

MPE Communications Protocol for 2022/23 School Year

Mustang Flyer: Kristin Stuart and Yvelisse Cordero

Requests to include blurbs in the weekly Mustang Flyer must be received by Tuesday at 9PM to be included in that week's Thursday issue. Email MPEMustangFlyer@gmail.com with your update.

Facebook: Carrie Weatherford

Email all Facebook requests directly to MountainParkMustangsFacebook@gmail.com. Facebook posts can be scheduled, so similar guidelines apply as those to the Mustang Flyer (ie: content requests for the following week should be received by Tuesday at 9PM).

Marquee: Suzy Yonyoff

Proactively looks at the Monday calendar update via the MPE website and Thursday Mustang Flyer to update as needed. Will also receive updates from VP of Communication (Lindsay Lanier) to change marquee.

Thursday Folders/Flyers

These must be approved by Principal Richardson. Email or provide a copy of the communication to her for approval by Tuesday at richardsona3@fultonschools.org. Bulk copies must be in teachers' mailboxes by the end of school on Tuesday.

Website: Jaime Hitt

Please send any attachments and summary of what is to be included on the MPE PTA website to Jaime at allthehits@gmail.com. Will also receive updates from VP of Communications (Lindsay Lanier) to update website.

Yearbook: Jennifer Barton

Yearbook committee grade level representative will take and collect photos and upload to shared drive on a monthly basis. The yearbook committee specials representative will upload photos to the shared drive on a quarterly basis. The yearbook committee special events representative will upload photos to the shared drive after each event. Email Jennifer Barton for the link to the shared drive: jcahill50@gmail.com

Room Parent Coordinator: Rachel Merrell

PTA communications that are to be pushed out to contact room parents should be sent to room parent coordinator Rachel Merrell at rrmerrell@gmail.com. These blurbs should already be written and ready for the room parent coordinator to forward. Requests to push content to room parents the following week should be received by Tuesday at 9PM.

For any questions, please email Lindsay Lanier, VP of Communications, at lindsay.lanier@yahoo.com or Co-Presidents Cathy Malec and Sara Gillespie at mpepta@gmail.com