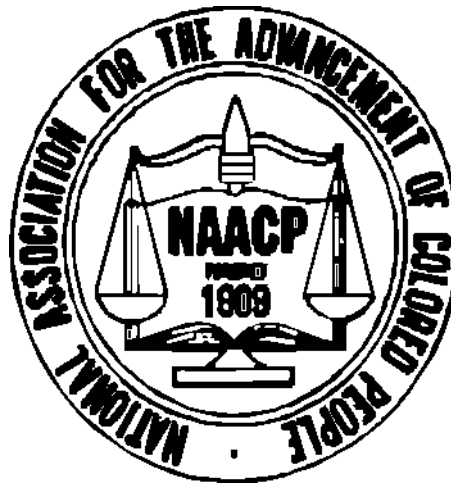


Draft August 2020- This version may be updated.

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



**2020 – 2021**

**Parent Representative  
Handbook**

## TABLE OF CONTENTS

Montgomery County Maryland Branch NAACP Parents' Council.....	3
WHERE IS THE NAACP BRANCH OFFICE LOCATED? .....	4
Montgomery County Maryland Branch NAACP Parents' Council Officers, Chairpersons and Key Representatives .....	5
MCPS Offices (Hyper-links) .....	6
The Parents' Council Organization .....	10
CLUSTER REPRESENTATIVES .....	11
SCHOOL LEVEL REPRESENTATIVES .....	12
YOUR FIRST SCHOOL LEVEL MEETING.....	14
SAMPLE SCHOOL LEVEL MEETING LETTER.....	15
SAMPLE SIGN-IN SHEET.....	16
SAMPLE PARENT INVOLVEMENT LETTER.....	17
SAMPLE AGENDA FOR FIRST SCHOOL MEETING .....	19
SCHEDULING MEETINGS AT YOUR SCHOOLS .....	20
Reaching out to parents at your school .....	21
Activity ideas- This list of activities/meetings was submitted by Parents' Council representatives .....	22
Montgomery County, MD NAACP Parents' Council Monthly Meetings .....	23
NAACP Parents' Council Report .....	24
ACTIVITIES, ADVOCACY, PROGRAMS & BEST PRACTICES .....	25
Addressing Parent Concerns .....	28

## 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.

### WHAT IS 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).

WHERE DO WE MEET?

**\*\*LOCATION for the 2020-2021 Academic Year\*\*\***

The NAACP Parents' Council meeting locations can be found on the School Year Meeting Calendar on Page 28 of the handbook.

WHEN DO WE MEET?

The NAACP Parents' Council meeting calendar with meeting topics, location, and time can be found on page 28 of this handbook. Parking is available.

HOW DO WE COMMUNICATE?

Parents' Council Representatives are expected to subscribe to the NAACP PC Listserv 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.

### MC NAACP-PC

**Website:** [www.naacppc-md.org](http://www.naacppc-md.org)

**Egroup (listserv) website:**

<http://groups.yahoo.com/group/parentscouncilnet/>

email your name, phone, & school

Post message: [parentscouncilnet@yahoogroups.com](mailto:parentscouncilnet@yahoogroups.com)

Subscribe: [parentscouncilnet-subscribe@yahoogroups.com](mailto:parentscouncilnet-subscribe@yahoogroups.com)

Unsubscribe: [parentscouncilnet-unsubscribe@yahoogroups.com](mailto:parentscouncilnet-unsubscribe@yahoogroups.com)

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

Linda Plummer	<b>President, NAACP Montgomery County Maryland Branch Unit 7022</b>	<a href="mailto:lplmp@aol.com">lplmp@aol.com</a>
Byron Johns	Chair	<a href="mailto:bajusa@yahoo.com">bajusa@yahoo.com</a>
Angela Jones	Vice - Chair	angelajones0525@gmail.com
Sheila Chandler	Programs	<a href="mailto:slc1908@gmail.com">slc1908@gmail.com</a>
Soffie Ceesay	Programs	soffieceesay@gmail.com
Sabrina McMillan	Advisor	<a href="mailto:sdmctpms@gmail.com">sdmctpms@gmail.com</a>
Melanie Carr	Advisor	<a href="mailto:Melanie_Knight@mcpsmd.org">Melanie_Knight@mcpsmd.org</a>
Wanda Brown	College Advisor	<a href="mailto:visionarybrown@aol.com">visionarybrown@aol.com</a>
Sheila Chandler	Advisor	<a href="mailto:slc1908@gmail.com">slc1908@gmail.com</a>
Sharon Mosley- Ramsey	Webmaster	<a href="mailto:Alljazz105@aol.com">Alljazz105@aol.com</a>
NEEDED	Recording Secretary	
NEEDED	Chair Membership	
Pat Price	Communications	<a href="mailto:naacpparentscouncil@gmail.com">naacpparentscouncil@gmail.com</a>
NEEDED	Chair Special Programs	

