

**Montgomery County Council
of
Parent Teacher Associations**

**BOARD OF DIRECTORS
MEMBER'S GUIDEBOOK**

2011-2012

The Handbook for MCCPTA Board of Directors Members is prepared to provide guidance and information to members, in amplification of the MCCPTA Bylaws.

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Please note the MCCPTA office will be moving to a new location in the Fall of 2012. Please check the website for more information as it becomes available.

**Hours of Operation – 9:30 am – 1:30 pm Monday – Friday (School Year)
10 am – 12 pm Tuesday and Thursday (Summer)**

HANDBOOK FOR MCCPTA BOARD OF DIRECTORS

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The MCCPTA Board of Directors

The Board of Directors of the Montgomery County Council of Parent-Teacher Associations (MCCPTA) is made up of the elected officers, committee chairmen, area vice presidents, and cluster coordinators, immediate past president of MCCPTA, and any member of the Maryland PTA or National PTA Boards of Directors from Montgomery County. The elected officers are President, Vice President for Educational Issues, Vice President for Administration, Vice President for Programs, Vice President of Legislation, Recording Secretary–Board of Directors, Recording Secretary- Delegate Assembly, and Treasurer.

A number of groups designate representatives to MCCPTA. These liaison persons receive regular MCCPTA mailings and may attend meetings and participate in discussions, but have no vote. According to MCCPTA Bylaws, regular meetings of the Board of Directors are open to members or member PTAs.

Selection of Board of Directors Members

MCCPTA Officers are elected at the April Delegate Assembly which is the Annual Business Meeting, as provided in the MCCPTA Bylaws. Area Vice Presidents and Cluster Coordinators are elected by PTA presidents and delegates of the areas and clusters. Officers are installed at the annual Presidents and Principals Dinner in May and assume office immediately upon installation with the exception of the Treasurer who assumes office on July 1.

Chairs of all standing committees are elected by the Executive Committee (officers) with the exception of the nominating committee which shall elect its own chair at its first meeting.

Vote Allocation of Board of Directors Members At Delegate Assemblies and Board of Directors Meetings

Each member of the Board of Directors, as provided in the bylaws, has one vote at a Board of Directors Meeting and Delegate Assembly. No individual may cast more than one vote regardless of positions held. In the event a committee has Co-chairs, the committee shall be entitled to one vote. Alternates may be designated for representation at the Delegate Assembly, but not at the Board of Directors Meetings.

Each Board of Directors member will receive all information provided by the MCCPTA Office to Board of Directors members; each person will have the services of the MCCPTA Office, as outlined, and each person will be expected to be knowledgeable about the work of the executive board as stated in this handbook, attend meetings regularly, and be familiar with MCCPTA bylaws as published in the Directory.

Board of Directors Meetings

The Board of Directors meets once a month, usually on the first Thursday of the month. Meetings are usually held at the Carver Education Services Center, 850 Hungerford Drive, Rockville, and start at 7:30 p.m. As provided in the Bylaws, a majority of the Board of Directors members constitute a quorum.

The first Thursday of the month is also the deadline for the submission of material to The President's Letter.

Record of the Meeting

The Recording Secretaries take minutes of the meetings which become part of the record of MCCPTA at the MCCPTA office, and are available for public inspection during MCCPTA office hours. The Recording Secretary carries the minutes of the preceding year to Board of Directors and Delegate Assembly meetings. The minutes include a list of Board of Directors members present and a list of other persons present.

Copies of the minutes of the preceding meeting are mailed to Board of Directors members with the agenda for the next meeting. Approved minutes are placed on the MCCPTA website.

MCCPTA Positions

MCCPTA actions related to current education issues are typically presented in resolution form which establishes the MCCPTA position on the issue. The essence of this position is usually conveyed to the appropriate official through a letter from the MCCPTA President, although a resolution may provide for an alternative means of presenting an MCCPTA position. Resolutions usually originate with the Board of Directors member under whose purview the issue falls, but resolutions can originate with and may be presented by any MCCPTA Delegate or Board of Directors member.

Whenever possible, draft copies of a resolution should be circulated to Board of Directors members in the Board of Directors mailing. MCCPTA positions are normally adopted by the Board of Directors prior to submission to the Delegate Assembly. The resolution as adopted by the Board of Directors is circulated to the Delegate Assembly participants in the Delegates mailing. Positions are represented as reflecting the vote of the Board of Directors or the Delegate Assembly.

Items of Information and Action

Many topics come before the Board of Directors as items of information rather than resolutions. These may be orally presented or written. Written information may be distributed in the Board of Directors mailing or available at the sign-in table at a meeting. Items of information include Officers' Reports and presentations by Committee Chairpersons, Cluster Coordinators, MCPS staff persons, outside agency persons, or citizens. Resolutions or motions may be adopted on the floor as a result of an item of information, in accordance with Robert's Rules of Order Newly Revised.

Annual Meetings with Board of Education

All Board of Directors members are expected to attend the MCCPTA annual meetings with the Board of Education. Opportunity to address the Board informally will be provided through an agenda developed prior to the meeting. A meeting date is TBD.

