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The Montgomery County Council of Parent-Teacher Associations

www.mccpta.com

February/March 2011

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The Operating Budget Discussion Continues...

In a nutshell, the Board of Education has approved a \$2.2 billion operating budget which is in line with the state "Maintenance of Effort" law. The Maintenance of Effort law requires that counties maintain the same per student level of funding. With the continued student population growth in Montgomery County, this has resulted in an increase of \$82 million over last year's budget. The budget will now be reviewed by our County Executive who will make his own recommendation to the County Council on the level of funding. At this point, County Council members are publicly stating that they will not support the proposed level of funding. Note that if Maintenance of Effort is not met, the state will withhold funding of approximately \$22 million.

Additionally, the County Council adopted Spending Affordability Guidelines (SAG) a few weeks ago. If the Council approves an operating budget at this adopted SAG, MCPS may have to make reductions of \$152 million. By now, you have seen the Potential Budget Reductions list which totals \$48 million.

Feeling Helpless? – Don't!

We all are education advocates as well as county residents and we can make an impact. While we await the County Executive's proposed budget, get organized!

- Reach out to your school staff and learn exactly what the Potential Budget Reductions mean to your school.
- Communicate to your parents (and students) how budget cuts will affect education. Focus on classroom supports and class size.
- Start recruiting parents, students, and other concerned community members who will write letters/emails to the County Council, testify on behalf of your school, attend hearings in support of educational funding, etc.
- Share your efforts on our Delegates Elist to help others plan and advocate.
- Keep our MCCPTA Operating Budget Priorities in mind as you advocate. Having a similar message from across the county will help.

January and February Delegates Assemblies of 2010-2011

In January, our delegates passed the resolution *Edible Gardens on School Grounds*. In February, our delegates passed amendments to our MCCPTA bylaws. Also, the resolution *Maryland High School Students being Eligible for In-State Tuition at Maryland Public Colleges and Universities* was introduced and will be discussed and voted on at the March Delegates Assembly.

Next Delegates Assembly: Tues, Mar 22, 7:30pm

Program at 6:30pm: The MCPS Teacher Evaluation Process: *Peer Assistance and Review (PAR) Program*, presented by Doug Prouty, President, Montgomery County Education

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MCCPTA Committee and Sub-Committee Chairpersons 2010-2011

STANDING COMMITTEES

Bylaws/Standing Rules	Andrea Bernardo	andreaqbernardo@comcast.net
Capital Improvement Program	Steve Augustino	sauggiedog@comcast.net
Curriculum/Education	Kathy Boehlert	skboehlert@msn.com
Curriculum/Education	Ted Willard	twillard@aaas.org
Grading & Reporting Sub-Comm	<i>OPEN</i>	
Technology Sub-Committee	<i>OPEN</i>	
Health/Safety	Donna Pfeiffer	donnapfeiffer@gmail.com
Health/Safety	Susan Burkinshaw	susan.burkinshaw@verizon.net
Membership	Janette Gilman	janettegilman@verizon.net
Community Outreach/Parent		
Involvement Sub-Committee	Elisia George	ekjgsha@gmail.com
Operating Budget	Pam Moomau	Pammoomau@gmail.com
School Support	Jeannie Dillingham	jeannie_616@msn.com
Downcounty Consortium Sub-Comm	Mary Abe	abe_mary@yahoo.com
Guidance & Counseling Sub-Comm	Jeannie Dillingham	jeannie_616@msn.com
High School Sub-Committee	Dave Lechner	dave@lechneronline.com
Middle School Sub-Committee	<i>OPEN</i>	
Student Service Learning Sub-Comm	Debra Lang	debolang@yahoo.com
Special Instruction	Joy Burdin	triplejand@yahoo.com
ESOL Sub-Committee	Joy Burdin	triplejand@yahoo.com
Gifted Child Sub-Committee	Michelle Gluck	Gluck.michelle@yahoo.com
Special Education Sub-Committee	Jeanne Taylor	frtjmt@aol.com

ADMINISTRATIVE COMMITTEES

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Cultural Arts	Priscilla Peterson	prisfp@verizon.net
Finance - Point of Contact	Jaimie Jacobson	teamjake1@verizon.net
Legislative	Patrick Dunn	patrickdunn65@yahoo.com
Legislative	Charles Duffy	chduffy@msn.com
E-Lists/Spotlight	Debra Lang	listservsmod@mccpta.com
MCCPTA Office - Point of Contact	Kristin Tribble	tribble4@verizon.net
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Special Events	<i>OPEN</i>	
Training Committee	DeBora King	dkndc@msn.com
Website Coordinator	Paul Morrison	wallyboy53@comcast.net

AD HOC COMMITTEES

Growth Projections	Merry Eisner	merry.eisner@gmail.com
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HELP US REACH ALL PARENTS! Volunteer Translators Needed

