

Office of the Superintendent of Schools  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland

June 26, 2019

MEMORANDUM

To: Members of the Board of Education  
From: Jack R. Smith, Superintendent of Schools  
Subject: Parent-Teacher Conferences and Interpreters (05-14-09-04)

**Question**

During Board/Superintendent Comments, Ms. Silvestre requested information regarding Parent/Teacher conferences and the use of interpreters: Who is doing well in this area? What are the best practices of schools and/or success stories that can be use as examples for other schools, so that the best practices can be highlighted so others may try something similar.

**Response**

Interpretation services were provided for a total of 375 Parent-Teacher conferences held in fall 2018. The best practice adopted by several schools has been to group the Parent-Teacher conferences that require language interpretation during one day; therefore, the same interpreter may serve several families.

In addition, it is important to have a calendar prepared for interpreters when they arrive at schools. This practice enables interpreters to set up at the designated location and familiarize themselves with the family or families they will serve. These procedures save a great deal of time and prevent misunderstandings. The attached list of *Parent Teacher conferences served by the Language Assistance Services Unit (LASU)* (Attachment) provides the school locations and dates that LASU staff served at Parent-Teacher conferences in fall 2018.

If you have any questions, please contact Dr. Maria V. Navarro, chief academic officer, Office of the Chief Academic Officer, at 240-740-3040.

JRS:MVN:JTB:ff

Attachment

Copy to:  
Executive Staff  
Ms. Webb

### Parent Teacher conferences served by LASU

Requester School or Office Name	Date of Meeting
Highland View ES	11/12/2018
Highland View ES	11/13/2018
Speech and Language Services Kemp	11/13/2018
Mill ES	11/12/2018
Silver Creek MS	11/12/2018
Wheaton Woods ES	11/12/2018
Wheaton Woods ES	11/12/2018
Wheaton Woods ES	11/12/2018
Washington Grove ES	11/12/2018
Wilson Wims ES	11/12/2018
Wilson Wims ES	11/12/2018
Wilson Wims ES	11/13/2018
Twinbrook ES	11/12/2018
Community Engagement and Partnership	11/12/2018
JoAnn Leleck at Broad Acres ES	11/12/2018
Luxmanor ES	11/13/2018
Sargent Shriver ES	11/12/2018
Farmland ES	11/12/2018
Takoma Park ES	11/12/2018
Takoma Park ES	11/12/2018
Francis Scott Key MS	11/12/2018
Takoma Park MS	11/12/2018
Capt. James E. Daly ES	11/12/2018
Farmland ES	11/13/2018
Luxmanor ES	11/13/2018
Takoma Park ES	11/12/2018
Bethesda ES	11/12/2018
Cabin John MS	11/12/2018
Travilah ES	11/13/2018
Takoma Park ES	11/12/2018
Luxmanor ES	11/13/2018
Dr. Sally K. Ride ES	11/13/2018
Luxmanor ES	11/12/2018
Argyle MS	11/12/2018
Community Engagement and Partnership	11/12/2018
Georgian Forest ES	11/13/2018
Cresthaven ES	11/12/2018
Gaithersburg MS	11/12/2018
Capt. James E. Daly ES	11/12/2018
Benjamin Banneker MS	11/12/2018
Cashell ES	11/12/2018
Gaithersburg ES	11/13/2018
Highland View ES	11/13/2018
Francis Scott Key MS	11/12/2018
Jones Lane ES	11/13/2018

Luxmanor ES	11/13/2018
Kensington Parkwood ES	11/13/2018
Farmland ES	11/13/2018
Bethesda ES	11/12/2018
Farmland ES	11/13/2018
Carderock Springs ES	11/12/2018
Farmland ES	11/13/2018
Wood Acres ES	11/12/2018
Stone Mill ES	11/13/2018
Germantown ES	11/12/2018
Bethesda ES	11/12/2018
Ronald McNair ES	11/13/2018
Farmland ES	11/13/2018
Farmland ES	11/12/2018
Julius West MS	11/12/2018
Beall ES	11/12/2018
Community Engagement and Partnership	11/12/2018
DuFief ES	11/12/2018
Farmland ES	11/12/2018
Farmland ES	11/13/2018
Farmland ES	11/13/2018
Twinbrook ES	11/12/2018
DuFief ES	11/12/2018
Ronald McNair ES	11/12/2018
Ronald McNair ES	11/12/2018
Bradley Hills ES	11/13/2018
Summit Hall ES	11/12/2018
Highland ES	11/13/2018
Strawberry Knoll ES	11/13/2018
Clopper Mill ES	11/13/2018
Viers Mill ES	11/12/2018
Viers Mill ES	11/12/2018
Bethesda ES	11/12/2018
Cashell ES	11/12/2018
Julius West MS	11/12/2018
Lakewood ES	11/12/2018
Farmland ES	11/12/2018
Rosemont ES	11/13/2018
Strawberry Knoll ES	11/12/2018
Rock Creek Valley ES	11/12/2018
Georgian Forest ES	11/12/2018
Georgian Forest ES	11/13/2018
Bel Pre ES	11/12/2018
Argyle MS	11/12/2018
Community Engagement and Partnership	11/13/2018
Dr. Charles R. Drew ES	11/13/2018
Georgian Forest ES	11/12/2018
Georgian Forest ES	11/12/2018
Georgian Forest ES	11/13/2018
Parkland MS	11/12/2018

