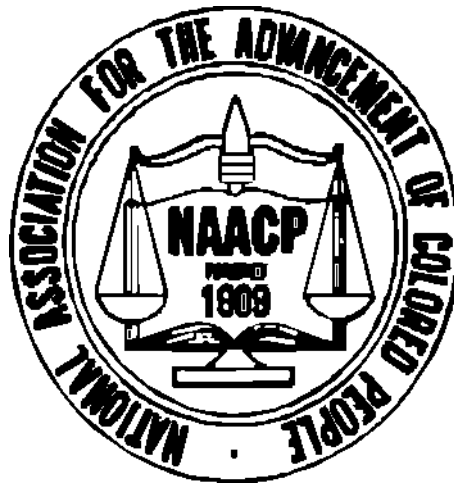


**MONTGOMERY COUNTY
MARYLAND BRANCH
NAACP
PARENTS' COUNCIL**



2014 – 2015

**Parent Representative
Handbook**

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Montgomery County Maryland Branch NAACP Parents' Council

WHO ARE WE?

Formation of the Parents' Council of the National Association for the Advancement of Colored People (NAACP) came about as an outgrowth of ideas put forth during the 1995 and 1996 NAACP Youth Summits. The Parents' Council is one of the vehicles created to empower African American and other minority parents to take a more pro-active role in the education of their children. The Council is made up of parents, guardians and grandparents of minority children enrolled in the Montgomery County Public School System (MCPS) and residents who may not have children in school but who share the goal of equal education for all children, particularly minority children.

Our Purpose?

The Purpose of the Parents' Council is to provide a forum through which interested citizens may offer assistance, guidance and support to African American parents and students of Montgomery County Public Schools (MCPS) to pursue the highest quality education possible through encouragement, information sharing, positive motivation, critical evaluation and advocacy.

HOW ARE WE ORGANIZED?

The Parents' Council is comprised of representatives from each school in Montgomery County. Selected by their principal, these parent representatives work together within the county's schools for the purpose of training other parents to be advocates for their children, sharing information and resolving problems that impact the education of their children. Each school selects a representative to attend the monthly meetings of the Parents' Council. Any interested person may attend the monthly meetings.

The Parents' Council is made up of officers, parent representatives and the Montgomery County Maryland Branch NAACP President, Executive Vice President, Vice President of Programs, and Chair of the Education Committee. The Council meets monthly throughout the year to share information that parents can use to enhance their child's chances of academic success, provide training to parent representatives to effectively carry out the goals and objectives of the Council, address parental concerns, and form partnerships with other organizations such as, the Montgomery County Council, Parent Advisory Council (PAC), MCCPTA, Montgomery County Public Schools and others that share our concerns regarding quality education and parent advocacy.

WHERE IS THE NAACP BRANCH OFFICE LOCATED?

The NAACP Montgomery County Maryland Branch Office mailing address is P.O. Box 2165 Rockville, MD 20847-2165.

The telephone number is (301) 657-2062 (Press 4) and the fax number is (301) 657-3401.

WHERE DO WE MEET?

****LOCATION for the 2014-2015 Academic Year****

The NAACP Parents' Council meets at **Carver Educational Services Center - 850 Hungerford Dr, Rockville MD 20850** in the **Auditorium** unless otherwise stated.

WHEN DO WE MEET?

The NAACP Parents' Council meets on the third Saturday of each month at 8:45 AM until 11:30 AM. Parking is available.

HOW DO WE COMMUNICATE?

Parents' Council Representatives are expected to subscribe to the NAACP PC Listserve to share and receive information that is relevant to the group. We suggest you opt to receive a 'Daily Digest' as this will consolidate and summarize all the information into one email per day. Also email and text messaging address information must be provided to the Communications Chair for time-sensitive and other communications.

<p>MC NAACPPC egroup website: http://groups.yahoo.com/group/parentsCouncilnet/ email your name, phone, & school</p>
<p>Post message: parentsCouncilnet@yahoogroups.com</p>
<p>Subscribe: parentsCouncilnet-subscribe@yahoogroups.com</p>
<p>Unsubscribe: parentsCouncilnet-unsubscribe@yahoogroups.com</p>
<p>List owner: parentsCouncilnet-owner@yahoogroups.com</p>

Montgomery County Maryland Branch NAACP
 Parents' Council
 Officers, Chairpersons and Key Representatives

Byron Johns	Chair	bajusa@yahoo.com
Angela Jones	Vice - Chair	Bobo461022@aol.com
Soffie Ceesay Sharon Mosley- Ramsey	Co - Chairs for Programs	soffieceesay@yahoo.com alljazz105@aol.com
Tonya Easley Patricia Williams Wanda Brown Jeanette Dixon	College Advisor Advisor Advisor Advisor	tonyaeasley@gmail.com Patricia.williams2@xerox.com visionarybrown@aol.com jeanetteedixon@gmail.com
India Whitehead	Recording Secretary	India12800@gmail.com
Lorry Saunders	Chair Membership	lorry322@gmail.com
Pat Price	Communications	patpriceinsodor@yahoo.com
Odette Brown Melanie Carr	Chair Special Programs Vice -Chair Special Programs	odettercf@gmail.com Melanie_carr@mcpsmd.org
Anita Powell	President, NAACP Montgomery County Maryland Branch Unit 7022	Apowell230@gmail.com

EMERGENCY CLOSINGS

In Schools Planned MCPS Activities

Since the Parents' Council is a school related organization, it will adhere to all emergency closings as established by Montgomery County Public Schools.

Scheduled Parents' Council Meetings

In the event that a Parents' Council related meeting has to be canceled due to inclement weather or any other emergency a message by the Communications Chair to the active PC Rep email list and will be posted on the Parents' Council LISTSERV which is parents_councilnet@yahoo.com.