We are still looking for volunteers to translate MCCPTA items into Spanish and/or any other needed languages. **Please contact Kristin Tribble at president@mccpta.com**

Presidents' Checklist

- ✓ It bears repeating each month as we still have a few PTAs who have not paid: Doublecheck with your treasurer that dues have been submitted to BOTH Maryland PTA and MCCPTA.
- ✓ You should have elected your nominating committees by now, but if not, make haste! Read your bylaws for your specific PTA requirements. Tips for Nominating Committees can be found later in this newsletter and on the MCCPTA website homepage.
- ✓ Consider stepping up to be a Cluster Coordinator next year for your community!
- ✓ Make sure you have renewed your Charitable Solicitations registration.
- ✓ Remind your treasurer to file the Maryland Personal Property Tax Return by April 15.

A Special Note of Appreciation to Membership Chairpersons

The membership of PTA is what gives us a voice...in the operating budget discussions, in school construction discussions, in safety-related issues, in curriculum issues. And the more members we represent, the more parent involvement is indicated, the more that voice grows and is heard. Thank you for all your efforts to grow our PTA membership! You are making an impact!!

Remember, anytime is a great time to keep growing your PTA/PTSAs. Really. New families, in particular, are out there and want to be welcomed, maybe even involved. Here are a few tips:

a. NEW FAMILIES. Get a list from your school of families who enrolled AFTER the start of the school year. If you haven't already, have your PTA president, membership chair, or other officer send them a welcome letter and invite them to your upcoming meetings and events; send a membership form too. In that letter, tell them all your PTA is doing for their child (take the time to personalize the letter if you can) and that their support is vital.

b. DIRECTORIES. New families need school directories. If that is part of PTA membership at your school, be sure you let them know that in the welcome letter. If you still give everyone at school a directory whether they join PTA or not, call our MCCPTA

Membership Chair Janette Gilman for some "guidance"!

c. NOT-YET-MEMBERS. Create a list of the parents who have NOT yet joined your PTA. Grab a blanket, your favorite pen or keyboard, and send them notes. If you know them, make it personal and relate it to their child or their interests. Get members of your board or your committee chairs to help. Maybe split up the list at your March meetings, buy some postage stamps, bill it to membership, and invite their support.

d. SEND IN YOUR DUES. Be sure to keep sending in your dues monthly--\$1/member to MCCPTA and \$3.25/member to MD PTA--as you grow your PTA/PTSA; MD PTA closes the membership year on March 31st. Your dues are the only official "count" we have of PTA membership.

According to the numbers, MCCPTA is over 40,000 strong today, but I know with all the PTAs that have already surpassed their membership numbers from last year--and those that still haven't sent in dues payments--we are well on the way to 60K. The BOE, County Council, and others will take note when 140,000+ children are represented by an organization of that size growing 5, 10, or even 15%. They can do the math.

Honor Your Outstanding Volunteers

Local PTAs can give Maryland and National Life Membership Awards. Nomination materials are available at www.mdpta.org and www.pta.org. These awards will be given at the MCCPTA Presidents and Principals Dinner on May 18, 2010. The MCCPTA Presidents and Principals Dinner will be held at the Bethesda North Marriott Hotel and Conference Center. Please be on the look out for your PTA's invitation to attend this celebration of the volunteer work of all PTAs. More information will be located on the MCCPTA website

Award Opportunities

Montgomery County PTA President of the Year

Maryland PTA Honorary Life Membership Award

National PTA Life Achievement Award

MCCPTA and MDPTA Membership Awards

MCCPTA Calendar 2010-2011

Tuesday	3/22/11	Delegates Assembly - 7:30pm, Carver Auditorium (Programat 6:30pm: <i>Teacher Evaluation Process</i>)
Thursday	3/31/11	BOD Meeting - 7:30pm, Carver Auditorium
Tuesday	4/26/11	Delegates Assembly - 7:30pm, Carver Auditorium (Elections with check-in starting at 6:30pm)
Thursday	5/05/11	BOD Meeting - 7:30pm, Carver Auditorium
Tuesday	5/24/11	Delegates Assembly - 7:30pm, Carver Auditorium
Thursday	6/02/11	BOD Meeting – 7:30pm, Carver Auditorium

Carver Educational Service Center is located at 850 Hungerford Drive, Rockville. The Auditorium is located right inside the North Entrance facing Hungerford Drive and closest to Mannakee Drive.

BOE: Board of Education

BOD: Board of Directors (MCCPTA Officers, AVPs, Cluster Coordinators, Committee Chairs)

Check our website at www.mccpta.com for the most up to date calendar of events!

CHAMPIONS FOR CHILDREN

AWARD WINNERS ANNOUNCED

The Montgomery County Business Roundtable for Education (MCBRE) announced eight of the ten award winners that will be honored at their 9th annual Champions for Children Awards Celebration. This year's theme is "Cultivating a Legacy of Excellence" and is scheduled for Wednesday, April 27, 2011 at MedImmune's Headquarters in Gaithersburg, MD.