Sargent Shriver ES	11/12/2018
Ritchie Park ES	11/13/2018
College Gardens ES	11/13/2018
Strathmore ES	11/12/2018
Viers Mill ES	11/13/2018
Strawberry Knoll ES	11/13/2018
Strawberry Knoll ES	11/12/2018
Brooke Grove ES	11/13/2018
Waters Landing ES	11/12/2018
Clopper Mill ES	11/12/2018
Candlewood ES	11/12/2018
Speech and Language Services	11/13/2018
Georgian Forest ES	11/12/2018
Georgian Forest ES	11/12/2018
Georgian Forest ES	11/13/2018
Georgian Forest ES	11/13/2018
Julius West MS	11/12/2018
Julius West MS	11/12/2018
Redland MS	11/12/2018
Bel Pre ES	11/12/2018
Bel Pre ES	11/12/2018
Mill Creek Towne ES	11/12/2018
South Lake ES	11/12/2018
South Lake ES	11/12/2018
South Lake ES	11/12/2018
South Lake ES	11/13/2018
South Lake ES	11/13/2018
South Lake ES	11/13/2018
Flower Valley ES	11/13/2018
Flower Valley ES	11/12/2018
Strawberry Knoll ES	11/13/2018
Dr. Charles R. Drew ES	11/13/2018
Galway ES	11/12/2018
Galway ES	11/13/2018
Community Engagement and Partnership	11/12/2018
Highland View ES	11/12/2018
Highland View ES	11/13/2018
Beall ES	11/13/2018
Watkins Mill ES	11/12/2018
Watkins Mill ES	11/13/2018
Argyle MS	11/12/2018
DuFief ES	11/12/2018
Rachel Carson ES	11/13/2018
Harmony Hills ES	11/12/2018
Harmony Hills ES	11/12/2018
Spark M. Matsunaga ES	11/12/2018
Spark M. Matsunaga ES	11/13/2018
Damascus ES	11/12/2018
Viers Mill ES	11/12/2018
Arcola ES	11/12/2018

Arcola ES	11/13/2018
Weller Road ES	11/12/2018
Luxmanor ES	11/12/2018
Highland ES	11/12/2018
Lakewood ES	11/12/2018
Lakewood ES	11/12/2018
Sequoyah ES	11/12/2018
Sequoyah ES	11/13/2018
Sequoyah ES	11/12/2018
Jones Lane ES	11/12/2018
Lakewood ES	11/13/2018
Oakland Terrace ES	11/12/2018
Thurgood Marshall ES	11/12/2018
Forest Knolls ES	11/12/2018
Forest Knolls ES	11/12/2018
Community Engagement and Partnership	11/12/2018
Watkins Mill ES	11/12/2018
Watkins Mill ES	11/13/2018
William B. Gibbs, Jr. ES	11/12/2018
Twinbrook ES	11/12/2018
Whetstone ES	11/12/2018
Twinbrook ES	11/13/2018
Whetstone ES	11/13/2018
Viers Mill ES	11/12/2018
Goshen ES	11/12/2018
Speech and Language Services	11/13/2018
Kemp Mill ES	11/12/2018
Woodfield ES	11/12/2018
Kensington Parkwood ES	11/12/2018
Beall ES	11/12/2018
Germantown ES	11/13/2018
Silver Creek MS	11/12/2018
Silver Creek MS	11/12/2018
Judith A. Resnik ES	11/12/2018
Rock Creek Forest ES	11/12/2018
Rock Creek Forest ES	11/12/2018
Rock Creek Forest ES	11/13/2018
Rock Creek Forest ES	11/13/2018
Newport Mill MS	11/12/2018
Viers Mill ES	11/13/2018
Speech and Language Services	11/12/2018
Speech and Language Services	11/12/2018
Speech and Language Services	11/12/2018
Speech and Language Services	11/12/2018
Wheaton Woods ES	11/12/2018
Wheaton Woods ES	11/12/2018
Wheaton Woods ES	11/13/2018
Wheaton Woods ES	11/12/2018
Kensington Parkwood ES	11/12/2018
Lucy V. Barnsley ES	11/12/2018

