

**MT. LEBANON COUNCIL OF PTA'S  
COMMITTEE REPORT - SCHOOL YEAR ENDED JUNE, 2018**

<b>Committee/Office Name:</b>	Technology
<b>Committee Chairperson(s) or Officer Name(s):</b>	Sara Hendrick
<b>Committee Goal(s) or Job Description:</b>	<p>Ensure all school unit representatives have credentials in order to maintain their unit websites. Obtain credentials from Christopher Stengel (MTLSD Technology Director).</p> <p>Keep the Council website up to date with the current officers, committee chairs, bylaws, standing rules, budget, meeting dates, minutes, forms, nominations/voting, Georgia Pogue scholarship</p>
<b>Significant accomplishments:</b>	None
<b>Timeline including beginning and ending dates for committee or position:</b>	Most of the work occurs at the beginning of the school year updating the new school committee chairs, and budget. Maintain after each council meeting uploading the minutes.
<b>Materials/Resources used or needed:</b>	Credentials, training on how to use the site from the previous chair
<b>Budget: \$0</b>	<b>Actual: \$0</b>
<b>If actual is over/under budget, explain reason for variance:</b>	N/A
<b>Suggestions for next year:</b>	Speak with other technology chairs in the district for tips and tricks. It is difficult to keep the font size and colors consistent.
<b>Other Comments:</b>	
<b>Date: 5/27/2018</b>	<b>Signed: Sara Hendrick</b>