The *Champions for Children* awards celebration recognizes and honors the extraordinary members of the education, parent and business communities in Montgomery County who make a difference in the lives of children every day.

The honorees are:

Marian Greenblatt Fund Winner / MCPS Teacher of the Year Finalist: Sharon Moore, Math Teacher, Poolesville High School

Marian Greenblatt Fund Winner / MCPS Teacher of the Year Finalist: Peter McAdams, English Teacher, Benjamin Banneker Middle School

Marian Greenblatt Fund Winner / MCPS Teacher of the Year Finalist: Brian Freiss, Math Teacher, Highland Elementary School

Rising Star Teacher of the Year: Todd E. Stillman, Social Studies Teacher, Richard Montgomery High School

Dr. Edward Shirley Award for Excellence in Education Administration and Supervision: Michael Bayewitz, Principal, Broad Acres Elementary School

Supporting Services Employee of the Year: Jerry Miller, Plant Equipment Operator, Clarksburg High School

Business Champion for Children: Kaiser Permanente

Volunteer Champion for Children: Barbara Haslam, PTA and Cashell Elementary School volunteer

The Washington Post Distinguished Educational Leadership Award- Announcement to come in March.

The Washington Post Agnes Meyer Outstanding Teacher Award- Announcement to come in March.

At the end of the ceremony, the Montgomery County Public Schools Teacher of the Year will be revealed from the three finalists.

Congratulations to our PTA Volunteer Barbara Haslam, Cashell Elementary!!

MCCPTA Committee Reports – January/February 2011
For complete reports, visit the committee's webpage at [www. MCCPTA.com](http://www.MCCPTA.com).
Please share with all interested parents!

Cultural Arts Committee

Priscilla Peterson: PrisFP@verizon.net

I have recently sent out two important announcements to the Cultural Arts reps on the PTArts e-list:

1. The MCCPTA-EPI Board of Directors have now made available the videos that were taped during the annual Cultural Arts Showcases this past October. The videos can be viewed at www.mccpta-epi.org. To access the videos, click on “Programs and Classes” on the home page, then click on “view the showcase clips”. The user name is “culturalarts” and the password is “2010”. All MCPS Principals, PTA Presidents and Cultural Arts Chairs are welcome and encouraged to use this website. Not all artists who performed at the Showcases will be seen. Some did not give permission for their act to be shown, and a few of the videos did not turn out well, but most of the performances are now online.

2. The registration form is now available for the Maryland State Arts Council (MSAC) Arts in Education Artist Selection Conference, to be held on April 2nd, 2011, 9:30-1:30, at the Howard County Center for the Arts in Ellicott City, MD. The conference is open to all Cultural Arts Chairs as well as school staff. This is an excellent opportunity to learn about the artist residencies that are available, and to learn about the application procedure for the MSAC residency grant which is due on May 20th for the next school year. Grant applications must be submitted by school staff, although they often ask for assistance from their Cultural Arts Committee members. I have sent out the registration form to all Cultural Arts reps on the PTArts e-list.

ESOL Committee

Joy Burdin: triplejand@yahoo.com

An example of a school with a strong ESOL program can be found at the B-CC PTA. Here are some highlights to share:

The B-CC PTSA has a long tradition of reaching out to parents of students enrolled in ESOL classes and other parents with limited English proficiency. This spring marks the tenth year that the PTSA has sponsored beginner and intermediate English classes for parents.

The ten week program meets two evenings a week and is open to any parent with children in one of the B-CC cluster schools. Also, for several years, the PTSA, with support from the B-CC Educational Foundation, has offered a basic computer skills program taught in English with Spanish translation. The B-CC PTSA, with additional contributions from cluster schools, covers the costs of the ESOL classes. Both programs are available to parents for a minimal fee of \$20 per session.

The PTSA is continually seeking ways to engage ESOL parents in their children’s education. In a new effort to meet this goal, this past September, the ESOL Department, with funding from the PTSA, provided a dinner for parents of ESOL students prior to the start of the Back To School Night program. The dinner hour provided a key opportunity for parents to meet ESOL teachers, school administrators, and PTSA volunteers. Several parents activated Edline accounts that evening. As a result of this program, many more ESOL parents attended Back To School Night this past fall than in prior years. Additionally, as in past years, the PTSA continues to hold at least one evening PTSA program each semester in Spanish. The subjects of these meetings include an introduction to high school and the college application process.

If your school has any ideas to share about your ESOL efforts, we’d love to hear them! Please contact Joy Burdin if you are interested in increasing your ESOL efforts or have any questions.

Gifted and Talented Committee

Michelle Gluck: gluck.michelle@yahoo.com

The Gifted Child Subcommittee continues to monitor developments in the Math Work Group recommendations as they apply to math students who need to work above grade level, and to the Common Core curriculum rollout projected for FY 2011-12. Michelle also participated in a focus group on the Superintendent search process.

