coordinate the class Valentine's party
March	<ul style="list-style-type: none"> - Attened Exec and PTO meetings - Attend and assist as needed for Fundraiser

April	- Attend Exec and PTO meetings, including additional budget meeting with Chief School Business Official and Exec board
May	- Attend Exec and PTO meetings - Email room parents to coordinate pizza lunch for field day - Attend the PTO retirement parties for teachers at SRS and MF (this year they coincide with Evening with the Eagles at SRS and Spring Sing at MF)
June	- Attend and assist as needed for Fun Fair

Key Contacts

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

Name	Email	Phone	Misc Notes
Jenny Gallagher	gustafson_jenn@hotmail.com	847-612-0769	VP, 2015-16
Gail Belian	gbelian@comcast.net	847-417-2210	VP, 2014-15
Sarah Deeb	sarahdeeb@hotmail.com	312-342-9893	VP, 2013-14
Dr. Greene	greenem@sunsetridge29.org	847-881-9500	Principal, Middlefork
Dr. Sukenik		847-881-9400	Principal, Sunset Ridge