MONTGOMERY COUNTY PUBLIC SCHOOLS (MCPS)

E-mail contact for any MCPS staff member

850 Hungerford Drive, Rockville, MD 20850

First name last name@mcpsmd.org

Dr. Joshua Starr, Superintendent of Schools

Joshua_Starr@mcpsmd.org

301-279-3381/ 301-279-3205 (Fax)

Dr. Kimberly Statham, Deputy Superintendent for School Support and Improvement

Kimberly_A_Statham@mcpsmd.org

301-517-8258 / 301-279-3099 (Fax)

Dr. Maria Navarro, Chief Academic Officer

Maria_V_Navarro@mcpsmd.org

Phone: 301-279-3474/ 301-279-3099 (Fax)

Dr. Christopher S. Garran, Associate Superintendent of High Schools

Christopher_S_Garran@mcpsmd.org

301-315-7379

Dr. Darryl L. Williams, Associate Superintendent of Middle Schools

Darryl_L_Williams@mcpsmd.org

301-315-7370

Dr. Donna S. Hollingshead, Associate Superintendent of Elementary Schools

Donna_Hollingshead@mcpsmd.org

301-315-7360

Ms. Bronda L. Mills, Associate Superintendent of Elementary Schools

Brandon_C_Mills@mcpsmd.org

301-315-7374

Dr. Myra J. Smith, Associate Superintendent of Elementary Schools

Myra_J_Smith@mcpsmd.org

301-315-7364

Dr. LaVerne G. Kimball, Associate Superintendent of Elementary Schools

LaVerne_G_Kimball@mcpsmd.org

301-315-7362

Timothy B. Warner, Chief Engagement and Partnership officer, Office of Community Engagement and Partnerships

Timothy_B_WarnerKimball@mcpsmd.org

301-279-3074

Dr. Erick Lang, Associate Superintendent, Office of Curriculum and Instructional Programs

Erica_J_Lang@mcpsmd.org

301-279-3411

Mrs. Chrisandra A. Richardson, Associate Superintendent, Office of Special Education and Student Services

Chrisandra_Richardson@mcpsmd.org

301-279-3601

Geoffrey Sanderson, Associate Superintendent, Office of Shared Accountability

Geoff_Sanderson@mcpsmd.org

301-279-3784

Level-alike School Improvement Teams

2014–2015 School Year

Dr. Christopher S. Garran	Dr. Darryl L. Williams	Dr. Donna S. Hollingshead	Ms. Bronda L. Milk	Dr. Myra J. Smith	Dr. LaVerne G. Kimbal
Associate Superintendent of High School 301-315-7379	Associate Superintendent of Middle Schools 301-315-7370	Associate Superintendent of Elementary Schools 301-315-7360	Associate Superintendent of Elementary Schools 301-315-7374	Associate Superintendent of Elementary Schools 301-315-7364	Associate Superintendent of Elementary Schools 301-315-7362
Bethesda-Chevy Chase	Argyle	Ashburton	Arcoia	Belmont	Brown Station
Montgomery Blair	John T. Baker	Bannockburn	Bel Pre	Broad Acres	Rachel Carson
James Hubert Blake	Benjamin Banneker	Lucy V. Barnsley	Brookhaven	Brook Grove	Cedar Grove
Winston Churchill	Briggs Chaney	Beall	East Silver Spring	Burnt Mills	Clarksburg
Clarksburg	Cabin John	Bells Mill	Forest Knolls	Burtonsville	Clearspring
Damascus	Roberto W. Clemente	Bethesda	Georgian Forest	Candlewood	Clopper Mill
Thomas Edison	Eastern	Beverly Farms	Glenallen	Cannon Road	Capt. James E. Daly
Albert Einstein	William H. Farquhar	Bradley Hills	Glen Haven	Cashell	Damascus
Gaithersburg	Forest Oak	Burning Tree	Harmony Hills	Cloverly	Darnestown
Walter Johnson	Robert Frost	Carderock Springs	Highland	Cresthaven	Diamond
John F. Kennedy	Gaithersburg	Chevy Chase	Highland View	Dr. Charles R. Drew	Fields Road
Col. Zadok Magruder	Herbert Hoover	Cold Spring	Kemp Mill	Fairland	Fox Chapel
Richard Montgomery	Francis Scott Key	College Gardens	Montgomery Knolls	Flower Hill	Germantown
Northwest	Dr. Martin Luther King, Jr.	DuFief	New Hampshire Estates	Gaithersburg	William B. Gibbs, Jr.
Northwood	Kingsview	Fallsmead	Oak View	Galway	Great Seneca Creek
Paint Branch	Lakelands Park	Farmland	Oakland Terrace	Goshen	Jones Lane
Poolesville	Col. E. Brooke Lee	Flower Valley	Pine Crest	Greencastle	Lake Seneca
Quince Orchard	A. Mario Loiederman	Garrett Park	Piney Branch	Greenwood	Little Bennett
Rockville	Montgomery Village	Kensington Parkwood	Rock View	Jackson Road	Longview
Seneca Valley	Neelsville	Lakewood	Rolling Terrace	Laytonsville	Thurgood Marshall
Sherwood	Newport Mill	Luxmanor	Sargent Shriver	Mill Creek Towne	Spark M. Matsunaga
Springbrook	North Bethesda	Maryvale	Flora M. Singer	Roscoe R. Nix	S. Christa McAuliffe
Watkins Mill	Parkland	Meadow Hall	Sligo Creek	Olney	Ronald McNair
Wheaton	Rosa M. Parks	North Chevy Chase	Strathmore	William Tyler Page	Monocacy
Walt Whitman	John Poole	Potomac	Takoma Park	Judith A. Resnik	Poolesville
Thomas S. Wootton	Thomas W. Pyle	Ritchie Park	Viers Mill	Rosemont	Dr. Sally K. Ride
Blair Ewing Center	Redland	Rock Creek Forest	Weller Road	Sequoyah	Lois P. Rockwell
Regional Institute for	Ridgeview	Rock Creek Valley	Wheaton Woods	Sherwood	South Lake
Children and Adolescents	Rocky Hill	Rosemary Hills	Woodin	Stonegate	Stedwick
(RICA)	Shady Grove	Seven Locks	Stephen Knolls	Strawberry Knoll	Waters Landing
Rock Terrace	Silver Spring International	Somerset		Summit Hall	Watkins Mill
	Sligo	Stone Mill		Washington Grove	Whetstone
	Takoma Park	Travilah		Westover	Woodfield
	Tilden	Twinbrook		Carl Sandburg Learning	Crossway Community
	Julius West	Wayside		Center	Montessori Charter School
	Westland	Westbrook			June 2013 • 1566.13:
	White Oak	Wood Acres			
	Earle B. Wood	Wyngate			

The Parents’ Council Organization

In addition to the Executive Leadership Team, which includes the Chair, the Vice Chair, the Chair for Programs, the Recording Secretary and the Membership Secretary, the **Parents’ Council** is comprised of representatives from each Montgomery County public school. The role and responsibilities of the representatives are explained below.