The committee responded to a request for information and advice from parents at the Roberto Clemente MS magnet program for the highly gifted in advance of a meeting held on Feb. 17 to discuss proposed changes to

the magnet program's longstanding 8th grade capstone field trip, which is a culminating event for which students work beginning in 6th grade. At the meeting, RCMS and Carver personnel acknowledged communications breakdowns and promised greater transparency in future changes to magnet curriculum. The GCC will continue to monitor developments here and in the Eastern and Takoma Park MS magnet programs. The GCC is also drafting letters and testimony in favor of the continued identification of and provision of services to academically gifted students in local (non-magnet) schools who need curriculum and programs above their grade level.

High School Committee

Dave Lechner: dave@lechnersonline.com

In order of items in 2010/2011 Work Plan -

1. Recognizing Issues: Sent out survey questions to all HS Presidents. Compiling responses..
2. Communications: Contacted all HS Presidents again and added several (Again) to Yahoo Group..
3. Summarize Email Historic Content - no action this month.
4. Verify that all MCPS PTSA High School Presidents are aware of and "on" the Electronic Mail list – Completed.
5. County-wide projects and programs - See below.
Specific Actions / Projects:
 1. Running a contest for Safe-Prom night Project launched – Ongoing. Responses were due Feb 28. NO RESPONSES received. Deadline being extended.
 2. HS Model United Nations event....Requested HS contact info from HS Presidents, Social Studies Department Heads, and HS Model UN Club Advisers. Good response from HS Club advisers.
 3. Parking Lot Safety - Surveying HS Principals now. Will have a report this year as scheduled.
 4. Test Day Survey - in process - Sent out questions to all HS Principals, English Dept, and Social Studies Dept. heads.
 5. Joint Curriculum discussion event with the Curric. Committee. Planned for later this year.
 6. Special Programs - no action this month..
 7. Shakespeare Video Contest or Festival Event - Sent out questions and description to all HS English Dept. heads.
 8. MCPS Policy IED (H.Schools). - Reviewed the "NEWLY APPROVED" county policy - not a single comment or suggestion of ours was incorporated into the approved policy. Planning to schedule a discussion with the POC.

9. Relationship to the Booster club and After-Prom Committees – No action to date.

10. SAT/PSAT Test preparations - Requested inputs from HS Presidents (50% responded so far) and Principals (10 % response so far).

11. Share topics and speakers - no action to date.

12. PTSAs involvement in SIP - no actions to date.

(Note - Items 9,11, and 12 will be active the next several months).

Legislative Committee

Patrick Dunn: patrickdunn65@yahoo.com

The Legislation Committee is working to improve distribution of information from MDPTA Legislative Committee to MMCPTA BoD and Delegates. This includes action alerts from the MDPTA VP for Legislation.

The committee is working with the MDPTA Legislation Committee to monitor General Assembly bills pertaining to education issues and report back to MCCPTA. Question for the BoD: To what extent is additional information also desired? For example, there is a weekly teleconference discussion of legislation pending before the MD General Assembly. Is it desirable for the BoD to receive MontCo pertinent bill IDs, titles, and short descriptions?

The Governor's budget proposal was more hopeful than expected in terms on pushing teacher pension costs to counties and in education funds for Mont Co.

Rebecca Smondrowski organized Annapolis Night for MCCPTA with MCEA and other groups which was held on February 28. It was a successful event with 2 buses full of teachers and parents. Everyone had a chance to talk with their legislators from their district as well as observe a legislative session in progress.

There may be updates coming from that trip, but it will be after the Mon. deadline for committee reports.

Membership Committee

Janette Gilman: janettegilman@verizon.net

The MCCPTA Membership Committee and our local PTA/PTSAs leaders continue the push to grow membership to raise our local impact and to strengthen our collective voice for the children of Montgomery County.

Based on the membership numbers provided by Maryland PTA in the most recent edition of its

Standards of Continuing Affiliation (SOCA) and the numbers recorded by MCCPTA, we are working to reconcile differences and get all active units on record. Our locals are very much on the grow!

The committee also used MCCPTA e-lists to share ideas on how to build membership in December and January. The latest, on growing membership in the New Year, was sent in early January.

The committee requested MCPS enrollment data from MCCPTA officers and is preparing to calculate MCCPTA membership award winners using reconciled Maryland PTA and MCCPTA membership counts as of end-March.

Don't forget: MCCPTA will be presenting our Membership Awards at the May 18 Principal-Presidents Dinner. These awards compliment Maryland PTA membership awards. MCCPTA membership awards will be given for a) percentage growth in local PTAs by 5% increments (up to 5%, 10%, etc.); b) absolute numbers—the largest—PTA/PTSA by category of school (elementary, middle, high, or special school); and c) greatest parent involvement calculated by the ratio of the total number of students to total membership. Membership numbers used will be those on record at Maryland PTA and MCCPTA as of March 31, 2011; have your treasurers and membership chairs/vice presidents get outstanding payments in. It is never too late to make one final push for members...especially if you still have directories!

