

## 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:** Sara Thompson

**Board Position and Year held:** Communications 2022-2023

**Approximate Budget:** N/A

**Key Responsibilities:** Communications role responsible for compiling PTO Monthly Matters communication to be sent on the Monday prior to the PTO meeting every month. Works with PTO president, liaisons for Park District, Alliance for Early Childhood, Civics in Action and school representatives for communication content and distribution.

Month	Responsibilities (bullet format, as many as needed)
August	<ul style="list-style-type: none"><li>• No communication sent in August</li></ul>
September	<ul style="list-style-type: none"><li>• PTO Monthly Matters communication</li></ul>
October	<ul style="list-style-type: none"><li>• PTO Monthly Matters communication</li></ul>
November	<ul style="list-style-type: none"><li>• PTO Monthly Matters communication</li></ul>
December	<ul style="list-style-type: none"><li>• PTO Monthly Matters communication</li></ul>
January	<ul style="list-style-type: none"><li>• PTO Monthly Matters communication</li></ul>
February	<ul style="list-style-type: none"><li>• PTO Monthly Matters communication</li></ul>
March	<ul style="list-style-type: none"><li>• PTO Monthly Matters communication</li></ul>
April	<ul style="list-style-type: none"><li>• PTO Monthly Matters communication</li></ul>
May	<ul style="list-style-type: none"><li>• PTO Monthly Matters communication</li></ul>
June	<ul style="list-style-type: none"><li>• Final PTO Monthly Matters sent for school year</li></ul>
July	<ul style="list-style-type: none"><li>• No communication sent in July</li></ul>

**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>
Nada Becker	nbecker@northfieldparks.org		Northfield Park District contact
Patricia Gainsberg	triciagainsberg@icloud.com		Alliance for Early Childhood contact
Dan Friedman	drdanfriedman@gmail.com		Civics in Action contact
Debra Lofdahl	lofdahld@srd29.org		SRS contact responsible for communication distribution