MCCPTA Budget

The MCCPTA budget for the following year is proposed by the Treasurer, reviewed by the President, Vice President for Educational Issues, Vice President for Administration, the Vice President for Programs, and the Vice President for Legislation submitted at the September Board of Directors meeting, and adopted at the September Delegate Assembly. This budget that determines the level of expenditures allowed Board of Directors members during their term in office. The budget regularly includes some money to cover the work of committees. Chairmen include an estimate of expenditures as part of their work plans to be approved by the Board of Directors. The Board of Directors votes upon this estimate as part of the Approval of Work plans. As expenses occur, Chairpersons submit vouchers signed by the appropriate Executive Committee member to the Treasurer for reimbursement. Board of Directors members planning an initiative involving more than ordinary expenses should prepare a proposal describing the initiative for presentation to the Treasurer and the Board of Directors so that the project can be included as a line item in the budget. All outstanding vouchers for the current year should be submitted by July 1.

Responsibilities of Board of Directors Members

The activities of Officers are prescribed in MCCPTA Bylaws and in this Guidebook, while the activities of committee chairmen are developed annually as work plans. In addition to the prescribed activities, each Board of Directors member is expected to do the following:

- keep the Board of Directors informed of activities.
- initiate contacts with other members of the Board of Directors and with cooperating agencies and organizations.
- help local units when called upon.
- contact the comparable member of the Maryland PTA Board of Directors.
- serve on special committees as asked or assigned.
- - help with the "chores of MCCPTA".
- - participate in meetings and activities of MCCPTA.
- - be a member of a local PTA in good standing with Maryland PTA.

In addition, MCCPTA Board of Directors members are expected to be knowledgeable about:

- current issues in education at the school, county, state and national level.
- the organization, the function, and the decision making procedures in MCPS and the policies established by the Board of Education.
- current PTA policies at the county, state and national level.
- the organization, the function, and the decision making procedures in MCCPTA.
- MCCPTA Bylaws and Robert's Rules of Order Newly Revised.

This knowledge is derived from:

- previous and on-going experiences.
- continued involvement at the local PTA level.
- participation in MCCPTA Board of Directors meetings.
- attendance at MCCPTA Delegate Assemblies
- attendance at annual MCCPTA meetings with the Board of Education.
- attendance at Montgomery County Council Hearings and Education Committee meetings.
- carrying out the duties of an officer or the work plans of a committee.
- reading a daily newspaper, local newspaper, and all information provided by MCCPTA for each Board of Directors member.
- suggested attendance at the annual Presidents and Principals Dinner.
- suggested attendance at MCPS Board of Education meetings.
- suggested attendance at the state PTA Summer Conference and the Convention.
- suggested attendance at the National PTA Convention.

Information and Services Provided to Board of Directors Members

Sources of information provided by MCCPTA for each Board of Directors member include:

- the MCCPTA Directory (Blue Book) including Bylaws, published annually.
- the MCCPTA Guidebooks for Local Officers, distributed at the May workshop, or ponied shortly thereafter.
- the MCCPTA Board of Directors Handbook, distributed each summer.
- the Board of Directors mailing which includes minutes of the preceding meeting, the agenda for the next meeting, and drafts of proposed resolutions.
- the Delegates' mailing preceding the Delegate Assembly, which includes the President's Letter and any additional flyers and/or inserts.
- Budget Alerts and information items related to education issues.
- MCCPTA website, Board of Directors list serve, Delegate list serve, the Bulletin list serve.

Assistance of the MCCPTA Office Manager available to Board of Directors members:

- answers to general PTA information requests.
- forwards mail received by the office through the pony.
- accepts telephone messages relative to MCCPTA activities.
- copies and mails as described in the MCCPTA Office Section of the Handbook.
- orders supplies.
- helps access PTA resources including publications, video tapes, etc. and Guidebooks, National PTA catalogs, etc.

Information housed in the MCCPTA Office available to members include:

- MCCPTA records including meeting minutes and Treasurer's reports.
- MCCPTA Committee Work plans and End-of-year Reports.
- Local PTA membership records.
- back issues of Spotlight and the Maryland PTA Bulletin.
- National PTA periodicals including PTA Today, Annual Resources for PTAs.
- National PTA publications.
- MCCPTA Guidebooks, MCCPTA Directory, Maryland PTA generic Form for Bylaws.

MCCPTA_Board E-list Guidelines and Important Information

January 9, 2006

Modified April 7, 2006 - name change to Board of Directors from Executive Board

Modified Oct. 6, 2007 - title change due to formation of subcommittee

Last modified March 11, 2009

As a result of the action taken at the MCCPTA Executive Board meeting held on Jan. 5, 2006, the following will take effect immediately:

The Board e-list will be set so that a reply goes to the sender of the message. In order for a reply to go to the entire list, the responder must either use the “reply all” option on their email utility, or enter the list address separately. The list address is MCCPTA_Board@yahoo.com. People who read the list on the group website will have to take the extra step of creating a new message, since the reply function there with this group setting appears to not allow the option of multiple recipients.

The Board e-list was set up to replace and improve upon the functionality of the previously used email distribution list. It is meant to enhance communication among the Board of Directors members in part by allowing discussion of issues between meetings, thus facilitating efficiency at the meetings.

One function of the Board of Directors is to serve our constituency by being as factual and concise with action items as is possible. We have an obligation to bring to our Delegates information that is accurate and ready for action, so as to not waste their time at Delegates Assemblies. In order to do this, we will at times need to discuss, and sometimes disagree, among ourselves as to what information is factual, what information is necessary and what action or actions are necessary. There will be times that we will seek input from those outside our list for their knowledge; Cluster Coordinators and Area Vice-Presidents are on the Board of Directors and often seek input or bring input from their local PTAs. However, we, as the Board of Directors, need to decide when sharing information is appropriate based upon where we are in the process. We strive to have "discussion and analysis" of a topic so that we can become knowledgeable about it and see what further information we need in order to be complete in our presentations to the Delegates. During this period, we will ask that the information not be forwarded to non-Board of Directors members until we have reached a consensus on the proposed action or feel that the information is complete enough to be shared.