All officers and parents’ council representatives **must be members of the Montgomery County NAACP**. Annual memberships are **\$30.00 adults and \$15 for youth under 21** and can be purchased at the NAACP Organization website: www.naACP.org (note the Branch # 7022 in your online application), or by mailing a check to P.O. Box 2165, Rockville, MD 20847-2165. Make checks payable to NAACP-MC Membership (note our **Branch Number 7022 on check**).

COMMUNITY REPRESENTATIVES

Role:

- Provide support and guidance to Cluster Representatives from Clusters in your region. Advocate for your Cluster Representatives with the Community Superintendent and other MCPS officials in addressing their issues of concern.
- Ensure that Cluster Representatives have information and training materials provided by the Parents' Council.
- Communicate information between Cluster Representatives and the Parent's Council Executive Committee.
- Hold Cluster Representatives responsible for holding Cluster meetings, attending as many of their Cluster's Parents' Council Representatives' meetings as possible, attending Parents' Council monthly meetings and for making progress on their Cluster's issues of concern.

Responsibilities:

- Introduce yourself to your Community Superintendent. Community Superintendents are essential to getting things done within the school system. Meet with your Community Superintendent at least quarterly (apart from Cluster meetings) to develop rapport and familiarize him or her with the issues identified as areas of concern by your Cluster Representatives. Invite him/her to Cluster meetings within your Region.
- Hold meetings with the Cluster Representatives in your Region at least once a quarter. Attend as many Cluster meetings as possible. The focus of these meetings should be on the progress made on issues of concern. Discuss and plan strategies to address these issues. Share learning and experiences between Clusters in the Region.
- Report all activities to the Executive Committee at the Monthly Executive Committee meetings.
- Attend all meetings of the NAACP Parents' Council. Call your Cluster Representatives to ensure that they attend the Parents' Council meetings. Hold Cluster reps accountable for attending PC Council meetings, holding Cluster meetings and attending local school PTA meetings.
- Hold Cluster Representatives responsible for progress on issues of concern. Help them prepare for reporting out in the May Parents' Council meeting.
- Attend MCPS Board of Education meetings and any other special meetings as needed.

CLUSTER REPRESENTATIVES

Role:

- Provide support and guidance to Parents' Council Representatives from schools in your cluster. Advocate for your Parents' Council Representatives with the Community Superintendent, and other MCPS officials through the Parents' Council Community Representative.
- Create email list of school representatives in your cluster to maintain ongoing communication.
- Ensure that Parents' Council Representatives have information and training materials provided by Parents' Council.
- Contact school representative monthly. Time is set aside at each Saturday meeting to do this. Cluster representatives are encouraged to make contact with school reps absent from meetings.
- Communicate information between Parents' Council Representatives and Parents' Council Executive Committee through Community Representatives.
- Hold Parents' Council Representatives responsible for organizing local school meetings, attending their PTA meetings, attending Parents' Council monthly meetings and making progress on implementing solutions to their identified problems of concern.

Responsibilities:

- You will be provided with a list of all of the schools in your cluster, with the corresponding names of their Parents' Council Representatives, Principals and PTA presidents. Familiarize yourself with the Principals and PTA presidents. Take time to call and introduce yourself to the Parents' Council Representatives in your cluster.
- Meet with the Community Representative at least once a quarter to discuss issues of concerns raised by your cluster. Meet at least once with your Community Representative and your Community Superintendent. The Community Superintendent is essential to getting things done in the school system and it is important that he/she is familiar with the issues identified as areas of concern by your cluster. Invite him/her to your cluster meetings.
- Hold cluster meetings at least 3 times per year. The focus of these meetings should be on the progress made on issues of concern. Discuss and plan strategies to address these issues. Share learning and experiences between schools in the cluster. If your Parents' Council Representatives are having problems with participation at their local schools, you may want to consider having monthly

cluster meetings instead of monthly school meetings to provide support to Parents' Council Representatives.

- When addressing parent concern(s), cluster representative should encourage school representatives to get parents' area of concern in writing. This request must be documented and is required when submitting request to the NAACP Montgomery County Maryland Branch Office for advice and direction.

Cluster representative should forward all written school level concerns to the parents' council advisor and ensure parent of confidentiality

CLUSTER REPRESENTATIVES

- Attend as many of the local school meetings held by the Parents' Council Representatives in your area. Find ways to show your support for the Parents' Council Representatives in your Cluster. Meet with each Parents' Council Representative with his/her Principal at least once during the year.
- Attend all meetings of the NAACP Parents' Council. Call your Parents' Council Representatives to ensure that they attend the Council meetings. Hold Parents' Council Representatives accountable for attending Parents' Council meetings, Cluster meetings and local school PTA meetings.
- Attend MCPS Board of Education meetings and any other special meetings as needed.
- Prepare an end of year report on activities for the cluster that is reported at June meeting of Parents' Council.

PARENTS' COUNCIL REPRESENTATIVES

Role:

- Lead parents and guardians of African-American students in identifying issues of concern and creating partnerships or programs with the PTA and school administration to address and overcome these challenges.
- Provide support and advocacy to individual parents and families with teachers, local school administration, and MCPS administration to resolve problems that impact the education of their children.
- Provide information and training to encourage parents and guardians to take a more pro-active role in the education of their children through knowledge of good parenting techniques and an understanding of the MSPS system.
- Act as a liaison between the African-American community, the PTA and school administration. Encourage increased participation by African-American parents in the PTA and school activities.

