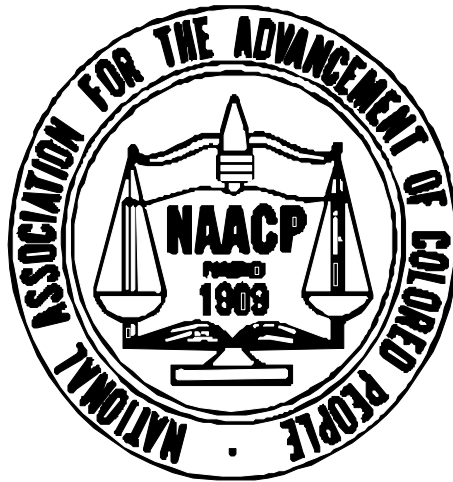


**MONTGOMERY COUNTY
MARYLAND BRANCH
NAACP PARENTS'
Council**



2010 – 2011

Parent Representative

Handbook

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Montgomery County Maryland Branch NAACP Parents' Council

WHO ARE WE?

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

Our Purpose?

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

HOW ARE WE ORGANIZED?

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

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

WHERE IS THE NAACP BRANCH OFFICE LOCATED?

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

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

WHERE DO WE MEET?

The NAACP Parents' Council meets at the **Stella Werner** Council Office Building (COB) **100 Maryland Ave.** Rockville **MD** 20850 in the Cafeteria unless otherwise stated.

WHEN DO WE MEET?

The NAACP Parents' Council meets on the third Saturday of each month at 8:45 AM until 11:00 AM. Parking is available on Vinson Street or in the parking garage located at the corner of East Jefferson and Monroe Street.

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

Patricia Williams	Co – Chair	(202) -409-0463 Patricia.williams2@xerox.com
Wanda Brown	Co – Chair	(301) 460-7291 visionarybrown@aol.com
Melanie Carr	Co- Chairs for Programs	Melanie_carr@mcpsmd.org
Sharon Mosley-Ramsey		(301) 351-9165 Alljazz105@aol.com
Tonya Easley	Advisor	(240-305-0389 Easley4@verizon.net
Dr. Yvette Butler	Advisor	(240) 678-5480 yfbutler@gmail.com
Angela Jones	Recording Secretary	(301)527-9111 Bobo461022@aol.com
Pam Picou	Membership Secretary	(301)527-8959 picpam@comcast.net
Dr. Paul Vance	President, NAACP	(301) paulvance01@comcast.net
Lucy Hayes	Executive Vice President, NAACP	(301) 996-4499 Lhayes16@gmail.com
Jennifer Dobbins	Chair, Education Committee	Jennifer.Dobbins@montgomerycollege.edu

EMERGENCY CLOSINGS

In Schools Planned MCPS Activities

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

Scheduled Parents' Council Meetings

In the event that a Parents' Council related meeting has to be canceled due to inclement weather or any other emergency a message will be posted on the Parents' Council LISTSERV which is parentscouncilnet@yahogroups.com.

Ms. Julie Hall
Coordinator of Special Projects
Phone: 301-279-3002

Ms. Ivon Alfonso-Windsor
Fiscal Specialist
301-279-3242

Mrs. Linda M. Fragoso
Administrative Secretary to Coordinator of
Special Projects
301-251-5109

Mrs. Jane H. Straub
Fiscal Assistant
Room 200, CESC
301-279-3856

Title I Programs
Dr. Felicia E. Lanham-Tarason
Director, Title I Programs
Rocking Horse Road
301-230-0660

Fax: 301-315-7380/7381
[Staff directory](#)

**Winston Churchill, Richard Montgomery, Rockville, and
Thomas S. Wootton**

Dr. Sherry Liebes
Community Superintendent
Phone: 301-315-7360
Mrs. Patricia C. DeLauder
Administrative Services Manager
Phone: 301-315-7360

Mr. Pat Abrunzo
Director of School Performance
Phone: 301-315-7358

Mrs. Sharon D. Marable
Administrative Secretary to the Director
Phone: 301-315-7358
Fax: 301-315-7380/7381
[Staff directory](#)

Cluster information

- [Winston Churchill](#)
- [Richard Montgomery](#)
- [Rockville](#)
- [Wootton](#)

NAACP Cluster Representative

Tonya Easley
Easley4@verizon.net

Northwest, Poolesville, Quince Orchard, and Seneca Valley

Dr. LaVerne G. Kimball

Community Superintendent

Phone: 301-315-7362

Mrs. Kathryn V. Jones-Ewing

Administrative Services Manager

Phone: 301-315-7362

Ms. Elizabeth (Betty) Strubel

Director of School Performance

301-315-7368

Mrs. Nicole L. Quiroga

Administrative Secretary to the Director

Phone: 301-315-7368

Fax: 301-315-7380/7381

[Staff directory](#)

Cluster information

- [Northwest](#)
- [Poolesville](#)
- [Quince Orchard](#)
- [Seneca Valley](#)

NAACP Cluster Representative

India Whitehead

india12800@gmail.com

Clarksburg, Damascus, Gaithersburg, Col. Zadok Magruder, and Watkins Mill

Mr. Adrian B. Talley

Community Superintendent

Phone: 301-315-7370

Mrs. Marianne M. Hamerski

Administrative Services Manager

Phone: 301-315-7370

Dr. Kathy L. Brake

Director of School Performance

Phone: 301-279-3488

Dr. Edward Newsome, Jr.

Director of School Performance

Phone: 301-279-3488

Mrs. Melanie A. Heckhaus

Administrative Secretary to the Director

Phone: 301-279-3488

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[Staff directory](#)

Cluster information

- [Clarksburg](#)
- [Damascus](#)
- [Gaithersburg](#)
- [Col. Zadok Magruder](#)
- [Watkins Mill](#)

NAACP Cluster Representative

Angela Jones

Bobo461022@aol.com

James Hubert Blake,* Paint Branch,* Sherwood, and Springbrook*

Dr. Ursula A. Hermann

Community Superintendent

Phone: 301-315-7364

Ms. Gail J. Dewitt

Administrative Services Manager

Phone: 301-315-7364

Dr. Myra Smith

Director of School Performance

Phone: 301-315-7368

Mrs. Nicole L. Quiroga

Administrative Secretary to the Director

Phone: 301-315-7368

Fax: 301-315-7380/7381

[Staff contact information](#)

Cluster information

- [Northeast Consortium](#)
- [Sherwood](#)

*Part of the Northeast Consortium

NAACP Cluster Representative

Sheila Holmes

sheila_holmes@fanniemae.com

Sharon Mosley-Ramsey

Alljazz105@aol.com

Montgomery Blair,* Albert Einstein,* John F. Kennedy,* and Northwood*

Ms. Bronda Mills

Community Superintendent

Phone: 301-315-7374

Mrs. Elizabeth Panarella

Administrative Services Manager

Phone: 301-315-7374

Dr. Shawn Joseph

Director of School Performance

Phone: 301-315-7378

Ms. Martha L. Ballon

Administrative Secretary to the Director

Phone: 301-315-7378

Fax: 301-315-7380/7381

[Staff directory](#)

Cluster information

- [Downcounty Consortium](#)

*Part of the Downcounty Consortium

NAACP Cluster Representative

Soffie Ceesay

soffieeesay@yahoo.com

Bethesda-Chevy Chase, Walter Johnson, Wheaton,* and Walt Whitman

Mr. Sean W. Bulson

Community Superintendent
Phone: 301-315-7379

Mrs. Melissa Roller

Administrative Services Manager
Phone: 301-315-7379

Dr. Denise Greene

Director of School Performance
Phone: 301-315-7378

Ms. Sharon D. Marable

Administrative Secretary to
Dr. Denise Greene
301-315-7358

Fax: 301-315-7380/7381

[Staff directory](#)

Cluster information

- [Bethesda-Chevy Chase](#)
- [Walter Johnson](#)
- [Wheaton \(Downcounty Consortium\)](#)
- [Walt Whitman](#)

*Part of the Downcounty Consortium

NAACP Cluster Representative

Wanda Brown

visionarybrown@aol.com

Melanie Carr

Melanie_carr@mcpsmd.org

The Parents' Council Organization

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

All officers and parents' council representatives **must be members of the Montgomery County NAACP**. Annual memberships are **\$30.00 adults and \$15 for youth under 21** and can be purchased at the NAACP Organization website by downloading pdf form and fill out and sending payment to address below: www.naacp.org P.O. Box 2165, Rockville, MD 20847-2165. Make checks payable to NAACP Membership (note our **Branch Number 7022 on your check**).

COMMUNITY REPRESENTATIVES

Role:

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

Responsibilities:

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

CLUSTER REPRESENTATIVES

Role:

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

Responsibilities:

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

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

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

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

PARENTS' COUNCIL REPRESENTATIVES

Role:

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

Responsibilities:

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

PARENTS' COUNCIL REPRESENTATIVES

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

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

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

SENIOR HIGH SCHOOL PARENT REPRESENTATIVE

MCNAACP Youth Advisor

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

YOUR FIRST SCHOOL LEVEL MEETING

- Have all attendees sign in and provide you with their full name, address, telephone numbers, fax numbers and e-mail addresses.
- Consider establishing an e-group communications network on the Internet. It is a great communications tool for those parents with access to a computer. Type in egroups.com on the Internet and follow the directions for establishing an e-group. See page 12 for instructions.
- Consider having refreshments (Check with your principal/PTA for possible funding).
- Consider providing babysitting. This is a great opportunity for high school students to get Student Service Learning hours.
- Follow your agenda.
- Take Minutes.
- Establish an Action Register, if needed.
- Assign leadership duties – Assistant Representative, Recording Secretary, Communications Secretary, etc.
- Establish scheduled meeting dates and times. Parents can better schedule other activities if they know that Parents' Council meetings ahead of time.
- Identify your school's issues of concern regarding student achievement.
- Identify goals and objectives for the year.
- Provide copies of minutes to your principal, Community Superintendent and the Parents' Council.
- At the end of the school year, identify who the leadership will be for the following academic year and provide that information to the Membership Committee of the Parents Council no later than May.
- Invite the principal and PTA president or principal designee to be on the Agenda.

(SAMPLE SCHOOL LEVEL MEETING LETTER)

Date

Dear Parents and Guardians:

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

Date and Time
Name of School
Address

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

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

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

Respectfully,

Your Name
NAACP Parents' Council Representative

(SAMPLE SIGN-IN SHEET)

MEETING DATE _____

SCHOOL NAME: _____

Parent Name / Child Name	Email	Phone	I can <i>Help</i> in the following area(s)

(SAMPLE PARENT INVOLVEMENT LETTER)

Date

Dear Parents and Guardians:

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

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

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

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

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

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

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

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

Respectfully

Your Name
NAACP Parents' Council Representative

(SAMPLE AGENDA FOR FIRST SCHOOL MEETING)

Montgomery County Maryland Branch NAACP
Parents' Council School Meeting

DATE & PLACE

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

AGENDA

Call to Order

Welcome & Introductions

Purpose of the Council:

Bylaws

Organization

Remarks from the principal

Remarks from the PTA president

Elect Assistant Representative, Recording Secretary, Communications Secretary.

Discuss issues and concerns

Put together a list of action items

Discuss an effective communications strategy

Set Agenda for next meeting

Establish meeting schedule for the year

Adjournment

Meetings: School Meeting - Date, Time & Place

Parents Council Meeting - Date, Time & Place

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

(SAMPLE NEWSLETTER ARTICLE)

The Montgomery County NAACP Parents' Council

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

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

**NAACP Montgomery County Maryland Branch
Parents' Council Report Form**

Date of Event: _____

Program Year: 2010 - 2011

Parent Representative Name:

School Staff Attendee(s):

School Name:

Number in Attendance:

Time and Place of Meeting:

Purpose of Meeting/Activity:

Accomplishments:

Problems Encountered:

Event Planning Committee:

Additional Comments:

Distribution Cards to Join E-Group

Distribute cards below for parents who would like to join the MC NAACP PC E-Group. Just pass them out and have them follow directions. If you have any questions, contact Pam Picou at picpam@comcast.net .

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

SCHEDULING MEETINGS AT YOUR SCHOOLS

Monday - Friday meetings

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

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

Weekend or Holiday meetings

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

Establishing an E-Group Internet connection

Once on the Internet, type in www.yahogroups.com. Press enter (or go to). Once in the website, scroll down to *start a group* and double click. Follow directions. When naming your group, select a name that is easy to remember. For example, the parent group at White Oak Middle School might be called whiteoakpcnet@egroups.com. Be sure to determine if you want your group to be private or accessible by others not in the group. If you have any questions, contact Pam Picou at picpam@comcast.net.



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

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

Parents' Council Mission

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

What Do We Do?

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

EXAMPLE:

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



NAACP Parents' Council Activity Planning Tips Montgomery County Branch

As a school level representative you are expected to:

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

Retrieve list of African American students at your school from your principal.

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

Attend monthly Parents' Council meetings.

Be a member of the NAACP

Attend monthly school PTA meetings

Activity planning tips:

- Set your groups' goals and/or focus areas at the beginning of the school year.
- Solicit other parents to assist with planning activities
- Consider sponsoring activities with Parents' Councils at nearby and/or feeder schools
- Include activities for students when planning meetings.
- Dinner and/or light refreshments at meetings are a "nice touch."
- Check to see if PTA has budget for NAACP Parents' Council activities. Submit receipts if necessary.
- Keep in touch with other African American parents at your school through email.
- Contribute to monthly school and/or PTA newsletters regarding PC activities.
- Use school wide Connect Ed phone system to advertise upcoming PC activities.
- Enlist the assistance of school staff when planning activities.
- Notify community superintendents of activities sponsored by your group.
- Personally invite PTA leadership to activities sponsored by your group.
- Make sure to coordinate meeting/activities dates with school administration. Try to get activities and meetings on the school calendar early.
- Support the NAACP ACT-SO program by becoming a volunteer. Elementary and middle schools can invite ACT-SO students to visit their school to speak about ACT-SO.
- Consider planning some sort of activity to celebrate Black History Month

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

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

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

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

Mentoring Programs- Contact local churches and businesses to participate.

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

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

Family Field Trips- Invite parents and students to local sights of interest to African American families.

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

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

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

African American Achievement Assembly- Recognize excellence of African American students at your school.

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

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

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

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

NAACP Parents' Council
County Meeting Schedule and Agendas 2010-2011

Mark your calendars for our monthly NAACP Montgomery County Maryland Branch Parents' Council meetings. Our meetings take place at 100 Maryland Avenue, Rockville, Maryland. Generally, our meetings are on the third Saturday of every month at 8:45 am – 11:00 am.

August 21, 2010	“Let’s Get Organized!” A welcome back and planning session for new and returning school representatives.
September 18, 2010	“Can We Talk?” A Parent Advocacy Training by Eric Davis, MCPS Director, Family and Community Partnerships
October 16, 2010	“A Teacher's Perspective” (In partnership with MCABSE)
October 18, 2010	Annual NAACP Parents' Council Kick Off with MCPS
November 20, 2010	“College Conversations” Mr. Jerome Cole, College Counselor, Edmund Burke School Washington, D. C. (Students invited)
December 18, 2010	“Beyond the Classroom-A look at special programs” ACT-SO, NAACP Youth Council, GapBusters, etc.
January 22, 2011 (this is 4 th Saturday)	(Planning for Black History Month and essay contest)
February 19, 2011	“Board of Education mixer”
March 19, 2011	“A Look at Special Needs” A Presentation with the National Council of Negro Women, Wanda Brown
April 16, 2011	<u>“A conversation about race!”</u>
May 21, 2011	<u>“The Best and the Brightest!”</u> Awards, Celebrations Evaluating your school based NAACP Parents' Council program

Note: The last hour of each meeting will be reserved to map out strategies and share best practices in cluster groups and school level groups (elementary, middle, high).