**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](mailto:First name last name@mcpsmd.org)*

MCPS Offices (Hyper-links)

- **Board of Education**

[Office Info](#)

- **Superintendent of Schools**

[Office Info](#) | [Departments](#)

- **Office of Operations**

[Office Info](#) | [Departments](#)

- **Human Resources and Development**

[Office Info](#) | [Departments](#)

- **Office of Finance**

[Office Info](#) | [Departments](#)

- **Chief of Teaching, Learning, and Schools**

[Office Info](#)

- **Curriculum and Instructional Programs**

[Office Info](#) | [Departments](#)

- **Chief of School Support and Improvement**

[Office Info](#) | [Departments](#)

- **Office of Special Education**

[Office Info](#) | [Departments](#)

- **Chief Technology Officer**

[Office Info](#) | [Departments](#)

- **Office of Student and Family Support and Engagement**

[Office Info](#) | [Departments](#)

Office of Teaching, Learning and Schools FY21 Organization

**The mission of the Office of Teaching, Learning and Schools (OTLS) is to create the conditions necessary for every student to experience academic excellence through the development and implementation of professional learning, comprehensive and coordinated programs and services, and a focus on learning, accountability, and results.**

There are three school improvement teams; each is led by an area associate superintendent.

Area Associate Superintendent Team Assignments

<https://www.montgomeryschoolsmd.org/departments/clusteradmin/>



## 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 **are expected to 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](http://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**).



## 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***

## SCHOOL LEVEL 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 proactive 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 e-Groups, social media, and 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.
- 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, and 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.*

## 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.
- 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 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 <http://naacppc-md.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 3<sup>rd</sup> Thursday of the month, at Carver Educational Services Center, Rockville, MD)

## SCHEDULING MEETINGS AT YOUR SCHOOLS

*(When face to face meetings can resume.)*

All requests for use of MCPS indoor facilities must be submitted via ActiveMONTGOMERY ([www.ActiveMONTGOMERY.org](http://www.ActiveMONTGOMERY.org)), the County's new self-service, cloud-based software. All indoor facilities, with exception to those noted below, will be available for reservation requests for dates of use during the entire 2016-2017 school year.

Requests must be submitted via [www.ActiveMONTGOMERY.org](http://www.ActiveMONTGOMERY.org).

**There is a cost associated with reserving these rooms through ActiveMONTGOMERY. Therefore, it is advised that you work with or through your PTA/PTSA to reserve rooms for meetings.**

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.

Reservations are to be submitted with no less than seven calendar days' notice.

## **Reaching out to Parents at your School**

It can be a challenge to reach parents at your school. Make a practice of partnering with your Principal and other school administration when trying to reach families. The school can assist with gathering contact information for interested families. As an advocate for students you want to always lead with a spirit of collaboration. Please consult Parents' Council leadership with any concerns.

### **Sample Newsletter article**

The Montgomery County Maryland 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 (3<sup>rd</sup>) Thursday of the month at the Carver Educational Services Center in Rockville at 6:00 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.

### **The Virtual World, Social Media etc.**

The virtual world and social media have wide reaching capabilities. School level representatives should consult with his/her Cluster representatives for ideas about how to best reach parents. In this virtual world, some representatives have found success in using platforms such as Zoom and Google Meets. Many of us are still exploring these services. As you know, as of March 2020, MCPS went virtual with most using Zoom.

The same can be said for Social Media. Twitter, Facebook, Instagram have been popular in reaching out to parents. Talk to your cluster representatives and other Parents' Council leaders for advice with incorporating any of these tools. Lastly, student and family privacy should be considered when using public platforms.

Activity ideas- This list of activities/meetings was submitted by Parents' Council representatives

- **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.

## Montgomery County, MD NAACP Parents' Council Monthly Meetings

Below are the dates for our monthly meetings and other Parents' Council special events for the 2018-2019 school year. Meetings will be held at CESC (Carver Educational Services Center) located at 850 Hungerford Drive in Rockville, MD. Most meetings are held at 6:00-8:30 pm.

<b>Meeting Dates for 2020-2021</b>
August 19, 2020
September 23, 2020
October 21, 2020
November 12, 2020
December 16, 2020
January 20, 2021
February 17, 2021
March 17, 2021
April 21, 2021
May 19, 2021

**REFER TO THE WEBSITE FOR A COPY OF THE MEETING CALENDAR AND UPDATES**  
 MC-NAACP-PC Website: [www.naacppc-md.org](http://www.naacppc-md.org) Most 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

<b>Montgomery County, Maryland</b>	
School Name:	
Date of Event:	
Program Year:	
Parent Representative Name:	
School Staff Attendee(s):	
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

### ACTIVITIES, ADVOCACY, PROGRAMS & BEST PRACTICES

#### WHAT DO SCHOOL REPS DO?

PC Reps lead parents and guardians of African American students (or students of color), to identify concerns and create 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 school's 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?

