

## 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:** Maureen Huhs and Aimee Reynolds

**Board Position and Year held:** Junior Great Books 2023

**Approximate Budget:** \$1200

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

Month	Responsibilities (bullet format, as many as needed)
August	•
September	<ul style="list-style-type: none"> <li>• Initial planning meeting regarding the program. This was the first time for the school to bring back the program in a few years and some of the format has changed. (It was previously held during recess and they did not order corresponding workbooks.) That said, this year’s budget only accounted for paying the teacher running the program (Jillian Newman). The cost of materials was therefore passed on to participants.</li> </ul>
October	<ul style="list-style-type: none"> <li>• Mrs. Newman sent out a survey to 3rd grade parents inquiring about interest availability. From there we decided the program could be held in two sessions – one before school and one after.</li> </ul>
November	•
December	<ul style="list-style-type: none"> <li>• Mrs. Newman sent registration</li> <li>• Mrs. Kiedaisch ordered materials *need to use tax exempt forms</li> <li>• Chairs sent email soliciting parent volunteers in the event they couldn’t attend a secession and could use a sub</li> <li>• Treasurer organized reimbursement for student materials from parents via My School Bucks</li> </ul>
January	<ul style="list-style-type: none"> <li>• Chairs attended JGB sessions (for eight consecutive weeks) – divided into two groups (one offering before school and one after)</li> </ul>
February	•
March	•
April	•
May	•
June	•
July	•

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

<b>Name</b>	<b>Email</b>	<b>Phone</b>	<b>Misc. Notes</b>
Maureen Huhs	maureenhuhs@gmail, .com	920-217-7286	
Aimee Reynolds	aimeecreynolds@gm ail.com	985-373-3507	
Jillian Newman	newmanj@srd29.com		