Responsibilities:

- Organize at least three (3) meetings with parents to discuss issues of concerns, and deliver information and training to parents to increase knowledge and participation in their children's education. Monthly meetings are recommended.
- Participate in the Back to School Night to publicize the Parents' Council, distribute brochures and ask parents to join.
- Obtain a mailing list and a set of labels of all African American children in your school from your principal. Use this list to contact parents for meetings.
- Publicize, publicize, publicize. Send out notices and announce meetings in PTA and local newsletters.
- Establish an eGroups, social media, other means of communication to invite your parents to meetings and keep them aware of things that are taking place.
- At your first parent meeting, put together a survey asking parents to write down their concerns. Prioritize these concerns and establish goals and objectives to meet these needs.
- Meet at least once per quarter with your Cluster and Cluster Representative. Talk about things that are going well as well as those things that are problematic. Seek the assistance of the Cluster representative in resolving issues.

PARENTS' COUNCIL REPRESENTATIVES

- Attend your PTA meetings and get on the agenda each month to report on the activities of the Parents' Council.
- Meet regularly with your principal and/or school liaison to discuss parent issues of concern and stay abreast of critical issues in the school. Talk about the positive things as well as those things that are problematic. Seek his or her assistance in resolving issues.
- Attend monthly meetings of the Parents' Council and share information learned with the parents in your school. Understand how the Parents' Council is organized. Have copies of the Bylaws and Organization Chart available. Know who your Parents' Council Executive Committee members are.
- Make yourself available to parents to help them advocate for their children with teachers, the principal and MCPS administration. Know the name and contact information of the Superintendent, Deputy Superintendent, Community Superintendent for your area, as well as educational advocates in the school system.
- Attend MCPS Board of Education meetings and any other special meetings as needed.

NOTE: ALWAYS ATTEMPT TO RESOLVE PROBLEMS AT THE SCHOOL LEVEL. SEEK ASSISTANCE WHEN NEEDED.

Parent representative should forward all written school level concerns to the cluster representative to be forwarded to Council Advisor and ensure parent of confidentiality.

SENIOR HIGH SCHOOL PARENT REPRESENTATIVE

MCNAACP Youth Advisor

- Determine the name of your school's MCNAACP Youth Council representative.
- Introduce yourself to the MCNAACP Youth Council representative.
- Meet with the parent representative and African American families to discuss educational issues that have an impact on African American children.
- Actively participate in parent meetings and assist in developing a strategy to improve the educational experience of African American children.

YOUR FIRST SCHOOL LEVEL MEETING

- Have all attendees sign in and provide you with their full name, address, telephone numbers, fax numbers and e-mail addresses.
- Consider establishing an e-group, social media or other communications network on the Internet. It is a great communications tool for those parents with access to a computer. Type in egroups.com on the Internet and follow the directions for establishing an e-group.
- Consider having refreshments (Check with your principal/PTA for possible funding).
- Consider providing babysitting. This is a great opportunity for high school students to get community volunteer credits.
- Follow your agenda.
- Take Minutes.
- Establish an Action Register, if needed.
- Assign leadership duties – Assistant Representative, Recording Secretary, Communications Secretary, etc.
- Establish scheduled meeting dates and times. Parents can better schedule other activities if they know that Parents' Council meetings ahead of time.
- Identify your school's issues of concern regarding student achievement.
- Identify goals and objectives for the year.
- Provide copies of minutes to your principal, Community Superintendent and the Parents' Council.
- At the end of the school year, identify who the leadership will be for the following academic year and provide that information to the Membership Committee of the Parents Council no later than May.
- Invite the principal and PTA president to be on the Agenda.

SAMPLE SCHOOL LEVEL MEETING LETTER

Date

Dear Parents and Guardians:

You are invited to attend a very important meeting of the [Name of School] NAACP Parents' Council. The meeting will be held:

Date and Time
Name of School
Address

The mission of the Parents' Council is *"to provide a forum through which interested citizens may offer assistance, guidance and support to African American parents and students of Montgomery County Public Schools (MCPS) to pursue the highest quality education possible through encouragement, information sharing, positive motivation, critical evaluation and advocacy."*

The purpose of the meeting is to discuss the importance of the Council in the education of your children as well as the role of the NAACP Parent Representative and the importance of parent involvement. We plan to identify school-related issues and concerns and seek solutions to those problems/concerns. Our objective is to establish a working relationship between the Parents' Council, the PTSA, faculty, and school administrators.

We look forward to your attendance and hope that you will make time to attend this very important meeting. If you need additional information, please feel free to contact me at (XXX) XXX-XXXX.

Respectfully,

Your Name
NAACP Parents' Council Representative

SAMPLE SIGN-IN SHEET

MEETING DATE

SCHOOL NAME:

NAME

STUDENT NAME/GRADE

EMAIL ADDRESS PHONE

_____	_____	_____	_____
_____	_____	_____	_____

SAMPLE PARENT INVOLVEMENT LETTER

Date

Dear Parents and Guardians:

My name is (Your name) and I am the NAACP Parents' Council Representative for (School name).

The NAACP Parents' Council (PC) is a sub-committee of the NAACP's Education Committee. The PC was created to empower African American and other parents/guardians of minority children to take a more pro-active role in the education of their children. The PC is comprised of parents and guardians of minority students in the Montgomery County Public School (MCPS) system, and other concerned residents who share the goal of equal education for all children.

PC Representatives from each school, who are generally selected by the Principal, work together within the county's twenty-three clusters to prepare parents to become better advocates for their children through information sharing.

The number one concern identified for too many African American MCPS students is "LACK OF PARENTAL INVOLVEMENT IN THE EDUCATION PROCESS".

