

## 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:**  
**Andrea Macina**

**Board Position and Year held:**  
**President 2017 - 2018**

**Approximate Budget:**

**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	<ul style="list-style-type: none"> <li>• Schedule meetings with Dr. Stange, Dr. Sukenik and Dr. Greene separately to discuss goals for next year, gather thoughts</li> <li>• Schedule PTO Exec Board and PTO Meetings at the Park District with Nada Becker (ok dates with Admin)</li> <li>• Check-in with Dr. Greene to Determine Fun Fair date, if being held, and confirm with Nada Becker at the Park District – notify both Principals &amp; Dr. Stange</li> <li>• Orchestrate meeting between School Program / Author visit chairs with Dr. Greene (MF) and Dr. Sukenik (SRS) to begin discussing ideas for next school year</li> <li>• Touch base with the Parent Connections Chair about any plans for Grade transitions.</li> <li>• Make sure Social Dance Chairs have started to Book dates with the instructor.</li> <li>• Contact Chief Bill Lustig and share an invitation to continue to use PTO platform to inform, educate, introduce staff, etc</li> <li>• Host Meeting with new Exec Board if you feel necessary</li> <li>• Schedule meeting with My School Anywhere moderator for tutorial and to be added as administrator</li> <li>- Contact Welcomers and see what assistance / questions they may have</li> <li>• Send email to prior and incoming PTO boards encouraging communication between positions</li> </ul>
August	<ul style="list-style-type: none"> <li>• Contact Lonnie at FAN to come and present at the first PTO Meeting</li> <li>• After the school lists are out, contact Vice President to have her find Room Parents (can be done in May, utilize Kdg Open House and Ed's Friday News as ways to inform new and incoming parents)</li> <li>• Contact Lunchroom Chairs to have them find Lunchroom Volunteers (can be done in May as well, utilize KDG Open House and Ed's Friday News as ways to inform new and incoming parents)</li> <li>• Website               <ul style="list-style-type: none"> <li>o Meet with PR reps to discuss communication plan for year via email and social media</li> <li>o Update the website with current information (including updated Room Parent and Lunchroom info)</li> </ul> </li> <li>• Contact Welcomers Chairs</li> </ul>

	<ul style="list-style-type: none"> <li>o Make sure they know to host the Kindergarten Coffee on the 1st day of school</li> <li>o Have they scheduled the Ice-Cream Social?</li> <li>• Contact School Supplies Chairs regarding distributing school kits at both schools</li> <li>o Help distribute the kits if necessary and gather volunteers</li> <li>• Back To School Luncheon</li> <li>o Contact Hospitality Chairs to see if they need anything for the Back-To-School Staff Luncheon</li> <li>o Contact Kyle Quesada re gift ideas for Staff Anniversaries to be celebrated at the Luncheon—20 and 30 year</li> <li>o Contact the PTO Secretary to have her buy gifts for those Teachers/Staff</li> <li>o Attend the Luncheon and present the PTO gifts to those Staff members celebrating anniversaries and have a 2-line blurb about them if you can.</li> <li>• Attend the Kindergarten Coffee and give a short speech, if there is time</li> <li>• Contact Treasurer and have them send out email that includes payment process and necessary forms to pto board members and chairs</li> <li>• Write the Monday Matters and send to Ed and Kyla to email first Monday of the school year</li> <li>• Contact School Programs / Author Visit chairs about planning of any fall events</li> <li>• Ask Dr. Greene about attending Kdg 2nd Cup of Coffee</li> </ul>
September	<ul style="list-style-type: none"> <li>• Host the Executive Board Meeting</li> <li>• Plan and execute My School Bucks and inform community / plan to collect PTO dues/Room Fees/8th grade fees at Open houses</li> <li>• Contact PTO Teacher Gift chair to gather updates for the website</li> <li>• Check-in with School Programs Chairs</li> <li>• PTO Meeting</li> <li>o Send PTO email blast invitation prior to the meeting</li> <li>o Contact various Chairs working on upcoming plans to see if they want to speak at the PTO Meeting: Directory, Welcomers, School Programs, Great Books, PTO Teacher Gifts, Holiday Projects, Social Dance</li> <li>o Create Meeting Agenda</li> <li>o Update the website afterward with the Minutes</li> <li>• Attend the first 2nd Cup of Coffee at MF and either speak or give PTO information to parents attending</li> <li>• Check-in with Welcomers and Attend the Ice-Cream Social</li> <li>• Talk to Pres Elect about PTO Teacher Gifts meeting</li> <li>• Write Monday Matters and send to Ed and Kyla to email first Monday in October</li> <li>• Update the Website &amp; Facebook page as needed</li> </ul>
October	<ul style="list-style-type: none"> <li>• Host the Executive Board Meeting</li> <li>• PTO Meeting</li> <li>o Send PTO email blast invitation prior to the meeting</li> <li>o Contact various Chairs working on upcoming plans to see if they want to speak at the PTO Meeting</li> <li>o Create Meeting Agenda</li> <li>o Update the website afterward with the Minutes</li> <li>• Talk with Book Fair Chairs regarding plans</li> <li>• Meet with Holiday Projects Chairs &amp; Principals to discuss this year's event</li> </ul>

