

Communications Report October 7, 2014 MPAC Executive Meeting
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Current MPAC Website and Sunday Emails

- Ongoing updates to the MPAC website to ensure it's current as possible. Cleaning out old info and adding new programs&events, community events, hot lunch registration, volunteer positions, etc.
- Sunday Emails are now sent from the "MPAC Communications" <info@montroyalpac.com> mailbox.
- Handful of parents have not been receiving the Sunday emails and is being fixed on an as needed basis. Overall though, we've been hearing that parents are receiving the emails. For some, the emails land in their junk box, we are suggesting they add us to their contact list.
- Recently added "Highlights of the Week" to the Sunday email to peak parents' interest so they click on the This Week.
- Continuing to monitor the MPAC Communications mailbox and farm out to appropriate MPAC Executives as required.
- Ryan Liu added the following auto response to the info@montroyalpac.com email.
Thanks for contacting us! Your email will be forwarded to the appropriate MPAC executive in charge and a response will be sent as soon as possible. As parents ourselves, we understand the importance of staying informed and getting support when needed.

Regards,
Your MPAC Exec team

<http://montroyalpac.com>

Development of new MPAC Website (hosted by Weebly)

- A lot of work by the communications team on the development of the new site, with cleaner look and much easily functionality and capability to make updates behind the scenes.
- Ryan Liu has been advised we will be moving to a new site, finer details being worked on for the transition.
- We are in a position to have the MPAC Exec team review the website.
- Target website demo at October PAC Meeting and launch by end of October

Volunteers through MPAC Website

- We've had a total of 13 parents sign up for various volunteer positions so far (this does not include the volunteers sourced from 'word of mouth' channels).
- Michelle is forwarding the names to the appropriate event coordinators as required.
- Cindy Hudson is now organizing the library volunteers. We have taken this position off the Volunteer form but the information is on our MPAC site with Cindy's form. MPAC Communications also sent out a note from Cindy to the parents.
- We will continue to call for volunteers on This Week page as needed for upcoming events and will make a general call for volunteers as well.

Directory

- 85% of students have updated Directory information. 44 students remain outstanding.
- Deadline of October 12th has been communicated on This Week.
- Michelle will follow up with families who have not updated as of Oct 12th, to determine if they do not want to be in the directory or simply need a reminder.
- Target printing and distribution of Directory by Oct 31st if not before. Photocopying can be done at the school.
- Last week, there was a delay in receiving a download of the directory information from MunchaLunch due to the high volume of school startups for them. On track as of this week in terms of response time from MunchaLunch.
- Parent has raised a concern, similar to last year, with the heading in MunchaLunch registration and ultimately headings in the directory (Mother/Father vs. Guardian/Parent). Has been raised with MunchaLunch.

Class Reps

- All class reps are up to speed and have introduced themselves at curriculum night. If they haven't already, will be sending intro email to parent shortly.
- Orientation meeting done as per requirements. Also talked about email protocols, privacy etc as per guidelines.
- Class Rep Lists in good shape now, however, took a lot of work to create.
- Creation of Emergency Trees in progress.
- Need clarification on flow of communication for any new mass mail messages to parents sent via class reps.
- Class rep positions for Band and Strings still open.