

Sunset Ridge/Middlefork School PTO Board Report

Submitted by: Hayley Garard and Ellen Castellini

****NOTE** - All processes noted below are subject to change based on vendor used and/or vendor requirements.

Board Position and Year held: School Supplies 2022-2023

Approximate Budget: \$0 Key

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

Vendor: 1st Day School Supplies

Contact: Katie Hahn katie@1stdayschoolsupplies.com

Vendor for Sunset Ridge Date Books: SchoolMate

Contact: Wesley wesleyw@sdinnovations.com

Month	Responsibilities
July	
August	<ul style="list-style-type: none"> • Once school class lists are released, contact 1st Day School Supplies and request the “School Delivery Manifest/Order List.” Add teacher assignments to each student once class list is available. That way when the kits are delivered, the kit will have the students name and grade AND their teachers name, which makes kit delivery much easier. This has not been done since 2021, I’m not sure if the class lists come out soon enough to make this work . • Work with Katie at 1st Day to confirm the kit delivery date and communicate the delivery date to Dr. Sukenik and Dr. Kiedaisch • Ask the schools if they would like PTO volunteers to deliver the kits to each classroom. Each school should have 4-5 volunteers to get the job done in less than an hour. • Gather volunteers and plan to meet at the school/s when the kits arrive the week before school begins to sort and deliver the kits to each classroom. • Email list of volunteers to PTO Board President to thank them in next issue of ‘PTO Monday Matters.’
September	<ul style="list-style-type: none"> • Update PTO board on school supply kit program sales information.

	<ul style="list-style-type: none"> • Program Participation figures (i.e. – participation rate for SRS and MFS as well as overall District participation rate). • Income back to PTO (if the kits are used as a fundraiser) • Negotiate & sign a new School Supply Kit Program Contract, if not a renewal year. • Follow-up with vendor until PTO cash rebate check and Planner check to SRS is received.
October	<ul style="list-style-type: none"> • Contact School Datebook vendor for quote on Planners for next school year. There are TWO separate planners (an Elementary School Planner and a Middle School Planner) Each planner type should have a different cover (need two separate cover designs) • Finalize Contract for Elementary (Grades 4-5) and Middle School (Grades 6- 8) Planners. • Work with Ivy Sukenik to ensure the Planner is ordered and scheduled for delivery to School Supply Kits Vendor (before July 1 – confirm this date w/ Vendor). <p>Work with Ivy for TWO separate cover art images featuring student art (one cover for 4-5 and one cover for 6-8). Send art to School Datebook vendor ASAP.</p> <ul style="list-style-type: none"> • Work with school supply vendor to ensure planners get shipped to them to be included in final school supply boxes delivered to SRS. School supply vendor will also collect payment from parents for Planner and reimburse SRS as a separate check to school. Planners must be included in all 4-8 kits. • School supply vendor will need to know how much to collect for Planners AND they will need two images for cover art. • Forward School Datebook invoice to kristena@sunsetridge.org - D29 Accounting Supervisor and copy Dr. Sukenik. Communicate to School Datebook vendor that the Planner invoice won't be paid until after July 1st when the school fiscal calendar begins.
November	
December	

January	<ul style="list-style-type: none"> • Download last year’s supply lists and prepare emails to teachers. • Email PTO President to get on agenda for PTO meeting. During the PTO meeting, let D29 Administration know that emails will be sent to teachers during the first week of February to update the school supply lists for the next school year. Let them know teachers will have until February to respond.
February	<ul style="list-style-type: none"> • First week of February, email last year’s supply lists to grade level teams asking them to update the list. Refer to email template. Give them two weeks to respond. Make sure planners are included on the lists for 4th through 8th grade. This was an issue in 2023 so please make sure the school supply vendor knows! • Follow-up with teachers on any missing lists or any follow-up items/questions until lists are approved. Send approved list to school supply vendor representative so they can start working on ordering website. Work to have final approved lists for all grade levels by end of March.
March	<ul style="list-style-type: none"> • Produce and finalize marketing flyer for sale start on April 1.

	<ul style="list-style-type: none"> • Work with school supply vendor to obtain marketing yard signs for Middlefork School and posters for MFS and SRS. • Send school supply vendor marketing flyer so they can print hard copies to include in MFS take home folders. • Melissa Draka should be given hard copies to include in student take home folders.
April	<ul style="list-style-type: none"> • Go live with school supply kit sale on April 1 • Produce and send final grade level supply lists to Sheri Styczen and Ivy Sukenik to post on D29 website. • Start to monitor/respond to emails sent to schoolkits@district29pto.org
May	<ul style="list-style-type: none"> • Contact school secretaries to see if we need to order any additional kits for students on “Free/Reduced Lunch Program.” • Contact school supply company to order these kits and obtain invoice for these kits and forward to Tom Beerheide - Chief School Business Official (beerheidet@sunsetridge29.org) for payment. Remind vendor the invoice won’t be paid until after July 1st when the new school fiscal year begins. • Set School Supply delivery dates. Work w/ Principals to set the date.

June	<ul style="list-style-type: none">• Continue to market school supply kit ordering availability and deadline (July 1) working with the school and through the PTO communications, and also on Facebook Parent Pages i.e. Middlefork Parents Group.
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