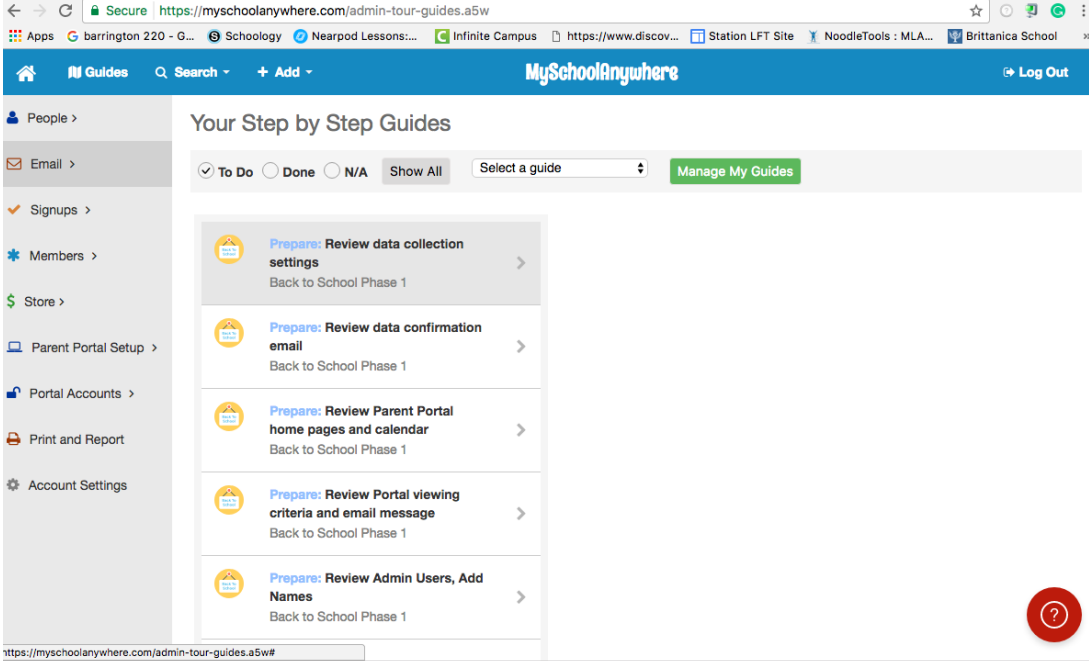# Sunset Ridge/Middlefork School PTO
Board Report

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: Libby Galin and Ana Miyares

Board Position and Year held: DIRECTORY/KALEIDOSCOPE

Approximate Budget: $850 Currently MF: $1,250 and SRS ???

Key Responsibilities:

Month	Responsibilities (bullet format, add as many as needed)
July	DIRECTORY: Please note that upon login to MySchoolAnywhere as an admin, the user can click on **guides** in the top left. This guide will lead the user through all necessary steps to complete the directory set-up (see screen shot) and maintenance. While the steps outlined in this document provide a good overview, this guide within MSA explains all necessary details. - Update Administrator to current e-mail account/ delete previous person:https://www.myschoolanywhere.com/admin-roles.a5w - Email copy of "new families link" to SRS and Middlefork principals so they can email all new families and kindergarteners about inclusion in on-line directory: https://www.myschoolanywhere.com/admin-econfirm-weblink.a5w - Delete Retired teachers:https://www.myschoolanywhere.com/admin-faculty.a5w
August	- Request Graduation process Send email for parents to confirm info. - Confirm new families in the system Add new faculty members
September	- Remind treasurer to Renew subscription to My School Anywhere - Ask Ed Stange to send out blurb in weekly newsletter to remind parents to confirm their info for directory - GO LIVE - Grant and send access information to online directory

	• Create printable version of directory and email out: https://www.myschoolanywhere.com/admin-reports.a5w
October	Field any questions from users
November	Field any questions from users
December	Field any questions from users
January	Field any questions from users
February	Field any questions from users
March	KALEIDOSCOPE: • MF: Touch base with Mrs. Berkhof, berkhofr@sunsetridge29.org regarding when it will be ready. • SRS: Touch base wth Mindy Golub, golubm@sunsetridge29.org regarding when it will be ready
April	• Take pages to printer: PRINTWELL Printing 1717 Chestnut, Glenview • Print copies: 1 per family K-3, 1 per teacher Middlefork, 2 per library. • MF: Ask office to print labels (youngest family member only/1 per family) • SRS: Distribution only to staff: Office -1, Library -2, each 4th grade teacher, LA Teachers 5-8, Student who created cover artwork
May	• MF: Place labels on Kaleidoscopes and distribute throughout schools. Mr. Parks will give you a cart • SRS: Send Kaleidoscope link to families via Friday news and/or blast
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
My School Anywhere			myschoolanywhere.com support center
Printwell Printing		(847) 998-8998	1717 Chestnut Ave, Glenview, IL 60025
Teachers and admin emails available on District 29 Website			