Office of School Support and Improvement/ Montgomery County Councils of PTA Expectations

2019─2020

**Principal Cluster Meetings**

Principal Cluster Meetings are scheduled to occur at least once every other month.

* The high school principal serves as the lead and assembles a planning committee.
* These meeting dates are shared with the cluster principals, administrative secretaries, area associate superintendents and their administrative services managers, and directors of learning, achievement, and administration and their administrative secretaries.
* Directors of Learning, Achievement, and Administration (DLAAs) are expected to attend.
* Learning and Achievement Specialists may be asked to support this work in the planning and facilitation of the meetings.
* **Cluster coordinators will be invited to attend *at least one* meeting** for a period not to exceed **one hour** during the meeting. Cluster principals may choose at which point during the meeting, the cluster coordinator will attend, based on the learning agenda for the scheduled meeting.

**Director/Cluster Coordinator Meetings**

DLAAs will schedule **monthly** updates with cluster coordinators

* Meetings may take the form of phone calls or face-to-face meetings.
* These monthly contacts are specifically designed to provide opportunities for DLAAs and cluster coordinators to discuss **cluster focused** issues, interests, and concerns and engage in collaborative problem solving to address needs. Directors will maintain documentation of the meetings for reference and follow-up.
  + System level questions that are beyond the context of a particular cluster should be discussed during the quarterly area vice president/area associate superintendent meetings.
  + Cluster coordinators may invite area vice presidents to attend the first meeting for orientation/coaching.
* As we strive to build strong, collaborative, and positive relationships between schools and school communities, our goal is to encourage problem solving at the local school or lowest administrative level possible. For this reason, it is important that we adhere to the following expectations:
  + Local PTA Presidents and the principal of each school should work collaboratively to address issues and interests prior to elevating concerns to DLAAs.
  + Unresolved issues at the local level will be elevated and discussed during the monthly contacts between DLAAs with cluster coordinators.
  + If issues remain unresolved, they will be addressed during the quarterly meetings of the area vice presidents and area associate superintendents.
* Monthly contacts should occur at times **mutually agreeable** to directors and Cluster coordinators.

**Area Vice President/Area Associate Superintendent Quarterly Meetings**

The Chief of School Support and Improvement, Area Associate Superintendents, Executive Directors, and Area Vice-Presidents will schedule **quarterly** meetings

* DLAAs will attend the first meeting as part of the onboarding for new directors.
* These meetings will focus on cluster and systemwide topics of interest from both the district and MCCPTA perspectives.
* Agendas will be developed collaboratively. At times, additional offices may be invited to address content-specific topics.