Presidents and Principals Dinner

Dale Ryan: dalejryan@yahoo.com

The date for the P&P dinner remains as previously advertized - Wednesday May 18.

- Social hour starts at 6PM (no food) and Dinner begins at 7PM.
- Location - Bethesda North Marriott Convention Center.

Sponsorship letters were emailed to businesses and elected officials, as well as posted to the MCCPTA website. To encourage more sponsors, we have reduced the sponsorship contributions:

- 1) your name or business listed in the program, and get a ticket for only \$75.
- 2) Business card size ads and a ticket are only \$250 - able to help the small businesses whose budget is limited to participate.

Currently there are only 4 sponsors (\$3300+). We have also asked PTAs to help in getting sponsorships.

We plan on sending evites out this year and are looking at payment using PayPal.

There will be student auditions for entertainment groups for the dinner. Auditions to be held at Walt Whitman HS on March 18 from 3-8 pm only. Please email Deb Lang (debolang@yahoo.com) if you intend to come and audition.

Cost of the dinner - recommended \$55 unless we reach our \$10K goal for sponsorships.

Committee has begun working on the program layout. NOMINATION Forms for National and MD Life Memberships, and Partners in Education were updated and posted to MCCPTA website.

MC - Leon Harris, Guest speaker - TBD, Induction - Chuck Saylor, National PTA President

Committee will meet Thurs. 3/10 at the MCCPTA office.

Safety & Health Committee

Donna Pfeiffer: donnapfeiffer@gmail.com
301-370-3200

Susan Burkinshaw: susan.burkinshaw@verizon.net
301-758-6995

The Health and Safety Committee met last week with guest speaker Marla Caplon, Director of Division of Food and Nutrition Service for MCPS. She shared with us that MCPS school lunch menus exceed the USDA dietary requirements, how the menus are planned and tested, etc. We may plan a tour of the MCPS food warehouse facility—if you are interested please let us know.

With a WHOLE lot of advocating to save the School Resource Officers (SROs) Program, County Council decided to keep the nine officers in place until June 2011 (originally the program was going to be eliminated Jan.1,2011). The SRO program will be back on the chopping block in July. We'll continue to meet with County Council, Board of Ed members and the Chief of Police to strengthen the political will for this valuable program that focuses on the safety of our students, staff and local communities.

Donna and Susan have formed partnerships with a group of other organizations to create a letter of support for SROs that share the same goals as our MCCPTA Resolution on SROs. Our goal is to collect signatures from various county leaders, community, cultural and civic groups. The Community Partnership for Public Safety letter now has over 30 signatures from community groups and counting in the letter we are sending to the County Executive!! ...Not including the signatures of 10 legislators collected in Annapolis and more local city officials that are pending. If you are part of a civic association or community group that is not represented, please let us know if your group will support this initiative.

Our next meeting is Tuesday March 29 at 7 pm with two guest speakers: Our first speaker will be Kathleen Michels, Program Director-Neuroscience Cluster NIH. Kathleen has done extensive research on artificial turf, please join us for her presentation- Q &A will follow. The Second speaker will be Nadji Kirby- coordinator for Safe Routes to School Program (with Montgomery County's Department of Transportation).

The County's Safe Routes to School Program is an effort to use a variety of education, engineering, and enforcement strategies that help make routes safer for children to walk and bicycle to school. The program involves the whole community; parents, children, neighborhood groups, schools, law enforcement officers, community leaders, and transportation and public health professionals to help identify issues and work together on solutions.

Special Education Committee

Jeanne Taylor: frtjmt@aol.com

Preparations are well under way for our twenty-third Annual Recognition ceremony, which is scheduled for the evening of Monday, May 9, 2011. The MCCPTA web site has been updated with the latest links to the online nomination forms. The Rockville high school auditorium has been secured and requests for nominations have gone out on various lists. Invitations have been sent out to those who traditionally help with the ceremony. Additional nomination solicitations and invitations will go out within the next few days. A local band - made up of Sherwood high school students - has been asked to play at the ceremony. Food arrangements with Bistro Catering at the Rock Terrace school will also begin in the next month.

Quick Tips about PTA Nominating Committees

Nominating Committee

The nominating committee is one of the most important committees in your PTA unit. It is essential that the members of the nominating committee include experienced on-going leadership as well as newer members. The unit bylaws should outline how the nominating committee members are elected and how many members should be on the nominating committee (Article VI, section 3).

The nominating committee members have the responsibility of bringing forward the name of the most eligible person for each elected position. In considering which PTA members are the best qualified to serve in the officer positions, the criteria listed below should be considered and evaluated.