To counter this issue and others the PC has developed the following four key strategies:

1. Increase attendance at local school meetings (Parents' Council, PTA and School Improvement Plan).
2. Provide support and advocacy for parents and guardians of African-American students with Teachers and Principals.
3. Increase enrollment for African-American students in Enrichment, GT, Magnet, and Honors/AP classes, and decrease participation in Special Education classes.
4. Facilitate visible participation and support, and provide feedback to MCPS on issues that impact the delivery of high quality education to the African-American student population.

The PC is asking you to live our theme: "Step Up! Get involved now."

For more information or assistance with issues that impact the education of your children, please visit our web site at www.naacp-mc.org (Officers and Committees), or contact me directly at (provide contact information e.g., email address or phone number).

Respectfully

Your Name
NAACP Parents' Council Representative

SAMPLE AGENDA FOR FIRST SCHOOL MEETING

Montgomery County Maryland Branch NAACP
Parents' Council School Meeting

DATE & PLACE

The purpose of the Parents' Council is to provide a forum through which interested citizens may offer assistance, guidance and support to African American parents and students of Montgomery County Public Schools (MCPS) to pursue the highest quality education possible through encouragement, information sharing, positive motivation, critical evaluation and advocacy.

AGENDA

Call to Order

Welcome & Introductions

Purpose of the Council:

 Bylaws

 Organization

Remarks from the principal

Remarks from the PTA president

Elect Assistant Representative, Recording Secretary, Communications Secretary.

Discuss issues and concerns

Put together an action register

Discuss an effective communications strategy.

Set Agenda for next meeting

Establish meeting schedule for the year

Adjournment

Meetings: School Meeting - Date, Time & Place

 Parents Council Meeting - Date, Time & Place

 (Usually on the 3rd Saturday, at 100 Maryland Avenue, Rockville, MD)

SCHEDULING MEETINGS AT YOUR SCHOOLS

Monday - Friday meetings

Obtain and complete a *Building Use* form. Have the principal sign off. There should not be a charge for the use of the room because it should be considered a school function. When filling out the form, be sure to include the name of the school in the group name. For example, under NAME OF SCHOOL, enter Blake HS African American Parent Group (NAACP-PC).

Monday to Friday meetings/activities should be cosponsored by the principal/school. If there is a problem, it is suggested that you contact your Area Director.

Weekend or Holiday meetings

Weekend & holiday meetings are scheduled at the Interagency Coordinating Board a minimum of 14 working days before the event but should be cleared at the school. Call them at (240) 777-2706. Please check with Interagency Coordinating Board for any fee changes. Weekend and Holiday weekend meetings, because of costs, may not be co-sponsored by the schools.

SAMPLE NEWSLETTER ARTICLE

The Montgomery County NAACP Parents' Council

Are you a parent or guardian of an African American student looking for a network to address educational issues that impact your child's education? The NAACP Parents' Council is the answer. The mission of the Council is to provide a forum through which interested citizens may offer assistance, guidance and support to minority parents and students of Montgomery County Public Schools (MCPS) to pursue the highest quality education possible through encouragement, information sharing, training, positive motivation, critical evaluation and advocacy.

The Council generally meets the third (3rd) Saturday of the month at the Stella Werner Council Office Building in Rockville at 8:45 a.m. Please come out and learn how you can become more involved and help your son or daughter be a more successful student. For additional information, INSERT SCHOOL PARENTS' COUNCIL REPRESENTATIVE INFORMATION HERE by telephone at (301) XXX-XXXX or by e-mail at XXX.

Establishing an E-Group Internet connection

Once on the Internet, type in www.yahoogroups.com. Press enter (or go to). Once in the website, scroll down to *start a group* and double click. Follow directions. When naming your group, select a name that is easy to remember. For example, the parent group at White Oak Middle School might be [called whiteoakpcnet@egroups.com](mailto:whiteoakpcnet@egroups.com). Be sure to determine if you want your group to be private or accessible by others not in the group.

ADDENDUM



NAACP Parents' Council Representative Roles and Responsibilities Overview Montgomery County Branch

The Roles and Responsibilities of the NAACP Parents' Council Representative is an essential part of the success of our students.

Parents' Council Mission

The mission of the Parents' Council is to provide a forum through which interested citizens may offer assistance, guidance and support to minority African American and other minority parents and students of Montgomery County Public Schools (MCPS) using encouragement, information sharing, training, positive motivation, critical evaluation and advocacy as they pursue the highest quality education possible.

What Do We Do?

- Empower parents, guardians and students by providing information about educational issues
- Host workshops and meetings to educate parents to be effective advocates for their children
- Promote parental involvement
- Design and implement programs that provide academic support to students
- Collaborate PTA and MCPS developing strategies to close the achievement gap
- Outreach to parents and students
- Provide a forum for information exchange
- Refer and link students with programs that provide academic support and enrichment
- Teach school staff about the students they serve
- Attend PTSA/PTA meetings monthly and sit on executive committees
- Organize at least 3 meetings each school year to discuss issues of concern, and deliver information and training to parents helping to increase knowledge and participation in their children's education. Monthly meetings are recommended.

EXAMPLE:

- Meeting 1 – Fall Meeting
 - Introductions
 - Identify areas of need (Survey may be very effective)
 - Plan intervention to address needs
- Meeting 2 – Winter Meeting
 - Mid-year program assessment
- Meeting 3 – End of Year Meeting
 - Evaluate intervention effectiveness
 - Plan for next year
 - Identify rep for next year



NAACP Parents' Council Activity Planning Tips Montgomery County Branch

As a school level representative you are expected to:

Attend Back to School night to gather contact information of AA parents as well as distribute your contact information to parents.

Meet with your school Principal periodically, and work with the school office to obtain contact information for parents of African American students at your school, or alternatively to have office personnel distribute communications for you. .

Plan at least three meetings/activities for the school year. It is suggested that one be in support of Black History Month.

Attend the annual Parents' Council Kickoff event and monthly Parents' Council meetings.

Be a member of the NAACP and attend monthly school PTA meetings

Activity planning tips:

Set your groups' goals and/or focus areas at the beginning of the school year.

