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| Principals should: | PTAs (Presidents) should: |
| Join PTA and actively participate in board meetings. | Ask Principals for input and respect alternate views. |
| Meet monthly with PTA leaders. | Be available to meet during (but without disrupting) Principals’ work day. Designate parents with flexible schedules to attend. |
| Be visible at arrival/dismissal, in classrooms and hallways during the school day. Attend evening events or designate an administrator to be present. | Attend in-school assemblies (or designate a board member to attend), visit classrooms and organize parents to volunteer in classrooms and chaperone field trips. |
| Engage parents in conversation at school/PTA events. | Encourage parents to engage in conversations with Principals but respectfully leave student-specific complaints to less public settings. |
| Learn about the mission and structure of PTA. | Learn the Principal’s background and experience. |
| Recognize the autonomy of PTA as an independent, non-profit organization whose mission is to advocate for students and engage and empower families. | Recognize the amount (and limits) of autonomy MCPS grants its Principals, whose job is to meet the needs of students. |
| Encourage teachers to join, support and actively participate in PTA activities. | Include teachers and students on committees or as advisors in event or fundraising planning. Create school-day opportunities for staff to engage. |
| Collaborate with PTA leaders in planning school events. Coordinate school-sponsored family events when possible to coincide with PTA meetings and activities. | Include Principals in event planning before decisions are made. Coordinate scheduling school/PTA events and activities for the convenience of families.  |
| Share achievement and school climate data transparently and work with PTA to address concerns. | Study data for both good and poor performance, focusing on trends over several years. |
| Allow PTA leaders to set meeting agendas.  | Ask Principals for agenda topics ideas and other input. |
| Provide an update on school events and developments at PTA meetings. | Notify Principals of concerns raised by multiple parents. |
| Involve parents in decision-making by accommodating requests to inform and/or hear concerns. | Provide appropriate setting (like a board or membership meeting) for Principal to inform or voice concerns candidly. |
| Urge parents to join and support PTA so it reflects the school’s diversity. | Urge or facilitate parent participation in school events to reflect the school’s diversity. |
| Support PTA advocacy by providing information and insight to assist with budget testimony, OSSI meetings, and other initiatives. | Support Principal advocacy as needed. |
| Address concerns about the PTA and/or its leaders promptly and transparently. | Address concerns about the school and/or its administration promptly and transparently. |
| Communicate regularly with families via newsletters. emails, automated phone calls or the PTA e-list. | Communicate regularly with teachers and administration, including them in PTA newsletters and e-communications. |
| Focus on “the little things” – showing up at small group events, notes to students and volunteers, participating in Spirit Nights – to build positive morale. | Focus on “the little things” – recognizing staff achievements, making staff appreciation special – to build positive morale. |
| Build trust by including PTA as a key partner and stakeholder for your school. | Build trust by including the Principal as a key partner and stakeholder for your PTA. |