Each nominee:

- Must be a PTA member.
- Must be enthusiastic and supportive of PTA.
- Must believe in the basic policies and purposes of the PTA.
- Must be fair and objective and concerned for the best interests of PTA.
- Should be willing to attend training.
- Should have some knowledge of the organization and its role in the school and in the community.
- Should be willing to give PTA a satisfactory level of priority and commitment, including attendance at meetings.
- Should be able to work well with people.

Who is eligible to serve on the Nominating Committee?

Any member who has paid current membership dues in the local unit is eligible to serve on the nominating committee. The principal may serve on the Nominating Committee if elected as any other member. ***The current PTA President may not serve on the Nominating Committee.*** All members should have an opportunity to nominate or be nominated for the committee.

What skills should Nominating Committee members possess?

- Fair, ethical and impartial judgment when evaluating people or situations
- Ability to listen and ask penetrating questions
- Ability to keep confidential information

- Understanding of PTA Mission, Purposes, and plans
- Understanding of how to build skill sets by position

Election of Nominating Committee:

- The Nominating Committee is elected, as described in Article VI Section 3 of your bylaws. The bylaws state the number of people to be elected to the Nominating Committee. It is always an uneven number.
- Elect the Nominating Committee at least **two** months prior to the election meeting according to the manner described in your unit's bylaws (general membership or board of directors).
- After the committee is elected, the committee will elect their chair.
- When selecting a chair, consider their demonstration of:
 1. Ability to facilitate and resolve difficult discussions
 2. Fairness and objectivity through role modeling
 3. Ability to hold information in confidence
 4. Non-bias behavior within their role at the PTA
 5. Integrity and ethical behavior
- The chair, with input from other committee members, sets the first meeting date, time, and place. Hold the first meeting early enough to allow for a second and third meeting, if necessary.

Conducting Nominating Committee meetings:

- Conduct the meeting only if a majority of the committee is present. All committee members should be present at the meeting, if possible.
- Allow sufficient time to interview, study and discuss candidates.
- Matters discussed by the Nominating Committee are **strictly confidential**. No names should be revealed until they are released according to established procedures.
- Committee members themselves may be nominated for office. They should be excused from the room while their nomination is being considered and may return to vote.
- Committee meetings are open only to committee members. Discussions must be open and honest, and above all, confidential. Should confidentiality be breached, it is the chair's responsibility to counsel the member. If the chair breaches confidentiality, it is each member's responsibility to bring it to the attention of the President.
- In contacting potential nominees, the nominating committee chairman (or other designated committee member) should:
 - Give a clear indication of the responsibilities of the

office and how much time may be involved.

- Include any expectation of officer representation at leadership training workshops, council/state PTA meetings and/or the annual convention.
- Never try to talk a reluctant individual into accepting a nomination.
- Never try to 'fill the board' just to have names in place. A vacancy at the time of the election may be filled by a nomination from the floor or later by the newly elected executive board.

First meeting:

- Determine a target date for completion. (Consider upcoming communications, e.g. newsletter, meetings, programs, etc.)
- Develop a "candidate search list" and determine how contacts will be made. Potential nominees should include PTA members who represent the social and ethnic makeup of the school and parent community. (After the election, it is helpful to pass on a list of those individuals who are interested in a committee to the incoming president.)
- Refer to the unit's bylaws for copies of the job duties for each elected position.
- Set the next meeting date before adjourning.

Second meeting:

- If needed, conduct interviews. Ask the same questions of all candidates per position. For example, ask all treasurer candidates the same questions. These questions can be different or the same as the questions you ask of the secretary candidates but ask all secretary candidates the same questions.
- If a complete slate of officers has been selected, complete a Nominating Committee Report, listing all nominees and positions. Date, sign and present one copy to the PTA Board as soon as possible. Retain the another copy to read at the election meeting.
- If the slate is not complete, give a Status Report **ONLY** to the Board, and continue the process until the slate is complete.

When the slate is complete:

- The Nominating Committee prepares and presents a report for the PTA board meeting and the general meeting, listing nominees for each office.
- When all nominees are selected and notification is given to the Board, post one copy of the Nominating Committee Report in the school office, or another visible location, at least 10 days prior to the election meeting or according to bylaws.

Dissolution of Nominating Committee:

A Nominating Committee, unlike other special committees that are automatically discharged when their report is made, has not completed its work until balloting for nominees has begun. If a nominee withdraws before the balloting begins, the Nominating Committee shall present another nominee.

“Common” Nominating Committee Mistakes:

- Forgetting to elect the Nominating Committee at least two months before the election month.
- Failing to provide advance notification to the general membership about when the Nominating Committee will be elected.
- Failing to apprise all members of their eligibility to potentially serve as an officer or on the Nominating Committee.
- Selecting members for officers without first determining what skills and qualifications they have for the position.
- Not actively recruiting new members for leadership positions.
- Assuming that only members who have children in the public school are the best candidates for leadership roles.