Solicit other parents to assist with planning activities

Consider sponsoring activities with Parents' Councils at nearby and/or feeder schools

Include activities for students when planning meetings.

Dinner and/or light refreshments at meetings are a "nice touch.

Check to see if PTA has budget for NAACP Parents' Council activities. Submit PC

Program plans, budget requests, and receipts in accordance with local PTA procedure.

Keep in touch with other African American parents at your school through email.

Contribute to monthly school and/or PTA newsletters regarding PC activities.

Use school wide Connect Ed phone system to advertise upcoming PC activities.

Enlist the assistance of school staff when planning activities.

Notify community superintendents of activities sponsored by your group.

Personally invite PTA leadership to activities sponsored by your group.

Make sure to coordinate meeting/activities dates with school administration. Try to get activities and meetings on the school calendar early.

Support the NAACP ACT-SO program by becoming a volunteer. Elementary and middle schools can invite ACT-SO students to visit their school to speak about ACT-

SO.

- Support the NAACP/MCPS Scholarship Awards Program
- Support NAACP Parents' Council as we plan for our Best and Brightest Awards Program.
 - Consider planning an activity to celebrate Black History Month

Activity ideas-Below is a list of activities/meetings previously sponsored and submitted by parent representatives for the 2008-2009 school year.

High School Transcript workshop- Parents are given instruction on how to read student transcripts.

Biography Workshop- Families are instructed on how to write a student biography for job interviews, college applications, etc.

Father's Group-Invite fathers to serve as mentors for African American students

Mentoring programs- Contact local churches and businesses to participate.

"Meet and Greet"- Sponsor an informal gathering at the beginning of the school year to welcome new and returning African American families to your school.

Staff appreciation breakfasts- Solicit parents to cook and serve breakfast to staff as a gesture of appreciation and collaboration.

Family field trips- Invite parents and students to local sights of interest to African American families.

College workshops- Invite guest speakers for parents related to the college process. Include breakout sessions for students to attend.

African American Read In (sponsored by the National Council of Teachers of English)- Invite students to recite classic and original poetry.

Potluck dinners- Invite parents to contribute to dinner and hold a Parents' Council meeting to determine focus of group for the year.

African American Achievement School Assembly- Recognize excellence of African American students at your school. ****This program/recognition is highly recommended as it is our #1 priority to recognize our students for all of their hard work.***

Valentine's Day flower sale- Hold fundraisers to support school activities and PC events.

NAACP Parents' Council Best and Brightest Awards Ceremony- This program recognizes Administrators and staff members within the school that have exhibited support of our students achievement and leadership. Anyone within the school can nominate any individual administrator or staff member from their school to be recognized in April/May time frame.

Community Service projects- Make contacts with local community service organizations to see what needs are. Then work on community service project together with parents and students. Students may be involved in visiting shelter, serving meals, etc.

Student study groups- Gather students to work and study together on homework, projects, etc.

MSA/SAT/ HSA study groups- Student workbooks are available through publishers online to assist students in getting ready for tests. Parents could serve as tutors.



NAACP Parents' Council
 Montgomery County, Maryland
Meeting Schedule and Agendas 2014-2015

Mark your calendars for our monthly Parents' Council meetings. Our meetings are on the third Saturday of every month at 8:45-11:00 am. We meet at **CESC (Carver Educational Services Center)** located at **850 Hungerford Drive, Rockville, MD**

August 9, 2014	“Let’s Get Organized!” A welcome back and planning session for new and returning school representatives including SIP planning, Back to School Night, Handling Parents Concerns, and more.
September 20, 2014	SIP (School Improvement Plan) Teacher Panel (Best and Brightest)
October 6, 2014	“MCPS-NAACP Annual Kick Off” Richard Montgomery High School Rockville, MD Starting at 6:00PM
Oct. 2014	“ Political Forum”
November 15, 2014	“Time for Tech Talk” Computer Science Education Week-Hour of Code Math meeting Note:: Bring your own Device
December 3 , 2014 (7:00pm)	“College Conversations Continued....”
January 2015	Community Engagement Project
February 21, 2015	“Socio Emotional Learning” “Males in the Mix” “Mentoring Matters”
March 21, 2015	“Social Networking and your Student”
April 18, 2015	Open
May 17, 2015	“The Best and the Brightest!”

All meetings will include time for Cluster and/or School Level groups to meet to share concerns, best practices, etc. Meeting topics are subject to change.

NAACP Parents' Council Report

Montgomery County Date of Event: _____
Program Year:

Parent Representative Name:

School Staff Attendee(s):

School Name:

Number in Attendance:

Time and Place of Meeting:

Purpose of Meeting/Activity:

Accomplishments:

Problems Encountered:

Event Planning Committee:

**Additional
Comments:**

NAACP PARENTS' COUNCIL OF MONTGOMERY COUNTY MARYLAND BRANCH

WHAT DO SCHOOL REPS DO?

Lead parents and guardians of African American students (or students of color) identifying concerns and creating partnerships with the PTA and school administration to address and overcome challenges. Reps also provide support and advocacy to parents and families with teachers, local school administration and MCPS administration to resolve problems that impact the education of our children.

Organize at least three programs per year usually including a Black History Program. Participate in the Back to School Night to publicize the Parents' Council at your school.

HOW DO REPS ORGANIZE MEETINGS AND ACTIVITIES?

Meet with the principal and obtain a list of parents of African American (and/or students of color) at your school. Create a calendar with dates and provide to PTA to include with their yearly calendar. Prepare a sign-in list and ask parents to sign with contact information. Also ask principal about creating a Connect-Ed message to African American parents letting them know about the meeting. Invite principal and PTA president to the meeting. Consider having refreshments (ask PTA or principal for funding or ask parents to bring one item) and speak about the Parents' Council.

Meeting Examples

1. Fall Meeting—Meet and Greet, plan interventions, set goals
2. Winter Meeting—Black History and/or mid-year assessment
3. Spring Meeting—Evaluate year, plan for next year, identify Rep for next year

HOW DO REPS WORK WITH THE PTA?

