

Peekskill CSD PTO Committee Report Form

Submission Date: 9/6/2019

Month & Year: September 2019

Committee: Communications

Items Requiring a Vote: N/A

Items Requiring Discussion: N/A

Items for Information Only:

- School flyer counts will be updated for the new school year and posted in the copy room
- MailChimp updates:
 - Mailing list currently includes 2,868 subscribers, including updated parent contact list, as of FOIL on 9/5
 - Contact list is segmented by building, for targeted email campaigns when needed
 - First email newsletter will go out week of 9/15 and will include a printable PDF of the Back to School news bulletin
- Website & server updates:
 - Web contact list has been updated with all new officers and committee chairs
 - PTO email addresses have been created and updated for new Board members
 - Individual messages have been sent to new committee chairs with login directions
 - Web calendar has been updated with all meeting and event dates that have been submitted
 - Minutes and reports updated through July
- Facebook events created for general meetings and Fall events
- Communications folder in Google drive updated with current PTO/PCSD logo artwork, flyers, and copy info
- Signup Genius sheets created for Back to School coverage, Picture Days, and Saturday Academy
- Back to School newsletter was copied and backpacked on 9/5
- Direct Appeal Fundraising flyer was updated and will be distributed to elementary buildings during the week of 9/15
- Committee meetings scheduled for 9/12 and 10/10