2/6/2009 Maryland PTA

Delegates Assembly – March 22, 7:30 pm

Make sure your PTAs have paid their dues and you have your pink delegate card in hand.

DA Program at 6:30 pm –
MCPS Teacher Evaluation Process – Peer Assistance and Review (PAR) Program

MCCPTA Call for Nominations

The MCCPTA Nominating Committee is currently in the process of soliciting nominees for the 2010-2011 Officers, Area Vice Presidents (AVPs), and Cluster Coordinators (CCs). According to the By-Laws, all Officers, with the exception of the Treasurer, may serve up to two (2) consecutive terms, the Treasurer may serve three (3) consecutive terms. AVPs and CCs may serve up to four (4) consecutive terms.

The MCCPTA Offices are: President, VP Administration, VP Programs, VP Legislation, VP Educational Issues, Treasurer, Recording Secretary – BOD, Recording Secretary – DA.

All require that a nominee is a member of a local PTA that has paid their state and county dues, and has served at least one (1) year as a local PTA Officer or on the MCCPTA BOD. If you are interested in being considered for an Office, please contact Frances Frost, Nominating Committee Chair or Chantawn English, Member at Large, with your qualifications or questions.

Each Area is represented by one (1) AVP; each Cluster is represented by one (1), and no more than three (3) Cluster Coordinators. Each Area Representative for the Nominating Committee (listed below) will be contacting all the PTAs in their area regarding nominations for these positions. If you have any questions, please contact your Area Representative.

2010-2011 Nominating Committee

B-CC, Walter Johnson, Wheaton, Whitman:

Jennifer Cope, Walter Johnson Cluster Co-coordinator
jencope@hotmail.com

Blair, Einstein, Northwood, Kennedy:

Frances Frost, Kennedy Cluster Coordinator
francesfrost4@gmail.com

Churchill, Richard Montgomery, Rockville, Wootton:

Chris Kelly, Richard Montgomery Cluster Co-coordinator
christopher.kelly57@yahoo.com

Clarksburg, Damascus, Gaithersburg, Magruder, Watkins Mill:

Annie Ahmed, Magruder Cluster Coordinator
afosterahmed@yahoo.com

Northeast Consortium/Sherwood:

Reva Gambrell, Springbrook Cluster Coordinator
rjgambrell@comcast.net

Seneca Valley, Poolesville, Northwest, Quince Orchard:

Beth Kennington, Northwest Cluster Coordinator
b_kennington@yahoo.com

At Large: Chantawn English, Whitman Cluster

chantawnenglish@hotmail.com

PARTNERS FOR EDUCATION AWARD
NOMINATION FORM

The purpose of this award, to be given annually by the Montgomery County Council of PTAs, is to recognize programs formed by local PTA/PTSA chapters, local schools and local businesses or community groups which demonstrate outstanding support for the education of Montgomery County children.

You and your local PTA/PTSA are invited to nominate any business, community group, or individual not directly associated with your local PTA/PTSA who has worked with you and your school to support the education of Montgomery County children. Examples of projects which may be nominated include (but are not limited to): tutoring programs between members of a business and students supported by the PTA/PTSA; school landscaping or environmental projects in which students, parents, and business or community members took part or which were funded by a business or community organization; drug-free school or after prom or homecoming activities organized by the PTA/PTSA where a business or community group provided substantial support. Programs may be ongoing (such as tutoring) or single-event (such as a special event or school assembly in which a community or business were important contributors).

To be eligible, nominees must be involved in programs or activities that have taken place or will occur during the 2010-2011 school year.

The award winner(s) will be a guest of MCCPTA at the Presidents/Principals Dinner on May 18, 2011. They will be recognized along with the nominating PTA/PTSA and the school, and a description of the program/event will be included in the Presidents/Principals program. In addition to the recognition at the dinner, the winner(s) will receive a commemorative plaque from MCCPTA.

PARTNERS FOR EDUCATION AWARD NOMINATION FORM

NOMINEE INFORMATION

Name of Partner _____

Address _____

Phone _____ email _____

Description of specific services provided for the 2010-11 school year (no more than one page back and front, please)

NOMINATOR INFORMATION

Name of Contact _____

Address _____

Phone _____ email _____

Contact's PTA/PTSA _____

Please return this form by *Friday, April 8, 2011* to the MCCPTA office at
2096 Gaither Road, Suite 204
Rockville, Maryland 20850

For additional information, please contact Dale J. Ryan at dalejryan@yahoo.com



The Montgomery County Council of Parent-Teacher Associations

2096 Gaither Road, Suite 204, Rockville, MD 20850
301-208-0111 • 301-208-2003 (fax) • office@mccpta.com

**MARYLAND or NATIONAL PTA LIFE MEMBERSHIP AWARD
2010-2011**

This award is given to members who have shown themselves to be strong advocates for our children within the school system. We honor their commitment and dedication by presenting them with a certificate and pin that officially makes them lifetime members of the Maryland PTA.