With this in mind, messages on this list, containing the phrase “for Board of Directors use only” or its close equivalent, are prohibited from being forwarded in totality or summary to other email lists or persons not on the Board of Directors. Messages not containing such a phrase may be forwarded without requesting permission. If a person is found to be in violation of this forwarding prohibition, they will be sent an email from the e-list moderator, warning them of their violation, with a copy to the MCCPTA President. Upon a second violation by the same person, they will be removed from the Board of Directors E-list.

E-lists Moderator

elistsmod@mccpta.com

MCCPTA E-lists Usage Information for Members of the Board of Directors

June 2006

Most recent update March 11, 2009

It is important that the members of the Board understand the different e-lists we maintain and how to use them for the best results. One of the most important principles to keep in mind is that too much email will cause people to drop off the e-lists, which is an undesirable outcome. We want to be able to reach as many people and PTAs as possible, so it is important to stop and think before sending out a post.

MCCPTA Bulletin reaches the most people of all the lists.

- It has the largest number of readers, partly because people dropped off MCCPTA_Delegates due to the large volume of email, and partly because if people choose one e-list to read, it is MCCPTA_Bulletin.
- If your post is an announcement – of a meeting, election results, final versions of passed resolutions, etc., then it belongs on MCCPTA_Bulletin.
- If you are requesting information, such as names of people to be testifying, and there is no need for discussion, it too belongs on MCCPTA_Bulletin.
- If you are announcing the results of a committee meeting, or the latest results of the work of a committee, and again are not expecting discussion, then it should go to MCCPTA_Bulletin.
- If you are looking to collect feedback, or conducting a survey without discussion, send it MCCPTA_Bulletin.
- If you have a draft resolution to be presented at a future DA, you might want to consider posting it on MCCPTA_Bulletin, then taking the discussion to MCCPTA_Delegates. Your post can include that suggestion, to stimulate discussion.

If you want discussion, then post to MCCPTA Delegates.

- If you are providing a link to a newspaper article, then it belongs on MCCPTA_Delegates.

Items for the MCCPTA_Presidents E-list are at the discretion of the MCCPTA President, and likewise, items for the MCCPTA_Treasurers E-list are at the discretion of the MCCPTA Treasurer.

- It is important to note that while almost every PTA/PTSA President is on the MCCPTA_Presidents E-list and almost every PTA/PTSA Treasurer is on the MCCPTA_Treasurers E-list, many of them are not on MCCPTA_Bulletin, so cross posting is not as much of an issue as it is for MCCPTA_Bulletin and MCCPTA_Delegates.
- That said, bear in mind that the purpose of the MCCPTA_Presidents and MCCPTA_Treasurers E-lists is for the MCCPTA President and Treasurer to communicate directly with the local Presidents and Treasurers.

All members of the Board of Directors are now on MCCPTA_Bulletin.

- Therefore, there is no longer a need to cross post on those e-lists. If your item is for just BOD members, then post it on MCCPTA_Board. Otherwise, send it to MCCPTA_Bulletin.

It is important to remember that we state in our documentation on the e-lists that there will be extremely minimal cross posting between MCCPTA_Delegates and MCCPTA_Bulletin, and I think we need to try our best to abide by that promise. Nothing will make people drop off the e-lists faster than an overabundance of emails. So, please think before you post! If you are unsure where something should go, do not hesitate to ask – the moderator is happy to help sort it out!

MCCPTA_Bulletin, MCCPTA_Treasurers and MCCPTA_Presidents are moderator post only e-lists. The moderators are delineated below. However, bear in mind they have many other responsibilities, and the e-lists are the moderator's primary role, so please ask the moderator first if you have something to post.

- MCCPTA_Presidents: MCCPTA President, E-lists Subcommittee Chair and others as designated by MCCPTA President
- MCCPTA_Treasurers: MCCPTA President, MCCPTA Treasurer, E-lists Subcommittee Chair and others as designated by MCCPTA President
- MCCPTA_Bulletin: MCCPTA President, E-lists Subcommittee Chair and others as designated by MCCPTA President

E-lists Moderator

elistsmod@mccpta.com

MCCPTA Elected Officers, Area Vice Presidents and Cluster Coordinators

The duties of County-wide Elected Officers and Cluster Coordinators as specified in the Bylaws have, in many cases, been modified by tradition to include a number of additional responsibilities.

- **President**

The President has over-all responsibility for the activities of the organization, is the official representative of the organization to other organizations and the public, and is the principal spokesperson for the organization, and presents the MCCPTA position on an issue. The President structures the issues considered by the organization through setting the agenda for the Executive Board and Delegate Assembly meetings. The President meets informally with an advisory group, consisting of the elected officers, to plan, develop and review the agenda and issues prior to presentation to the Board of Directors.

By tradition, he/she meets informally with the President of the MCPS Board of Education, the MCPS Superintendent of Schools and the Chair of the Montgomery County Council Education Committee. He/she attends school system or community meetings as invited, or sends a representative. He/she presents names of PTA members for consideration for membership on

school system committees as committees are formed or openings become available on committees. The President is a member of the Maryland PTA Board of Directors and attends three meetings annually with expenses paid by Maryland PTA. He/she endeavors to attend the annual National PTA Convention, with expenses paid by MCCPTA.