	<ul style="list-style-type: none"> <li>• Contact Hospitality Chairs to discuss the upcoming Conference Meals</li> <li>• Reach out to 8th Grade Chairs and see if they need help for upcoming fundraisers</li> <li>• Write the Monday Matters and send to Ed and Kyla to email first Monday in November</li> <li>• Update the Website &amp; Facebook page as needed</li> </ul>
November	<ul style="list-style-type: none"> <li>• Host the Executive Board Meeting</li> <li>• PTO Meeting <ul style="list-style-type: none"> <li>o Send PTO email blast invitation prior to the meeting</li> <li>o Contact various Chairs working on upcoming plans to see if they want to speak at the PTO Meeting</li> <li>o Create Meeting Agenda</li> <li>o Update the website afterward with the Minutes</li> </ul> </li> <li>• If it is a Benefit year, reach out to the Benefit Chairs to go over their plans</li> <li>• Attend PTO Teacher Gifts Meeting to discuss vetted proposals</li> <li>• Follow-up with Holiday Projects Chairs regarding plans</li> <li>• Send PTO email Blast to communicate book fair news</li> <li>• Assist with the Book Fair</li> <li>• Write the Monday Matters and send to Ed and Kyla to email first Monday in December</li> <li>• Update the Website &amp; Facebook page as needed</li> </ul>
December	<ul style="list-style-type: none"> <li>• Host the Executive Board Meeting</li> <li>• PTO Meeting <ul style="list-style-type: none"> <li>o Send PTO email blast invitation prior to the meeting</li> <li>o Contact various Chairs working on upcoming plans to see if they want to speak at the PTO Meeting</li> <li>o Create Meeting Agenda</li> <li>o Update the website afterward with the Minutes (including PTO Teacher Gift recipients)</li> </ul> </li> <li>• Check-in with Holiday Projects Chairs</li> <li>• Reach out to Family Fun Event Chairs about plans</li> <li>• Reach out to Junior Great Books Chair to make sure everything is in place</li> <li>• Ensure that Welcomers Chairs notify new District 29 parents of the Winter Sing, school parties, etc.</li> <li>• Write the Monday Matters and send to Ed and Kyla to first Monday back to school (only if you feel necessary, otherwise wait until February)</li> <li>• Update the Website &amp; Facebook page as needed</li> </ul>
January	<ul style="list-style-type: none"> <li>• Host the Executive Board Meeting</li> <li>• PTO Meeting <ul style="list-style-type: none"> <li>o Send PTO email blast invitation prior to the meeting</li> <li>o Contact various Chairs working on upcoming plans to see if they want to speak at the PTO Meeting</li> <li>o Create Meeting Agenda</li> <li>o Update the website afterward with the Minutes</li> </ul> </li> <li>• If it is a Letter Writing Campaign Year, Begin process for that initiative or other fundraiser (i.e.Boosterthon)</li> <li>• Reach out to the Conference Meal Chairs to discuss the upcoming</li> </ul>

