

## **Peekskill CSD PTO Committee Report Form**

**Submission Date:** 1/6/2016

**Month & Year:** January 2016

**Committee:** Communications

### **Items Requiring a Vote:**

### **Items Requiring Discussion:**

- The district's parent email list has been shared with us via a FOIL request. Should I merge those emails into our main contact list and include them on all correspondence going forward? If not, how should they be used/integrated into our communication plan?
- I have become a general point of contact for district staff and parents, since the web site contact form directs to my email and my cell phone number is the only one listed on the web site (as well as on all email correspondence). Can I include cell phone contact info for other committee chairs and/or officers on the web site?
- It was discussed at a previous executive committee meeting that committee chairs would submit highlights/updates to me for each committee's page on the web site. Follow-up needed.
- Can we / should we advertise our schools in the Chamber of Commerce directory?

### **Items for Information Only:**

- Spanish translation of web site is almost complete. Will meet with translating volunteers next week to finalize.
- Collaborating with district staff to create an outreach package promoting Peekskill schools. Letters and flyers will go out to families with children in local private schools, daycares, and preschools, inviting them to the February open house. Parents will be invited to make appointments for private tours of school buildings during the month of February.
- Creating a Peekskill "catalog" that will include highlights of programs offered throughout the district. We will use this brochure as a promotional tool with prospective parents, realtors, and local businesses.

**Submitted by:** Isabel Pipolo

As of 10/1/15