- **Vice President for Educational Issues**

The Vice President for Educational Issues has responsibility for the work of the standing committees and the special committees as designated in the organizational chart, works with the President to secure nominees for these positions, and insures that the Committee Chairpersons receive all information and publications which MCCPTA provides to Executive Board members. He/she drafts letters to standing committee Chairpersons and special committee members announcing their election and offering his/her assistance. These letters are typed by the Office Manager and sent over for the signature of the President.

The Vice President for Educational Issues and President assist Committee Chairpersons in the development of Work plans, as requested. Work plans are submitted to the Vice President for Educational Issues by July 31. The Vice President for Educational Issues supervises their preparation for distribution to the Board of Directors and handles the discussion of work plan approval at the August or September Executive Board meetings. Vouchers for chairmen's expenditures within the committee budget authorization are signed by the Vice President for Educational Issues.

The Vice President for Educational Issues encourages Chairpersons of issues committees to work together particularly when an issue is of interest to more than one committee, brings to Chairpersons' attention problems of which each should be aware, encourages all chairmen to communicate regularly with the Board of Directors and the Delegates. The Vice President for Educational Issues facilitates meetings and interaction between chairmen and appropriate MCPS staff or leaders of other community organizations or governmental bodies.

- **Vice President for Administration**

The Vice President for Administration has responsibility for the work of administrative committees as designated in the organizational chart as well as the Area Vice Presidents and Cluster Coordinators. The Vice President for Administration coordinates some of the interaction among MCCPTA Area Vice Presidents, Cluster Coordinators and local PTAs. The Vice President for Administration is also responsible for nominations for the MCCPTA Nominating Committee and for coordinating testimony assignments for hearings of the Board of Education and the County Council on the CIP and operating budget.

- **Vice President for Programs**

The Vice President for Programs coordinates MCCPTA Delegate Assemblies and has responsibility for the committees designated in the organizational chart. The Vice President for Programs handles arrangements for use of rooms with the appropriate MCPS staff member for all MCCPTA activities.

- **Vice President for Legislation**

The Vice President for Legislation has the responsibility of coordinating the legislative advocacy work of the committees that deal with policy and with school funding. The Vice President for Legislation will: encourage advocacy in legislative issues by all PTA members in Montgomery County; ensure that MCCPTA sustains year round efforts to promote our priorities involving the

CIP and the Operating Budget at both the County and State Level; establish MCCPTA as a consistent presence at hearings at the County Council, State Legislature, and State BOE; and develop more effective connections with other organizations in Montgomery County and with PTAs elsewhere in Maryland to help advance MCCPTA priorities.

- **Recording Secretary—BOD**

The Recording Secretary—BOD takes the minutes of the Board of Directors meetings and supervises their preparation for distribution. He/she oversees the maintenance of the permanent record of the actions and carries a record of recent actions to regular and special meetings. The Recording Secretary prepares the Highlights of the Board of Directors meeting for the web site and distribution on Bulletin. The Recording Secretary—BOD is responsible for overseeing the committees designated in the organizational chart.

- **Recording Secretary—DA**

The Recording Secretary—DA takes the minutes of the Delegates Assemblies and supervises their preparation for distribution. He/she oversees the maintenance of the permanent record of the actions and carries a record of recent actions to regular and special meetings. The Recording Secretary—DA distributes the minutes for the web site and on Bulletin. The Recording Secretary—DA is responsible for overseeing the committees designated in the organizational chart.

Both Secretaries handle the correspondence of the organization not otherwise provided for, and any correspondence as requested by the Board of Directors. This may include invitation, thank-you notes, congratulatory letters, and expressions of sympathy.

Invitations may be sent to participants in Delegate Assembly programs or guests of Board of Directors meetings or Delegate Assemblies, and the Secretaries may be asked to help with invitations to the Presidents and Principals Dinner. Thank-you notes are sent to participants in Delegate Assembly programs and others who help with MCCPTA activities. Congratulatory letters are sent to Board of Education members upon their election, and include an offer to work together during the coming year.

Expressions of sympathy traditionally include the following:

- a memorial in the form of an Honorary Life Membership in the Maryland PTA in the name of the deceased in the event of the death of a member of the Board of Directors, a spouse or a child, or a past-President of MCCPTA.
- a note or card in the event of the death of a parent of a member.
- flowers or a plant with a note in the event of serious illness or major surgery of a member.
- a note or card in the event of serious illness of a spouse.
- a book or a toy in the event of serious illness of a child.

- **Treasurer**

The Treasurer's duties are specified in the MCCPTA Bylaws. Board of Directors members need to know that the monthly Treasurer's Report includes the Year-to-Date Expenditures and the Budgeted Amount for each budget item, and thus provides a useful guideline for allowable remaining expenses.

The Treasurer serves on the MCCPTA Budget Committee, usually as Chairperson. This committee is responsible for the preparation of the MCCPTA budget for the year starting July 1 for

presentation to the August Board of Directors meeting and the September Delegate Assembly. Expenses for the following year need to be anticipated in time for inclusion in the budget.

- **Area Vice Presidents**

The Area Vice Presidents work with MCCPTA Cluster Coordinators to support local PTAs, to keep MCCPTA informed of local activities and issues, and to seek active involvement from local PTAs in the Montgomery County Council of PTAs.

