

GBN Parents' Association

Board Position Report 2017-2018 School Year

Board Position: Staff Appreciation

Chair Name: Margaret Grouzard Amy Olson

Phone: Margaret Grouzard 847.977.3677 Amy Olson 847.224.1842

E-mail: Margarctwg50@gmail.com

Your position – describe the duties of your job and when each should be done (what month). If you are very busy during one time period and not others, please specify (for example, Membership is busiest at the start of the school year):

This committee consists of 4 different events.

1. Homecoming Week: Coordinate the date with Robin Pehlke during the week of Homecoming. Robin secures the tables needed and alerts front office that parents will be dropping off baked goods. She also sends an email blast to staff inviting them to the event.

A sign up genius goes out 2 weeks before to anyone who signed up to help bake/volunteer to serve at our events at the beginning of the school year. An average of 20 bakers are needed and 6 volunteers to take 2 shifts for set up, serve and clean up. Baked goods should be dropped off in disposable containers/platters. On the day of the event set up begins at 10:15. Baked goods from parents along with fruit and pies that are purchased by chairpersons are all set up for the teachers/staff to enjoy during the lunch blocks in the staff Cafeteria. Clean up is easy. Leftovers are usually left behind for stragglers and the custodians. Chairperson takes home and washes the serving pieces that are part of the Staff Appreciation inventory. Inventory is kept at Chairpersons home (i.e. serving pieces, plates, napkins, platters) in large plastic containers.

2. Gift Cards for Parking/Traffic Directors. \$25 gift cards are purchased as a thank you and handed out the week before Winter Break. Deans Office alerts the Attendants to come to the office the day we hand deliver the gift certificates. A list of names is also provided through the Deans office ahead of time. Last year there were 6 attendants to purchase for.

3. Night in the Classroom. This event is usually at the end of January. Teachers Staff are treated to Lou Malnatis pizza and salad. Parent bakers and volunteers are sent the Sign Up Genius 2 weeks before (same as Homecoming, see above for details) Additional servers are needed at this event to help serve the Pizza. The event takes place in the student cafeteria and has a high attendance.

4. Teacher Appreciation Week Ice Cream Social. This Event takes place in May. Ice Cream Sundaes are purchased from Dairy Queen and parent bakers are summoned one last time via Sign Up Genius. The event takes place in the Staff Cafeteria
Please provide comments or suggestions to make this job run smoothly:

All events that require purchasing outside food have records of past attendance for recommended quantities to be ordered.

If you oversee a committee, how many committee members helped you this year? Up to 25 Bakers per event, 6 servers for Homecoming and Teacher Appreciation, 10 for Night in the classroom.

Do you think this was the right number? Explain why more or fewer might be needed in the future: This is the right number.

What was the budget for your committee? Was this amount too much / not enough / just right? Budget was good for this year. May fluctuate when needing to replenish supplies or if attendance goes up and more food is needed to be ordered.

What is your RECOMMENDED budget for next year?
Same as last year

Did you regularly need to purchase items for your committee?
Please list here: Pies, whip cream and Fresh Fruit Homecoming Week, Lou Malnatis, fresh fruit and drinks for Night in the classroom, Ice cream and fresh fruit for Teacher Appreciation and supplies. Gift certificates for traffic/parking attendants.

Please provide a list of contacts for your committee including contact names, phone numbers and e-mail addresses if you have them.

Please email a copy of this report to carolcurrie@bjorkgroup.com.

Thank you!