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.).



## WHY BECOME A PARENTS' COUNCIL REP?

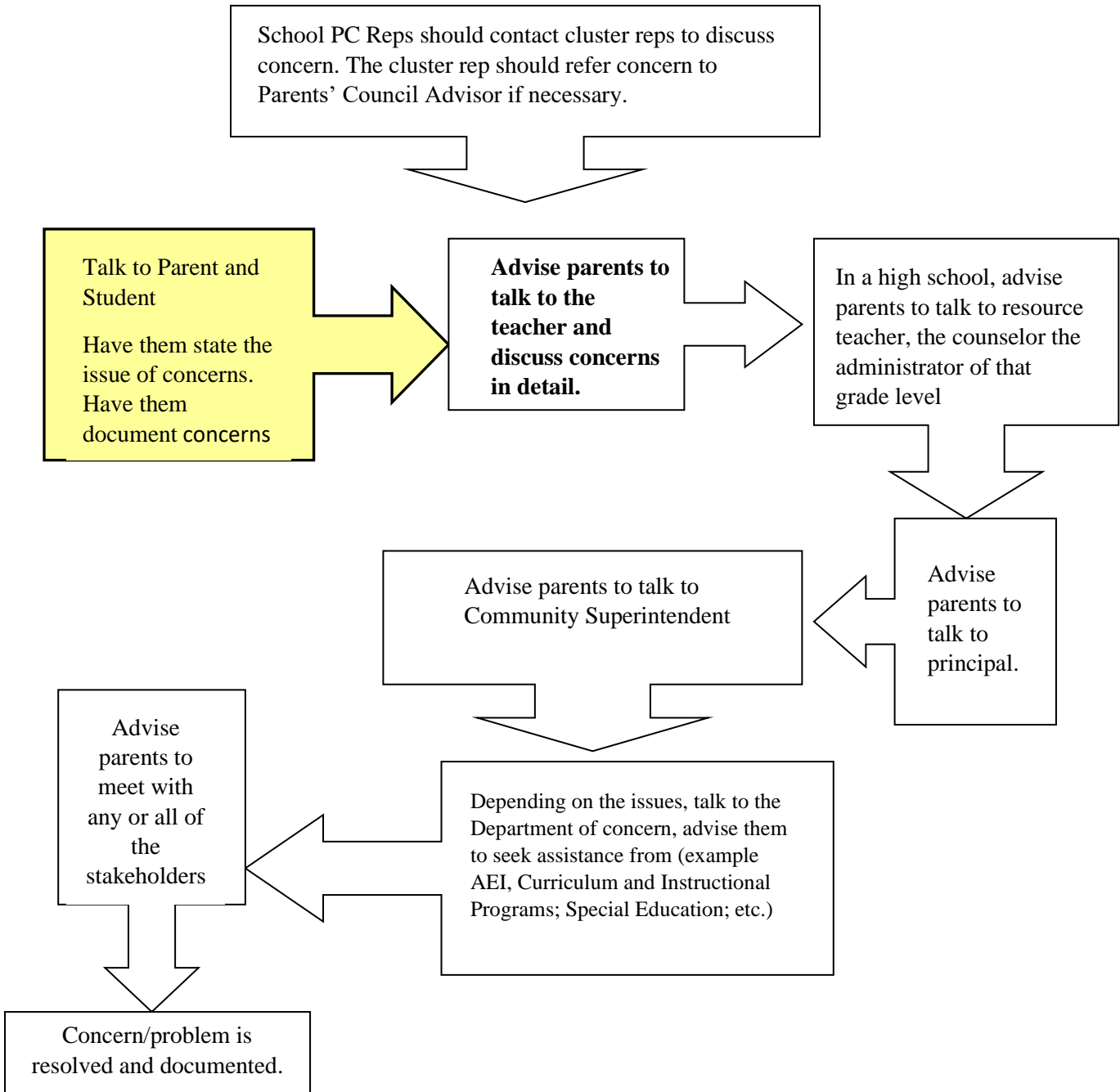
To help students achieve success. You can advocate for students, meet the administration, develop partnerships with other organizations, and have fun.

**NAACP Parents' Council**  
**Addressing Parent Concerns**

**NOTE - This document is not a part the MCPS Process for addressing concerns. It was designed and recommended by the Parents' Council in support of Parents as a first step to resolving and addressing concerns. An attempt should first be made to resolve issues/concerns at the local school through an informal process as outlined below.**

**A more formal process should be utilized only when the issue/concern cannot be resolved at the school or lower administrative level. Please refer to Regulation KLA-RA for the procedure, and utilize the form at the link - [www.montgomeryschoolsmd.org/departments/forms/pdf/270-8.pdf](http://www.montgomeryschoolsmd.org/departments/forms/pdf/270-8.pdf) - to lodge a formal complaint**

*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.*



## 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**.

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