Area Vice Presidents promote countywide perspectives on education and bring countywide information to the cluster coordinators, who, in turn, communicate regularly with PTA presidents. They will, when necessary, support the work of the cluster coordinators and PTA presidents in areas that may deal with access to the expertise and knowledge of MCPS staff, respond to questions or concerns regarding MCPS or MCCPTA initiatives, and will aid in the design of appropriate programs on education at the cluster level.

The Area Vice President will ensure that the local unit PTA executive committee lists reach the MCCPTA office for inclusion in the Bluebook and in the mailing list sent to Maryland PTA.

Ongoing Responsibilities:

- a. Hold monthly meetings with cluster coordinators.
- b. Meet with the area's Community Superintendent.
- c. Be familiar with the organization and functions of the MCPS in order to serve as "access facilitator" for cluster coordinators, the local PTAs and parents.
- d. Serve as a resource to cluster coordinators and local PTAs.
- e. Assist in establishing new PTAs.
- f. Work with local PTAs by reviewing bylaws, assisting PTAs experiencing organizational problems and installing officers.
- g. Participate in the parent involvement training sessions.
- h. Attend MCCPTA Board of Directors meetings and Delegate Assemblies.
- i. Communicate with MCCPTA elected officers especially the President and Vice President's regarding activities, concerns and issues.
- j. Submit articles for Spotlight.
- k. Monitor Board of Education meetings and County Council Education Committee meetings.
- l. Attend other meetings as requested.

- **Cluster Coordinators**

Cluster Coordinators monitor and coordinate the interests, concerns and actions of the PTAs of a high school and its feeder schools, and serve as a liaison to MCCPTA and MCPS. Cluster Coordinators contact the PTA President of each PTA within a cluster monthly, usually by phone. Cluster Coordinators maintain a close working relationship with the Area Vice Presidents.

Cluster Coordinators may organize meetings with the representatives of cluster PTAs. Cluster Coordinators may testify before the Board of Education budget hearings (both Operating and CIP) and should coordinate budget testimony before the County Council. Cluster Coordinators are expected to work as problem solvers, addressing problems and concerns before they reach crisis proportions. The MCCPTA Training Committee may be requested to provide additional training, resources, and support for the work of the cluster coordinators.

As a Board of Directors member, a Cluster Coordinator has all the responsibilities of a member listed on page three.

- **Guidelines for Cluster Coordinators**

Cluster Coordinators can work within their cluster in a variety of ways. They can bring to each cluster distinctive skills and attitudes, and they can set different goals and objectives for the coming year.

Each cluster should maintain its own identity and individuality; and the following guidelines have been established with the hope that they will be helpful to you in coordinating your cluster.

Ongoing Responsibilities:

1. Know the cluster by meeting on a regular basis with parents, PTAs, and principals in the cluster.
2. Attend PTA executive board meetings within the cluster.
3. With the local PTA leadership, meet with the principals of the cluster.
4. Hold monthly meetings with PTA presidents and cluster reps.
5. Attend monthly meetings with Area Vice Presidents
6. Attend monthly MCCPTA meetings – Board of Directors & Delegate Assembly.
7. Establish within the cluster a respect for PTA meeting nights:
 - Elementary Schools - 1st Tuesday
 - Middle schools - 2nd Tuesday
 - High Schools - 3rd Tuesday
 - MCCPTA Delegate Assembly - 4th Tuesday
8. Encourage PTAs to share information in each other's newsletters and use these same newsletters to share county information.
9. Be familiar with PTA policies and procedures.
10. Keep informed about MCPS policies and procedures, which are available in each school. Become familiar with the organization and functions of MCPS.
11. Establish within the cluster responsibility for operating and capital budget involvement.
12. Individual clusters should submit to the MCCPTA nominating committee by March 1, the names of any persons approved by the cluster for the position of cluster coordinator.

MCCPTA Committees

MCCPTA standing and special committees are created to plan and promote the work of the Council by:

- supporting the work of local PTAs,
- researching issues and presenting information about the findings to local PTAs and parents,
- identifying and studying issues to bring before MCCPTA,
- helping to develop an MCCPTA position on an issue, and
- working with the President to present the adopted MCCPTA position.

Committee chairs are proposed by the President and elected by the Executive Board.

MCCPTA COMMITTEE CHAIR EXPECTATIONS

1. Recruiting Committee Members:

Committee Chairs are expected to reach out to local PTAs through the e-list; the web site; the monthly President's letter and through announcements at Delegates Assembly in order to encourage participation in their committee. Chairs should actively recruit members from local PTAs to ensure representation from our diverse clusters as well as to ensure that more parents are involved in the work of MCCPTA at the county level. We want to communicate to all PTA members that they are welcome to become more active participants in MCCPTA's advocacy. Building an active committee also facilitates transitions in future leadership.

Committee Chairs should participate in the Committee Fair to be held at the September Delegate Assembly. You should bring (or arrange for the MCCPTA office assistant to prepare) copies of your work plan and contact information to distribute to interested delegates at the assembly.

Committee Chairs should strive to have representation from the elementary, middle and high school levels on the Committee. Chairs are encouraged to publish the names of Committee members who are willing to represent the various school levels so that interested delegates have another point of contact. For example, a delegate with a question about the PE curriculum in elementary school could speak to the Committee Chair and the elementary school representative on the Curriculum Committee.

2. Holding Open and Well Publicized Meetings:

Each Committee should hold at least two open meetings (fall and spring) per year to welcome new members, discuss issues of common concern and brainstorm advocacy strategies. Bringing together parents from across the County who share an interest in a particular issue is a powerful advocacy effort. Meetings should be publicized well in advance on the e-list, through the President's letter, at Delegate Assemblies and listed on the MCCPTA web site's calendar. Many committees also develop internal e-mail lists or other electronic links to facilitate their work and interaction among committee members.