The Parents' Council goals often align with the PTA because both groups advocate for students. Your schools PTA can supply funding for Parents' Council events as well as support. The Parents' Council Rep should sit on PTA executive committee.

WHAT PROGRAMS AND/OR ACTIVITIES HAVE BEEN PLANNED IN THE PAST?

Reps have been creative and resourceful in planning. Here are a few ideas culled from reps over the years: *"Meet and Greet"*: an informal gathering at the beginning of the school year to welcome new and returning African American families to your school

Family field Trips: Invite families to local sights of interest to African Americans (Example Sandy Springs Slave Museum and African Art Gallery)

Community Service Projects: Contact local community service organizations to discover needs and have students and families contribute time, supplies, etc.

Student Study Groups: Gather students to work and study together for homework, projects, MSA, HSA, SAT, ACT, etc.

African American Read-In: Invite students and parents to recite classical and original poetry. The National Council of Teachers of English sponsors this event.

Father's Group: Invite fathers to serve as mentors for boys at school.

Administrator Meeting: Invite administrators from the school to address parental and student concerns.

WHO DO REPS CONTACT IF THERE ARE CONCERNS OR QUESTIONS?

The Parents' Council is a team of people who are advocating for students and you throughout the year. The Parents' Council has skilled advisors who have worked with the school system and can offer sage advice and examples to help you as a Parents' Council Representative. There are also Cluster Representatives to answer organizational questions and offer guidance. Reps should make an effort to know their cluster reps and meet

with them to discuss plans at their respective schools.

WHAT ARE SOME BEST PRACTICES THAT I CAN EMULATE AT MY SCHOOL?

Best practices are some of the successful methods Parents' Council Reps have used to build Parents' Councils at their respective schools.

1. Try to schedule meetings at the same time and same day so parents become familiar with the organization.
2. When parents sign in at meetings, give them an Action Item to do (i.e. organize the food donations for the next meeting, take minutes for a meeting, help plan the next meeting).
3. Attend the monthly Parents' Council meeting held at 850 Hungerford Drive, usually the third Saturday of the month. Check dates and times with the yearly calendar. These information filled meetings provide opportunities to meet with other Reps and bring information back to your school's Parents' Council.
4. Develop a listserv group to enhance communication.
5. Prepare a budget and meeting dates and submit to the PTA before the end of the school year. If the school year has already started, submit dates and budget as soon as possible.
6. Set up a date and time, (monthly, quarterly, etc.) to meet with principal in person or via telephone.
7. When parents have a concern, ask them to put it in writing. It helps the parent and the Rep to discuss the concern.
8. Develop a yearly event that your community will look forward to and expect and expect each year (i.e. Achievement Awards Programs, African American Read-In, Donuts for Dads, Muffins for Moms, etc.).

WHAT IS THE NAACP PARENTS' COUNCIL OF THE MONTGOMERY COUNTY MARYLAND BRANCH OF THE NAACP AND WHAT DOES IT DO?

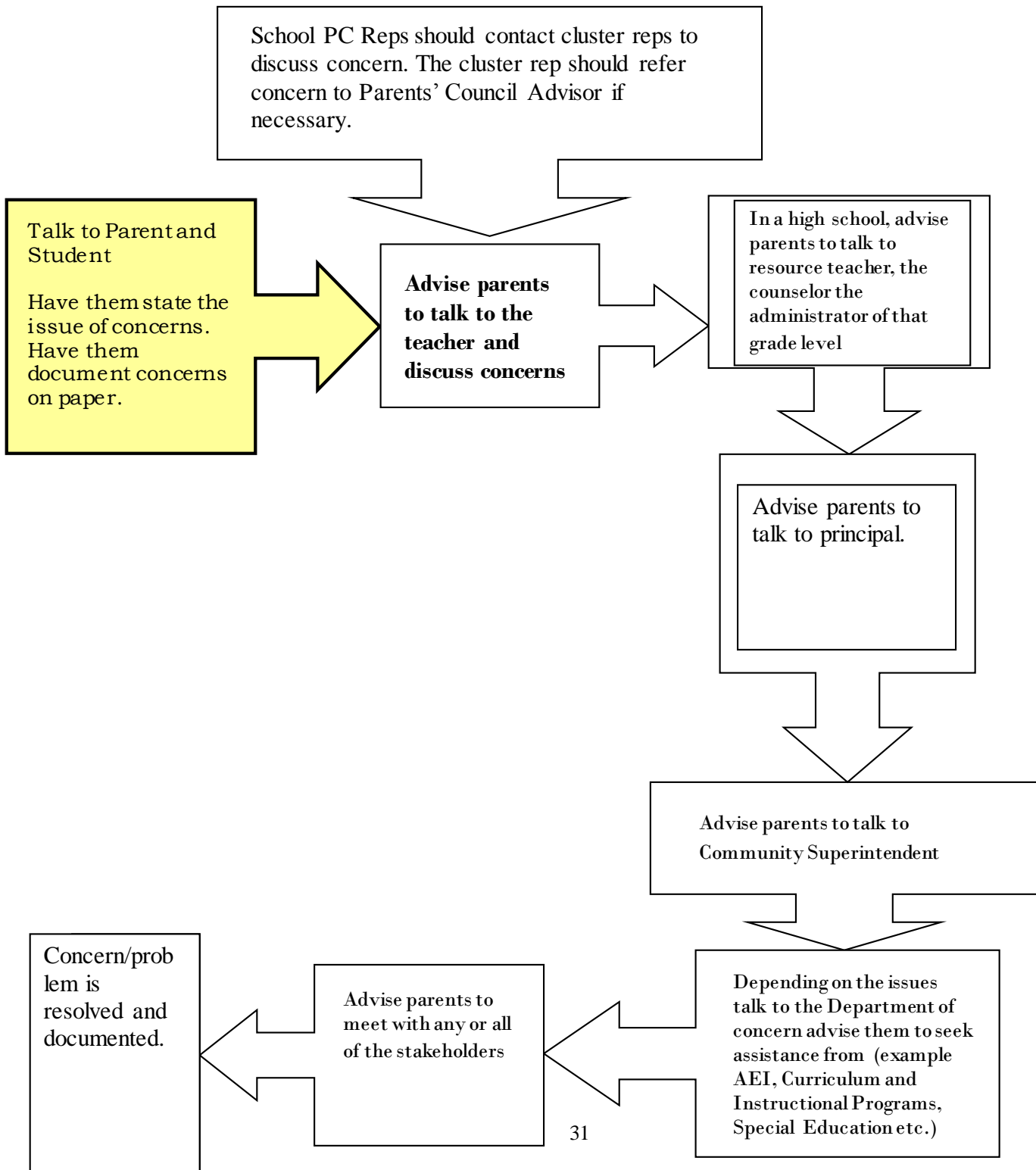
The Parents' Council advocates for students—especially students of color—within the Montgomery County Public Schools. The Council provides a forum where people can discuss, advocate and partner with others who share our concerns for our students. The Parents' Council has vigorously taken on the discipline policy of MCPS and has partnered with others to create change. The discipline policy negatively affects students of colors, especially with suspension.

