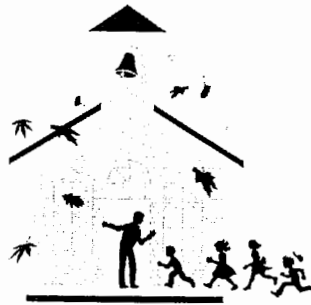


REDUCING CLUTTER ... SAVING TREES ... SIGN ME UP FOR EMAIL PLEASE!



TO: ALL PARENTS
FROM: ELIZABETH BOUCHARD, DIANE HORBACZ, Email Coordinators
RE: E-MAIL NOTIFICATION SYSEM (ENS)

As parents, we all understand how challenging life can be as we juggle the many facets of parenthood, including the organization of school news and information. One of our many essential tasks is to maintain efficient communication with St. James in order to remain in the forefront of events, news and information.

The PTA has taken its first step to simplify the delivery and flow of the school news through the use of our weekly WIN folders. Now we are looking to improve our communication systems even further.

The PTA is proud to introduce the St. James Email Notification System (ENS). This system has been designed to further enhance the efficiency and timeliness of communication between home and school.

As we prepare for the launch of this new system, we will begin to collect email addresses from families who are interested in enrolling. Here are some examples of the information we will forward utilizing this new system:

- a. We will utilize ENS in conjunction with the systems already in place for information regarding school closings due to weather and or other emergencies. The closings will continue to be reflected on the school website but ENS will prove to be an invaluable source of information for those parents who are at work when early school dismissals occur. Working parents may also provide their work e-mail and/or personal e-mails that are retrievable at their place of business to ENS for this purpose. ENS is able to provide nearly instantaneous dissemination of information. Emergency phone calls will also be made via the in place phone chain system for backup confirmation.

(OVER)

EMAIL NOTIFICATION SYSTYEM (ENS)

Continued

- b. We will utilize ENS for communications that need to be forwarded to parents on either a school wide level (i.e. MRSA information) or simply a class level (i.e. DARE graduation information)

- c. We will have the ability to e-mail upcoming event notices and reminders or changes on both a school wide level (i.e. progressive raffle return dates) and committee level (PTA meetings, Development meetings, etc.)

This will be a secure system. All e-mail addresses will be confidential. No one on the Email Notification System other than the administrators will be able to view to whom the e-mails are being sent (i.e. all e-mails will be sent as "BCC" wherein no one can view the names of the addressees) Additionally, there is no way to corrupt the system in place by sending out an unapproved mass email (in other words, no prank snow day emails). Only ENS coordinators have the ability to access the system and send messages by using a security pass code.

HERE IS HOW TO ENROLL

Email the following information to SJEmailChain@yahoo.com

- The email address in which you wish to receive school news and information
- Your family's last name
- Name and grade of each child attending St. James

We are eager to begin this new initiative. Our mission is to continue keeping our families well informed as well as possibly saving a few trees. We look forward to our first year together.

Warmest regards,

Elizabeth Bouchard & Diane Horbacz