Name of Committee: **Communications Committee**

Chair: Yeages Cowan

Committee Members: Garrick Yau, Mini Varughese, Adam Lee, Dan Silva

* Website:
  + Our master content document is ready, and has been uploaded along with all the templates to our website designed.
  + Follow up on content to be done with VPs and Committee Chairs
* Facebook:
  + MCCPTA COVID-19 FB group: continues to require a HUGE thank you to Mini Varughese and the other moderators, Laura Mitchell, Cynthia and Gillian. Mini has also been working on all the other FB groups. If you need FB assistance, please contact Mini.
  + The MCCPTA FB Group page has been opened to non-COVID related posts. Huge thank you to Mini for the heavy lift on moderating this page.
  + Rework the MCCPTA official page;
    - * Identify who will be entitled to post on the MCCPTA official page; and
      * Prepare rules of the road document for postings.
* Membership Toolkit: Dan Silva has kindly agreed to head up the MT platform. Contract to be signed. Work will begin this month.
* Elists: The Blue Book is being finalized this month. The spreadsheet is now officially closed.
* Monthly meeting with MCPS Communications Team in October 2020:
  + Discussed COVID-19 communications and the dashboard in general. Chris defers to the Chief of Staff office on COVID communications and the dashboard.
  + We also discussed understanding emergency communications protocol, including where and how parents can get information if there is a lockdown or shelter in place.
  + Superintendent Search: Update and future communications around the process
  + Synergy and ParentVue and Canvas: parents still having trouble accessing grades in real time. Is there going to be a time when the systems will be linked and automated? This will facilitate parent communications with students
  + Updates to Website re Contacts - not updated with current positions
* Worked on sexual abuse press release TBD tonight
* Worked on letter regarding safety and security to MCPS – meeting on 12/15 with the BOD