

GBN Parents' Association

Board Position Report 2016-2017 School Year

Board Position: **Distinguished Teacher Award**

Chair Name: **Robin Bear and Alison Whitlock**

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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):

The DTA does not get started until mid-January. At that time, dates with the Associate Principal, Curriculum and Instruction and his/her assistant are determined. E-mails to the student body will be sent out by his/her assistant in February. The 2017 timeline is listed below.

Meet to Discuss Timeline	January 31
Chair e-mails Parent Volunteers to explain the process and confirm those that will be able to assist.	February 4
Email students - post on website	Feb 6
Advertise on morning announcements	Feb 6-10 and March 6-10
Final week reminder email to students	March 13
ESSAYS DUE	March 17
Jodie to have packets created for Parents Association to read	By April 14
March 17-28- Parents association can stop in to read packets	April 17 - April 28
Parents Association Meets with Eric 7:30 PM	May 2
Jodie creating certificates and booklets	May 8-25
Awards ceremony - present \$1000 and certificate to winner	May 26
Teacher's end of the year program- present certificate to all nominees/parents to present gifts	June 8

The busiest time for the chairs is when the essays are being submitted, as they need to be edited with all names removed and Mr/Mrs North added. This is done on your own time, but needs to be completed one week before they are to be copied and prepared for parent volunteers to read. The assistant will send to you in a Google Doc to edit. She will prepare them to be put in the binders for volunteers to read. During the early May meeting, the committee votes on the essays and chooses a winner.

Please provide comments or suggestions to make this job run smoothly:

This committee is set up to run very easily. The Associate Principals assistant does much of the work and coordinating.

If you oversee a committee, how many committee members helped you this year?

Two co-chairs are plenty. Usually 12-15 volunteers read and vote. The chairs do not vote as they know who the teachers are from editing.

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

This number has seemed to work well for the past few years.

What was the budget for your committee? Was this amount too much / not enough / just right? Explain:

Total of \$1,600.00

The winning teacher gets a \$1,000.00 check

Each nominee receives an award and certificate which is usually about \$25.00 per nominee. This year's budget for gifts is \$600.00. This was not enough as last year there were 32 nominees. It is difficult to know how many teachers will be nominated.

What is your RECOMMENDED budget for next year?

We feel that no more than \$25.00 needs to be spent, that said, more than 24 may be needed as happened last year. We suggest at least \$1,800.00.

Did you regularly need to purchase items for your committee? Please list here:

No

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

Contact the co-chairs

Robin Bear and Alison Whitlock

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The volunteers are not actually committee members.