GUIDELINES FOR NOMINATING INDIVIDUALS

The following guidelines and information when choosing recipients of the Maryland Life Membership Award presented by MCCPTA at our annual Presidents and Principals Dinner:

- Nominees may be a parent, teacher, student, administrator, supporting staff or community member whose efforts are tied to the mission and objectives of the PTA;
- Nominees' efforts should demonstrate cluster and countywide benefits to children and families, to include individuals' depth, breadth, and length of service to PTA.

The winner of this award will be a guest of MCCPTA at our Presidents and Principals Dinner on May 18, 2011. The nominator will be asked to present the award to the nominee, briefly describing their accomplishments and their role in the betterment of children and/or families. Nominators of award winners will be asked to provide a photo of the recipient that will be included in the Presidents and Principals dinner program.

MARYLAND/NATIONAL LIFETIME MEMBERSHIP AWARD

NOMINEE INFORMATION:

Name of Nominee _____
Address _____
Phone _____ email _____
Nominee's PTA/PTSA _____
Indicate if nominee, is current MD PTA Life Member _____

Please attach a description of services, including depth, breadth and length of service.

NOMINATOR INFORMATION:

Name of contact _____
Address _____
Phone _____ email _____
Contact's PTA/PTSA _____

Please return this form by *Friday April 8, 2011*, to the MCCPTA office at:
2096 Gaither Road, Suite 204, Rockville, MD 20850
For more information please contact Dale J. Ryan at dalejryan@yahoo.com

MCCPTA

Montgomery County Council of PTAs



This year, MCCPTA will honor one PTA President with an award for their contributions and dedication to our children. Announcement of the award will be presented at the Presidents & Principles Dinner on May 18, 2011 (recipients must be present).

Eligibility & Nomination Information

- The Selection Committee will consist of the MCCPTA Vice President for Administration and each of the six Area Vice Presidents. If someone was unwilling or unable to participate, they could ask someone else to serve in their place.
- Every Cluster is asked to nominate one PTA President from their cluster in a manner of the Cluster's choosing. The cluster must submit their nomination on or before **April 29, 2011**.
- The award is for a PTA President who has best embodied the Vision, Mission, Values, and Purpose of PTA in working for the benefit of the students in his or her school and in Montgomery County overall.
- Members of the MCCPTA Board of Directors are ineligible to receive the award.
- The Selection Committee would choose six Finalists, one from each of the six Areas of the county.
- Each of the six Finalists would be invited to attend the Presidents and Principals Dinner free of charge.
- The Selection Committee will choose the winner, but their identity will be concealed until announced at the Presidents and Principals Dinner.

Please fax or email nomination form to:

PTA President of the Year Award
c/o MCCPTA Office
2096 Gaither Road, Suite 204
Rockville, MD 20850
Fax: (301) 208-2003

PTA President of the Year Nomination Form

Nominee's Name: _____ School: _____
Mailing address: _____ Phone number: _____
E-mail address: _____

In 100 words or less, please describe why you feel this individual should be honored as PTA President of the Year (use a separate piece of paper if necessary). Include such information as:

- Describe the qualities and characteristics that make this nominee a viable candidate for this award.
- Describe this nominee's activities that serve to better the mission and purpose of PTA.
- Describe how this nominee has demonstrated commitment to, and made important contributions to, the welfare of children. List specific examples.

Optional: Attach any relevant supporting materials (ex: newspaper clippings, announcements, etc.) or letters of recommendation.

This nomination is submitted by:

Contact name: _____ School: _____
Mailing Address: _____ Phone number: _____
E-mail address: _____

MCCPTA Newsletter
2096 Gaither Road
Suite 204
Rockville, MD 20850

Pony Mailing

Please share with PTA Delegates and PTA Members
February/March 2011

MCCPTA DUES PAYMENT VOUCHER FOR 2010-11

Return bottom portion to: MCCPTA, 2096 Gaither Road, Suite 204, Rockville, MD 20850.
PTA membership is open all year and dues should be paid monthly as new members come in.

MCCPTA Dues Are Due Monthly

Keep this portion for your records

Name of PTA: _____

Number of Member: Adults _____ Students _____ Teachers _____ Total _____

Amount Remitted (\$1.00 per member): \$ _____ Check# _____

PTA Treasurer: _____ Phone Number _____

*****Return this portion to MCCPTA*****

Name of PTA: _____

Federal Tax ID Number: _____

Number of Member: Adults _____ Students _____ Teachers _____ Total _____

Amount Remitted (\$1.00 per member): \$ _____ Check# _____

PTA Treasurer: _____ Phone Number _____

For MCCPTA Office Use Only:

Delegate Card Numbers:

Date: