
I'm a Cluster Coordinator! Now what???

MCCPTA Cluster Coordinator Training
Fall 2018

What is a Cluster Coordinator?

Catalyst
Bridge Advocate
Reporter
#ClusterCoordinator
Advisor
Leader Listener
Representative
Liaison Speaker
Supporter

Communication

Most important job as a CC is communication with your cluster schools

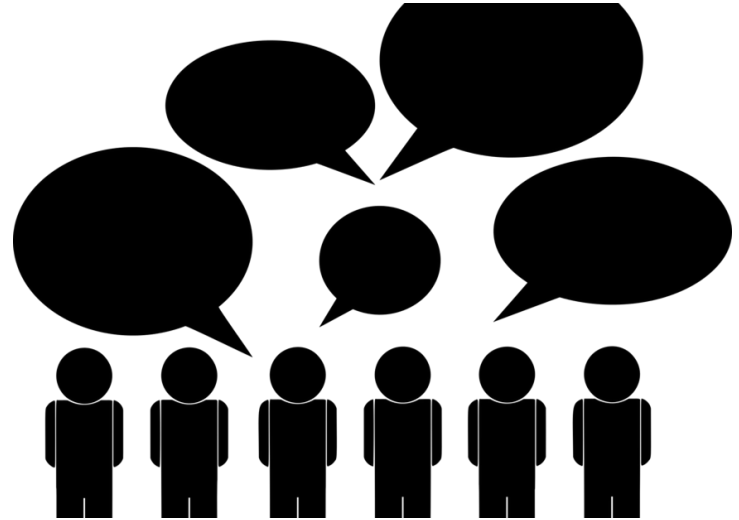
- Via email (beware email fatigue!); CC MCCPTA email
- School & community listservs
- At PTA meetings & school events
- Cluster Meetings
 - At least 3 times a year
 - Fall
 - Winter
 - Spring
- Prepare cluster reports for BOD meetings
- Subscribe to BOD e-list mccpta_board-subscribe@yahoogroups.com



Participation

Engagement with cluster schools & MCCPTA are vital to success as a CC

- Attend MCCPTA BOD, and DA, and local PTAs
- Engage with Board of Education on cluster-specific interests
- Build relationships with local PTA presidents, local principals, and MCPS area supervisor
- Follow MCPS processes for cluster input (testimony and written comments)
- Recruit volunteers for MCCPTA committees





1. Take notes!

Not everyone is going to be able to attend the meetings. Appoint someone to take notes for each meeting. Take attendance. Also distribute:

→ **Testimony Summaries**

Even if they can't come, tell them what happened.

→ **Opportunities for Advocacy**

Give people a chance to participate.

→ **Requests for Information**

Principals & PTA presidents don't know everything. Talk to as many as you can.

—
**Act as experts and counsel
cluster PTAs.**

**Look to your AVPs if you
don't know the answer.**

—

Divide work among cluster coordinators.

(If you have more than one.)

- Split up schools
- Divide responsibilities
 - * CIP
 - * Operating Budget
 - * SOCA compliance
 - * Cluster meeting preparation
 - * Meeting attendance



Tip

Try to meet with the principal and PTA president from your cluster schools at least once.

They are more likely to respond to your emails if they know who you are!



2. SoCA

SoCA = Standards of Continuing Affiliation

- Dues paid to MDPTA & MCCPTA
- Tax forms & audit filed
- Officer list submitted
- Bylaws up to date
- # of members reported
- Registered as a charitable org
- Insurance paid



CIP Testimony

This is anything that has to do with the structure of the school building.

- Exterior
- Windows & Doors
- HVAC
- Floors, walls, & ceilings
- Bathrooms & Plumbing
- Hallways
- Classroom conditions
- Portables
- Playgrounds & Fields
- And the list goes on!

Testimony given in October (Board of Ed) & February (County Council)

Operating Budget Testimony

Anything inside the school building

- Staffing
- Furniture
- Equipment
- Computers
- Etc.

Testimony given in January (Board of Ed) & April (County Council)



Cluster Comments

- Similar to CIP testimony
- A “laundry list” of CIP issues for all cluster schools
- Used by MCPS in planning for fall CIP
- Due during summer

Gather input from your cluster PTAs & principals





Cluster Meeting with Board of Education

- Happens once every 4 years
- Get support from your AVP
- Whole cluster community effort
- Plan & advertise well in advance
- Invite parents, staff, & students

Tips

*Meet w/local PTAs & engage them in plan

*Meet with BOE staff and develop draft agenda; share community Q's

*Logistics! Invite, promotion, facilitators, pre-meeting with Board.



Good luck!

We hope this presentation has been useful.

Please make sure we have your email address and we can send it to you.

Questions?

