

Jefferson Middle School PTA

# Final Report

**School Year:** 2017-2018

**Committee/Activity:** Technology

**Chairperson:** Sara Hendrick

**Job Description:** Keep the Jefferson Middle School PTA website up to date with the current officers, committee chairs, bylaws, standing rules, budget, meeting dates, minutes, forms, nominations/voting

**What we did/ accomplished:** Obtain website credentials from Council Technology Chair. Obtain list of officers, committee chairs, bylaws, standing rules, meeting dates from the PTA President. Obtain meeting minutes monthly from the PTA Secretary. Obtain officer nominations and results from the nominating committee chair. Most of the updates occur at the beginning of the school year ensuring everything is current and at the end of school year with Historian reports. Need to keep up with minutes after each meeting throughout the year.

**When the job started:** Mid-August before the start of the school year start making updates

**When the job finished:** A little after the school year concludes continuing to upload Historian reports.

**Monies used/needed /Profit:** None

**Suggestions for next year:** None

**Other comments (committees, number of people needed, etc.):** Working on the website is an easy process and can be easily taught to anyone willing to take on the job. It is not a difficult or time-consuming job. This is an excellent option for a working parent who wants to contribute.

**Miscellaneous Notes** None

**Signed:** *Sara Hendrick* **Date:** 6/8/2018. **E-mail:** sara.hendrick@conferencedirect.com