3. Furthering the MCCPTA Advocacy Priorities:

To the greatest extent possible, each Committee Chair should develop the Committee's work plan in alignment with the MCCPTA Advocacy Priorities as set by the delegates.

It is critical for all MCCPTA committees to live up to our commitment to be representative in our work. When we represent the local PTAs on particular issues with MCPS or the Board of Education, it is essential that the issues and concerns we raise are truly global concerns. The challenge is how to determine that we are adequately representing the priorities of the county in our work. Being guided by the advocacy priorities helps to ensure that the issues we address reflect broadly held concerns. In addition, committee members should be encouraged to bring their diverse points of view and experiences to the table in order to influence the committee's goals. Finally, communication and review of committee work by the Board of Directors can help offer perspective on the areas being considered by each committee.

4. Submit a Work Plan and Budget Request:

Each Committee should submit a workplan and budget request to the Board of Directors at the August meeting; if a chair needs more time to develop their plan he/she can request an extension until the September meeting. The Executive Committee plans to schedule meetings with selected committees in August and September to discuss your work plan in more detail—you will be notified by your responsible officer. Work plans can be modified as the year evolves and the committee identifies new issues requiring attention/action.

5. Regular Communication with the responsible MCCPTA Officer; Board of Directors and Delegates

Committee chairs should provide a BRIEF monthly update regarding their committee's work in advance of each Board of Directors meeting to their responsible MCCPTA officer or to the President or to the MCCPTA office. These updates can then also be posted on the e-list, web site, and included in the delegates' packets. Communication is critical. Updates should include dates of any upcoming committee meetings. Updates should also summarize issues the committee is researching and action that the committee is pursuing. As appropriate, committee chairs will also be asked to provide oral presentations to the Board of Directors and/or the delegates to ensure that the community is aware of MCCPTA's work on issues and to extend the opportunity for parents to become more involved in ongoing efforts. Your responsible officer should be aware of any meetings you have with MCPS, the BOE, or the County Council.

6. Seek Advance Approval for Public Position Statements

It is imperative that no written correspondence purporting to take a position on behalf of or representing MCCPTA go out from any committee without prior review and approval by the Officers, at a minimum, and a vote of the Board of Directors and/or delegates where appropriate. This applies to positions offered before MCPS, the Board of Education, the Council, the media or any other institution. Obviously routine correspondence such scheduling meetings or asking for information does not require prior review, only those documents which are designed to state a position or offer testimony on behalf of MCCPTA.

Generally committees do not offer separate testimony during the annual Operating and Capital Budget testimony before the BOE and County Council. Any specific concerns should be offered as part of the overall MCCPTA testimony. Any other testimony, such as during the BOE's twice monthly public comment period, must be approved by the officers, and/or BOD, and/or Delegates—as time allows. You should plan ahead to the maximum extent possible so that authority to testify can come from the delegates if time allows. In your testimony and written positions you should be careful to state whether you are speaking on behalf of the MCCPTA Board of Directors or on behalf of MCCPTA (approved by the delegates or based on resolution adopted by the delegates).

7. Review relevant MCPS Initiatives and Operating Budget for impact on the committee's work

As we prepare for the MCPS Operating Budget forum in the fall and then review the Superintendent's proposed budget later in the year, we will ask you to look carefully at those parts of the budget that affect the work of your committee. We will ask you to help advise MCCPTA as to whether MCPS is providing adequate funding and/or whether their funding priorities make sense to our constituents. You may be asked to provide language to include in the MCCPTA testimony.

8. Suggest and assist in developing programs related to the committee's area of expertise

At many monthly Delegate Assembly meetings, MCCPTA offers a program on a topic of concern to the school community. Examples include teen driving; the development of the strategic plan for special education etc.. If there is a new school-based initiative in your substantive area or if your committee feels that an issue or concern (such as parent involvement or bully/gang violence) needs to be addressed with the entire organization, then we ask you as Committee chair to work with the Vice President for Programs to assist in developing an appropriate program.

9. Follow up on requests for information or resolutions proposed by delegates

When MCCPTA delegates request information about an issue that falls within the scope of your committee's work, we ask that you or a member of your committee, undertake the necessary investigation to provide a response. Similarly, if a resolution is made that falls within your committee's area of expertise, and time permits, we will ask your committee to debate the resolution and bring a recommendation back to the delegates for their consideration prior to voting.

10. Provide content for the MCCPTA Web site and be a resource for MCCPTA members

Most committee chairs will be asked to investigate and gather info to provide content for our web site. Many committee members have extensive knowledge of how things work within the school system that many MCCPTA members would find useful. Members may call you for general information and MCPS contacts.

MCCPTA Committee Work Plan

Committee _____

Chair(s) _____

(address) _____

(phone/fax/e-mail) _____

Committee Members (use reverse side if more space is needed)

Name _____

Address _____

Phone/fax/email _____

List of other people (within MCPS, government organizations, community groups) that your committee routinely interacts with.

Vision

How does the work of your committee support the objects and mission of PTA and the focus of MCCPTA?

Goals

Give a summary statement of your committee's goals for this year. Consider how you will identify attainment.

Action Steps

What does your committee plan to do to achieve these goals? Include plans for meetings, mailings, etc., interaction with other MCCPTA committees, MCPS staff you may work with and in what capacity, other county, state or federal agencies, organizations you may contact as part of your action plan.

List of Information you are going to collect/compile for the MCCPTA web site.

Expenses

Include costs of mailings, copying, supplies, awards, etc.

MCCPTA Committee Report

DATE: COMMITTEE:

CURRENT ACTIVITIES:

FUTURE ACTIVITIES:

SCHEDULED MEETING DATES:

ARTICLE: _____ YES (COPY ATTACHED)
 _____ NO

CONTACTS/CORRESPONDENCE:

ISSUES FOR DISCUSSION BY MCCPTA BOARD OF DIRECTORS;

FOLLOW UP:

AGENDA TIME NEEDED _____ NO _____ YES MEETING DATE:

ADDITIONAL INFORMATION:

SUBMITTED BY: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS _____

Interpreting an Issue to Parents

- **Spotlight** – Spotlight is a feature on our web site. Items featuring the work of your committee, local PTA achievements and programs, and other areas of interest will be posted on our web site.
- **MCCPTA Web Site** - Chairpersons should maintain current information about the work of their committees on the MCCPTA web site along with the suggestions that it be reproduced and included in each PTA newsletter or local unit web-site. Our web site is www.mccpta.com. Committees should also be compiling information parents and PTA may find useful, perhaps in the form of Frequently Asked Questions (FAQs), that can be posted on the MCCPTA web site.
- **Delegate Assembly** - Occasionally there may be an interest in having a Delegate Assembly that focuses on a Committee's area of interest. The Chairperson works with the President and 3rd Vice President to develop a program with speakers who can best present the topic to Delegates. The publicity for Delegate Assemblies should be prepared for the Delegates' mailing and a press release should be developed to be issued by the Public Relations Chair.
- **Report** - In some cases the background information developed by a committee in formulating an MCCPTA position will be a sufficiently important document to warrant publication as a report with a cover for distribution to PTAs, relevant MCPS staff persons, and possibly the public. Typing and duplication will be done by the MCCPTA Office (time permitting), with scheduling handled through the MCCPTA Office Committee Chairman.

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Identification of Position Items

While Operating Budget and Legislation Committees annually bring issues before the MCCPTA Board of Directors and Delegate Assembly for MCCPTA position adoption, other Chairmen do so only when there is an issue within their area of concern for which an MCCPTA position needs to be developed.

If the Board of Education is considering an issue within the Chair's purview, the Chair will handle the issue development and presentation. Chairs note concerns of PTAs and monitor the pulse of the community related to their purview area for issues that should be brought before the MCCPTA Board of Directors. Often, the President identifies an issue and asks the Chairs within whose domain it falls to handle the position development process.

Occasionally a local PTA will ask that MCCPTA investigate an issue, or an individual may come to MCCPTA expressing a concern. The issue may be assigned to an existing Committee Chair, or an ad hoc committee may be appointed to consider the issue.

Development of an MCCPTA Position

Presentation of an issue usually includes both background information and, if appropriate, a recommended MCCPTA position, which is offered to the Board of Directors as a resolution. Motions are considered by the MCCPTA Board of Directors prior to submission to the Delegate Assembly; occasionally time constraints make consideration by both bodies impossible.

If time permits, the topic is announced as an agenda item and the background information and proposed resolution included in Board of Directors mailing. If the item becomes pertinent too late for the mailing, information should be prepared for handout distribution to the Board of Directors at the sign-in table so that members can review the material prior to its consideration.

At the appropriate time in the meeting, the Committee Chair summarizes the background information and presents a proposed MCCPTA position in motion form which, coming from a committee, does not require a second. Debate on the motion is conducted by the President, with the Chair serving as a resource person for questions from the floor. The amendment and voting process is also conducted by the President.

The Board of Directors may take a position when there is not time to take an issue to the Delegate Assembly for approval.

MCCPTA Procedures for Resolutions

In order to assure a consistent, fair, and effective process for bringing resolutions to the MCCPTA delegates, the following procedures will be used.

The maker of a resolution (local PTA, individual delegate, or MCCPTA committee will submit the resolution in writing (by email, fax, regular mail) to the MCCPTA office. The resolution will be reviewed by the appropriate MCCPTA committee before the next Board of Directors meeting and, then, reported to the Board of Directors with a recommendation for further action. If the resolution needs further research or additional materials, the committee could request additional time to work with the maker of the resolution. If the resolution is already addressed by PTA positions and resolutions (from MCCPTA, Maryland PTA, or National PTA) or is contrary to the Objects and Mission of PTA, the committee could recommend that the resolution not be sent to the delegates. If the committee recommends that the resolution be brought to the delegates, the Board of Directors can refer it to the next delegate assembly for consideration. A resolution presented at a delegate assembly would not be voted on until the next delegate assembly so that the local PTAs could consider the issue and instruct the delegates.

Delegates may amend or refer any resolution back to the Board of Directors for further work. A delegate may propose a resolution from the floor at a delegate assembly, and that resolution will be referred to the Board of Directors for review.

If an issue is deemed time-sensitive or an emergency, the MCCPTA committee reviewing the resolution can request that the delegates receive the resolution immediately without taking it through the Board of Directors. The delegates would be able to consider and vote on the resolution at the delegate assembly that month as long as five-days notice had been given. The delegates

would have to move to declare it an emergency resolution, and it would take a two-thirds vote of the delegates to agree to consider it. Adoption of the emergency resolution would be by a majority vote. If two-thirds of the delegates present agree to consider the resolution, it may be addressed immediately.

Announcing an MCCPTA Position

- **Letter to Appropriate Official** - An MCCPTA position is usually conveyed by a letter from the President to the appropriate official, sometimes with copies to related officials.
- **Board of Directors Highlights** - All approved MCCPTA motions and resolutions will be distributed on the list serves after the meeting. Full copies of motions including the background information are filed with the minutes of the meeting and are available at the MCCPTA office.
- **Testimony** - An MCCPTA position may be presented as testimony at a Board of Education or County Council public hearing, or at a meeting of a committee at which testimony is appropriate

Testimony that represents an MCCPTA position is usually presented by the President. Conversely, the President's testimony is based on MCCPTA positions developed for this purpose.

- **Board of Education Public Comments** - An MCCPTA position may be briefly presented before the Board of Education during the public comments time that is a scheduled part of the two monthly business meetings.
- **Press Release** - An MCCPTA position may be presented in press release form and submitted to area newspapers. The President works with the Public Relations Chair to develop and submit a press release.
- **Letter to the Editor** - An MCCPTA position along with summarized background information may be submitted to area newspapers as a Letter to the Editor from the MCCPTA President. While any citizen can submit a letter to the editor as an individual, letters that include the MCCPTA position title or office as part of the signature should be checked with the President before submission.

Representing MCCPTA And Parents

Committee Chairmen often meet informally with staff persons who are their issue counterparts in MCPS. Upon appointment of a chairman, the MCCPTA President sends a letter drafted by the Vice President for Educational Issues to the appropriate staff person announcing the appointment and offering assistance. If there is an appropriate MCPS or Montgomery County committee with community representation, the President requests that the Chairman be appointed to the committee or be allowed to attend as a visitor. The Chairman may also represent MCCPTA on other county and community groups which focus on the Chairman's area of expertise.

Occasionally MCPS or Montgomery County committees are formed which request community representation. The MCCPTA President submits names which may include a Committee Chairman for consideration in the selection of committee membership.

MCCPTA appointees who are representing MCCPTA on a committee or taskforce present the views of the organization to the best of their ability and should communicate regularly to the Vice President for Educational Issues and the Board of Directors about the work of the committee or taskforce.

If an MCCPTA position is necessary, the Vice President for Educational Issues will schedule a report from the representative for the next Board of Directors meeting. The representative(s) should present to the MCCPTA Board of Directors his or her recommendations in resolution form in time to meet the public comment date.

Using The MCCPTA Office

The MCCPTA office is located at 2096 Gaither Road, Suite 204, Rockville, MD 20850. Communications can be sent to this office, either by mail, by PONY or by FAX (301-208-2003). The office is open 10a.m. to 2p.m. Monday through Friday, September through June. When the office is closed, telephone messages are taken by the office answering machine, and the telephone call is returned the next time the office is open. During the summer (July and August) the office is open Wednesdays from 10 am - 2 pm.

- **The Office Committee** - The Office Committee includes the Office Committee Chair, the MCCPTA President, Vice President for Educational Issues, and the Treasurer. The Committee oversees the office and the staff. Typing, duplicating and mailing during heavy workloads is scheduled through the Office Committee; all requests for office duplicating work are to be cleared through the President.

The Office Committee recommends an office budget annually to the MCCPTA Budget Committee, and is responsible for major office purchases. The Office Committee sets personnel policies as the need arises, and is responsible for hiring and dismissal of any paid office staff.

- **Typing and Duplicating** - Typing and duplicating needed by Board of Directors members can be handled by the Office Manager, provided enough lead time is given. Requests for services are cleared through the President, but every effort is made to accommodate jobs with sufficient advance notice, and Board of Directors members are urged to make use of the services of the MCCPTA Office to minimize expenses in obtaining copies of material for distribution. Once authorization has been given, the Office Manager will handle requests in the order received, except for the President's material which takes precedence.

As far as practical, all duplicating is to be done in the MCCPTA office, not by an outside source. All supplies such as paper, envelopes, file covers and nametags should be obtained from the office. Pony envelopes are also obtained through the office, and surplus envelopes should be returned to the office for reuse.

- **Mailings** - Regular mailings go out from the office every month. The mailing to Board of Directors members includes the minutes of the preceding meeting, agenda for the next meeting and any material to be considered in advance of that meeting. This mailing is limited to five

pieces of paper because it goes by first class mail. In addition, any supplemental materials are sent by pony.

Committee Chairs and other Board of Directors members may send additional mailings with the regularly scheduled mailings as outlined above. Members of the MCCPTA Board of Directors are encouraged to use the MCCPTA office to hold meetings to do committee work.

- **Lead Time Requirements** - Lead time requirements for materials to be included in a mailing or distributed at a meeting are:
 - President's Letter** – Material to be included in letter should be received 3 days prior to the 15th of each month.
 - BOD Mailing** – Mailing goes out the last week of the month. Material to be included in this mailing should be received 1 day prior to mailing.
 - Meetings** (ie: Delegates Assemblies, BOD meetings, training sessions) – Time needed to copy materials in preparation for meetings should be coordinated with the Office Manager.

- **Material to be typed** - should be in the office one to two weeks before deadline, depending on the length. Anything longer than a few pages may require assistance from a committee member.

- **MCCPTA Master Calendar** - the MCCPTA Office Manager maintains a master calendar for MCCPTA activities. All dates of meetings are to be given to the Office Manager as soon as known so they may be recorded on the master calendar.