

**MT. LEBANON COUNCIL OF PTA'S
COMMITTEE REPORT - SCHOOL YEAR ENDED JUNE, 2021**

Committee/Office Name:	Mt. Lebanon City Council of PTAs Technology Chair
Committee Chairperson(s) or Officer Name(s):	Bonnie Dougherty
Committee Goal(s) or Job Description:	Shall coordinate with the district and the local units technology initiatives involving the PTA website and any other technology initiative pertinent to the Council or local units.
Significant accomplishments:	Developed a new training manual so that training could be done remotely. Provided online training during COVID-19
Timeline including beginning and ending dates for committee or position:	<p>July</p> <ul style="list-style-type: none"> ● Reach out to all presidents and get the name, phone number and email address of all Technology Committee Chairs ● Provide contact information for all Technology Committee Chairs and Presidents to Director of Communications AND Director of Technology so that login accounts can be set up ● Provide training packet to all Technology Committee Chairs and Presidents - set up training as needed. <p>August</p> <ul style="list-style-type: none"> ● Send a reminder to all Technology Committee Chairs to update their PTA website with the following information and make the following updates to the Council Website yourself: <ul style="list-style-type: none"> ○ Updated Board Information ○ Updated Committee Chair information ○ Upcoming Meeting Dates/Times/Locations ○ Current Bylaws/Standing Rules ○ Reach out to the Treasurer for updated forms and post to the website accordingly ○ Reach out to the Historian for updated forms and post to the website accordingly

	<p>September (and monthly afterwards)</p> <ul style="list-style-type: none"> ● Send a reminder to all Technology Chairs to do the following and make the following updates to the Council Website yourself: <ul style="list-style-type: none"> ○ Post a copy of the approved budget to the website (September only) ○ Post a copy of the approved minutes to the website ○ Post a copy of the most recent budget reports to the website ○ Post a copy of the agenda to the website
Materials/Resources used or needed:	computer wifi internet access
Budget: \$ ___ 0 _____	Actual: \$ ___ 0 _____
If actual is over/under budget, explain reason for variance:	n/a
Suggestions for next year:	n/a
Other Comments:	
Date: 6/2021	Signed: Bonnie Dougherty