

Middlefork School Author Chair -PTO Board Report

Date : March 14, 2024

Submitted by: Maria Mastroianni

Board Position and Year held: Middlefork Author Chair-1 year

Approximate Budget: \$12,000 for both schools.

\$1000 or less per Author for virtual visits, \$3500 for in person visits. Usually, Sunset Ridge is allocated more than Middlefork. Each year the budget fluctuates depending on costs and the type of Author Visit that is secured.

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

- Work closely with school librarian and principal to secure speakers, presenters, theater companies, authors for both virtual and in person visits. Support school vision and ideas for literacy.
- Obtain relevant books that support the school and various grade specific curriculum.
- Contact publishers or literary agents to discuss presenting in person or on zoom .
- Secure pricing to stay within budget preferably one author per grade or 2-3 authors.
- Coordinate speaker schedule with the schools schedule.
- Support book sales of authors locally, through school book fairs or virtually
- Assist with day specific support for in person author visits such as getting lunch and other support errands needed on the day of the visit.
- If needed, support the school librarian in obtaining creative support materials for all grades that tie into the Authors and Books showcased during the visit. (Draw Along or other Activity Sheets).

Month	Responsibilities (bullet format, as many as needed)
August	<ul style="list-style-type: none">• Review the role description and make contact with Kellie Johnson, Middlefork School Librarian
September	<ul style="list-style-type: none">• Contact Librarian and Principal for book recommendations and dates
October	<ul style="list-style-type: none">• Continue keeping in touch with school librarian regarding author visit dates and book fair dates

November	<ul style="list-style-type: none"> • Check in with program details and issue communications as needed to promote author or books featured by author visits
December	<ul style="list-style-type: none"> • Check in with program details and issue communications as needed to promote author or books featured by author visits
January	<ul style="list-style-type: none"> • Check in with program details and issue communications as needed
February	<ul style="list-style-type: none"> • Check in with program details and issue communications as needed
March	<ul style="list-style-type: none"> • Check in with program details and issue communications as needed to promote author or books featured by author visits
April	<ul style="list-style-type: none"> • Check in with program details and issue communications as needed to promote author or books featured by author visits
May	<ul style="list-style-type: none"> • Check in with program details and issue communications as needed to promote author or books featured by author visits
June	<ul style="list-style-type: none"> • Make sure all pending invoices are turned in before last PTO meeting

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

Name	Email	Phone	Misc. Notes
Kellie Johnson	johnsonk@srd29.org		
Sandy Norbot	sandynorbot@yahoo.com	847-826-8630	
Book Stall	kathleen@thebooksall.com	847-446-8979	