

[MPE Communications Protocol for 2023-2024 School Year](#)

Mustang Flyer: Kristin Stuart, Ginger Friensen and Shannon Grantelli

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: MPERMustangFlyer@gmail.com with your update.

Facebook / Instagram: Carrie Weatherford and Melanie Monohan

Email all Facebook requests directly to MountainParkMustangsFacebook@gmail.com.

Facebook posts can be scheduled. Requests to be posted to the MPE Facebook page for the following week should be received by **Tuesday at 9PM**.

Marquee: Suzy Yonyoff

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

Thursday Folders/Flyers: Content for the folders must be approved by Principal Richardson. Please **Email or provide a copy** of the communication to **Principal Richardson for approval by Tuesday** at richardsona3@fultonschools.org. Bulk copies must be in teachers' mailboxes by the end of school on Tuesday.

Website: Ashley Rogers

Please send any attachments and summary of what is to be included on the MPE PTA website to Ashley at ashleybrooksw@gmail.com. You may CC the VP of Communications Lindsay Lanier at lindsay.lanier@yahoo.com to update the website.

Yearbook: Jen Barton and Kristie Zachry

The yearbook committee Grade Level Representatives will take and collect photos and upload to the 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 drivezachryk@fultonschools.org

Room Parent Coordinator: Cauile Hamling

PTA communications that are to be pushed out to contact room parents should be sent to room parent coordinator Caulie Hamling at . These blurbs should be written and ready for the room

parent coordinator to publish. 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 Sara Gillespie and Katie Jones at mpepta@gmail.com.