WHY BECOME A PARENTS' COUNCIL REP?

You can advocate for students, meet the administration, develop partnerships with other organizations, and have fun. Your efforts help our students to achieve success!

NAACP Parents' Council
Addressing Parent Concerns

(NOTE This document is not a part MCPS Process for addressing concerns. It has been designed and recommended by Parents' Council in support of Parents as a first step to resolving and addressing concerns. When advocating for children and parents, this is a basic flowchart for PC Reps to recommend to parents if they call upon you with a school concern. You should:



Distribution Cards to Join egroup

Distribute cards below for parents who would like to join the MC NAACP PC Egroup. Just pass them out and have them follow directions. If you have any questions, contact a **Parents' Council Officer**.

<p>MC NAACPPC egroup website: http://groups.yahoo.com/group/parentsCouncilnet/ email your name, phone, & school</p> <p>Post message: parentsCouncilnet@yahoogroups.com Subscribe: parentsCouncilnet-subscribe@yahoogroups.com Unsubscribe: parentsCouncilnet-unsubscribe@yahoogroups.com List owner: parentsCouncilnet-owner@yahoogroups.com</p>	<p>MC NAACPPC egroup website: http://groups.yahoo.com/group/parentsCouncilnet/ email your name, phone, & school</p> <p>Post message: parentsCouncilnet@yahoogroups.com Subscribe: parentsCouncilnet-subscribe@yahoogroups.com Unsubscribe: parentsCouncilnet-unsubscribe@yahoogroups.com List owner: parentsCouncilnet-owner@yahoogroups.com</p>
<p>MC NAACPPC egroup website: http://groups.yahoo.com/group/parentsCouncilnet/ email your name, phone, & school</p> <p>Post message: parentsCouncilnet@yahoogroups.com Subscribe: parentsCouncilnet-subscribe@yahoogroups.com Unsubscribe: parentsCouncilnet-unsubscribe@yahoogroups.com List owner: parentsCouncilnet-owner@yahoogroups.com</p>	<p>MC NAACPPC egroup website: http://groups.yahoo.com/group/parentsCouncilnet/ email your name, phone, & school</p> <p>Post message: parentsCouncilnet@yahoogroups.com Subscribe: parentsCouncilnet-subscribe@yahoogroups.com Unsubscribe: parentsCouncilnet-unsubscribe@yahoogroups.com List owner: parentsCouncilnet-owner@yahoogroups.com</p>
<p>MC NAACPPC egroup website: http://groups.yahoo.com/group/parentsCouncilnet/ email your name, phone, & school</p> <p>Post message: parentsCouncilnet@yahoogroups.com Subscribe: parentsCouncilnet-subscribe@yahoogroups.com Unsubscribe: parentsCouncilnet-unsubscribe@yahoogroups.com List owner: parentsCouncilnet-owner@yahoogroups.com</p>	<p>MC NAACPPC egroup website: http://groups.yahoo.com/group/parentsCouncilnet/ email your name, phone, & school</p> <p>Post message: parentsCouncilnet@yahoogroups.com Subscribe: parentsCouncilnet-subscribe@yahoogroups.com Unsubscribe: parentsCouncilnet-unsubscribe@yahoogroups.com List owner: parentsCouncilnet-owner@yahoogroups.com</p>
<p>MC NAACPPC egroup website: http://groups.yahoo.com/group/parentsCouncilnet/ email your name, phone, & school</p> <p>Post message: parentsCouncilnet@yahoogroups.com Subscribe: parentsCouncilnet-subscribe@yahoogroups.com Unsubscribe: parentsCouncilnet-unsubscribe@yahoogroups.com List owner: parentsCouncilnet-owner@yahoogroups.com</p>	<p>MC NAACPPC egroup website: http://groups.yahoo.com/group/parentsCouncilnet/ email your name, phone, & school</p> <p>Post message: parentsCouncilnet@yahoogroups.com Subscribe: parentsCouncilnet-subscribe@yahoogroups.com Unsubscribe: parentsCouncilnet-unsubscribe@yahoogroups.com List owner: parentsCouncilnet-owner@yahoogroups.com</p>
<p>MC NAACPPC egroup website: http://groups.yahoo.com/group/parentsCouncilnet/ email your name, phone, & school</p> <p>Post message: parentsCouncilnet@yahoogroups.com Subscribe: parentsCouncilnet-subscribe@yahoogroups.com Unsubscribe: parentsCouncilnet-unsubscribe@yahoogroups.com List owner: parentsCouncilnet-owner@yahoogroups.com</p>	<p>MC NAACPPC egroup website: http://groups.yahoo.com/group/parentsCouncilnet/ email your name, phone, & school</p> <p>Post message: parentsCouncilnet@yahoogroups.com Subscribe: parentsCouncilnet-subscribe@yahoogroups.com Unsubscribe: parentsCouncilnet-unsubscribe@yahoogroups.com List owner: parentsCouncilnet-owner@yahoogroups.com</p>