	<p>Conference Meals</p> <ul style="list-style-type: none"> <li>• Reach out to School Supplies Chairs to start the process of ordering</li> <li>• Assist with Kindergarten Registration</li> <li>• Write the Monday Matters and send to Ed and Kyla to email first Monday in February</li> <li>• Update the Website &amp; Facebook page as needed</li> </ul>
February	<ul style="list-style-type: none"> <li>• Host the Executive Board Meeting</li> <li>• PTO Meeting <ul style="list-style-type: none"> <li>o Send PTO email blast invitation prior to the meeting</li> <li>o Contact various Chairs working on upcoming plans to see if they want to speak at the PTO Meeting</li> <li>o Create Meeting Agenda</li> <li>o Update the website afterward with the Minutes</li> </ul> </li> <li>• Check-in with Conference Meal Chairs, assist as needed</li> <li>• Reach out to the School Supplies Chair to discuss the schedule and see if he/she needs assistance</li> <li>• Write the Monday Matters and send to Ed and Kyla to email first Monday in March</li> <li>• Update the Website &amp; Facebook page as needed</li> </ul>
March	<ul style="list-style-type: none"> <li>• Host the Executive Board Meeting</li> <li>• PTO Meeting <ul style="list-style-type: none"> <li>o Send PTO email blast invitation prior to the meeting</li> <li>o Contact various Chairs working on upcoming plans to see if they want to speak at the PTO Meeting</li> <li>o Create Meeting Agenda</li> <li>o Update the website afterward with the Minutes</li> </ul> </li> <li>• Schedule the End-Of-Year PTO Brunch/Lunch and talk with Hospitality about plans</li> <li>• Reach out to Bike Safety Week Chair</li> <li>• Reach out to Kaleidoscope chairs</li> <li>• Reach out to Teacher Appreciation Chairs about plans</li> <li>• Write the Monday Matters and send to Ed and Kyla to email first Monday in April</li> <li>• Update the Website &amp; Facebook page as needed</li> </ul>
April	<ul style="list-style-type: none"> <li>• Host the Executive Board Meeting—plan next year’s budget</li> <li>• PTO Meeting <ul style="list-style-type: none"> <li>o Send PTO email blast invitation prior to the meeting</li> <li>o Contact various Chairs working on upcoming plans to see if they want to speak at the PTO Meeting</li> <li>o Create Meeting Agenda</li> <li>o Update the website afterward with the Minutes</li> </ul> </li> <li>• Talk with Teacher Appreciation Chairs to ensure that plans are coming along</li> <li>• Ensure that Welcomers Chairs will notify new parents in District 29 of the upcoming Volunteer Assembly, Vocabulary Parade, etc.</li> <li>• Reach out to the family Fun Event Chairs to discuss details / Confirm insurance with Tom Beerheide as needed</li> </ul>

	<ul style="list-style-type: none"> <li>• Talk with Principals and Hospitality regarding plans for any retirements</li> <li>• Send End-Of-Year Brunch/Lunch email invitation to the Administration, Office Staff, Nurses, School Board, any Retirees, Custodians, Executive Board, all PTO Board members, Library volunteers, Lunchroom volunteers, Room Parents, Family Fun Event volunteers from previous June and upcoming June...</li> <li>• Write the Monday Matters and send to Ed and Kyla to email first Monday in May</li> <li>• Update the Website &amp; Facebook page as needed</li> </ul>
May	<ul style="list-style-type: none"> <li>• Host the final Executive Board Meeting</li> <li>• PTO Meeting <ul style="list-style-type: none"> <li>o Send PTO email blast invitation prior to the meeting</li> <li>o Contact various Chairs working on upcoming plans to see if they want to speak at the PTO Meeting</li> <li>o Create Meeting Agenda</li> <li>o Update the website afterward with the Minutes</li> </ul> </li> <li>• Check-in with Family Fun Event Chairs</li> <li>• Update the website and Facebook page with School Supplies information, Teacher Appreciation information and Fun Fair information with access to Ticket Sales</li> <li>• Send PTO Email Blast (if needed) regarding Family Fun Event and School Supplies</li> <li>• Assist the Teacher Appreciation Chairs as needed</li> <li>• Ensure that the Welcomers Chairs notify new District 29 parents of the Spring Sing</li> <li>• Determine which Exec boards will assist Dr. Greene with Kindergarten Open House</li> <li>• Write the Monday Matters and send to Ed and Kyla to email first Monday of June (if calendar allows)</li> <li>• Update the Website &amp; Facebook page as needed</li> <li>• Talk through Timeline and Transition with President Elect</li> <li>• Pass The Gavel</li> </ul>
June	See above as some may fall into June given the school year calendar

### Key Contacts

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

Name	Email	Phone	Misc Notes
Dr. Greene	greenem@sunsetridge29.org		
Dr. Sukenik	sukeniki@sunsetridge29.org		
Dr. Stange	stangee@sunsetridge29.org		

Nada Becker	nbecker@northfieldparks.org		Park District contact for Family Fun Night / reserving conf. room
Bill Byron	bbyron@northfieldparks.org		Park District contact for Family Fun Night