Lucy V. Barnsley ES	11/13/2018
Capt. James E. Daly ES	11/12/2018
Capt. James E. Daly ES	11/12/2018
Capt. James E. Daly ES	11/13/2018
Rock View ES	11/12/2018
Rock View ES	11/12/2018
Rock View ES	11/13/2018
Rock View ES	11/13/2018
William Tyler Page ES	11/12/2018
Eastern MS	11/12/2018
Eastern MS	11/12/2018
Eastern MS	11/12/2018
Viers Mill ES	11/12/2018
Strathmore ES	11/12/2018
Maryvale ES	11/12/2018
Maryvale ES	11/13/2018
Meadow Hall ES	11/13/2018
Ashburton ES	11/12/2018
Strathmore ES	11/12/2018
Stone Mill ES	11/12/2018
Glen Haven ES	11/12/2018
Glen Haven ES	11/13/2018
Washington Grove ES	11/12/2018
Laytonsville ES	11/13/2018
Shady Grove MS	11/12/2018
Flora M. Singer ES	11/12/2018
Whetstone ES	11/12/2018
Ritchie Park ES	11/12/2018
Woodfield ES	11/13/2018
Parkland MS	11/12/2018
William Tyler Page ES	11/12/2018
Washington Grove ES	11/12/2018
Laytonsville ES	11/13/2018
Clearspring ES	11/13/2018
Summit Hall ES	11/12/2018
Summit Hall ES	11/13/2018
Rock Creek Valley ES	11/12/2018
Rock Creek Valley ES	11/13/2018
Flower Hill ES	11/12/2018
Flower Hill ES	11/13/2018
Kensington Parkwood ES	11/12/2018
JoAnn Leleck at Broad Acres ES	11/12/2018
JoAnn Leleck at Broad Acres ES	11/12/2018
JoAnn Leleck at Broad Acres ES	11/12/2018
JoAnn Leleck at Broad Acres ES	11/13/2018
Dr. Sally K. Ride ES	11/13/2018
Washington Grove ES	11/13/2018
Cresthaven ES	11/12/2018
Cresthaven ES	11/13/2018
Speech and Language Services	11/13/2018

Rock Creek Valley ES	11/12/2018
Sherwood ES	11/13/2018
Brooke Grove ES	11/12/2018
Glenallan ES	11/13/2018
Ritchie Park ES	11/13/2018
Sargent Shriver ES	11/12/2018
Sargent Shriver ES	11/13/2018
Earle B. Wood MS	11/12/2018
Laytonsville ES	11/12/2018
Olney ES	11/13/2018
Sligo MS	11/12/2018
Woodlin ES	11/12/2018
Redland MS	11/13/2018
Pine Crest ES	11/12/2018
Pine Crest ES	11/13/2018
Ritchie Park ES	11/12/2018
Cannon Road ES	11/12/2018
Brookhaven ES	11/12/2018
Gaithersburg MS	11/12/2018
Kingsview MS	11/12/2018
Travilah ES	11/13/2018
Montgomery Village MS	11/12/2018
Montgomery Village MS	11/12/2018
Fields Road ES	11/12/2018
Fields Road ES	11/13/2018
Monocacy ES	11/12/2018
Sligo MS	11/12/2018
Farmland ES	11/13/2018
Monocacy ES	11/12/2018
Monocacy ES	11/12/2018
Monocacy ES	11/12/2018
Monocacy ES	11/12/2018
Monocacy ES	11/12/2018
Ritchie Park ES	11/13/2018
Brookhaven ES	11/13/2018
Brookhaven ES	11/12/2018
Brookhaven ES	11/12/2018
Brookhaven ES	11/12/2018
Brookhaven ES	11/13/2018
Brookhaven ES	11/13/2018
Brookhaven ES	11/13/2018
Bethesda ES	11/12/2018
Northwood HS	11/13/2018
Sligo MS	11/12/2018
Diamond ES	11/12/2018
Diamond ES	11/12/2018
Diamond ES	11/12/2018
Bayard Rustin ES	11/12/2018
Bayard Rustin ES	11/13/2018
Bayard Rustin ES	11/12/2018

Monocacy ES	11/12/2018
Oak View ES	11/12/2018
Roberto W. Clemente MS	11/12/2018
Roberto W. Clemente MS	11/12/2018
Roberto W. Clemente MS	11/12/2018
Benjamin Banneker MS	11/12/2018
Waters Landing ES	11/12/2018
Waters Landing ES	11/12/2018
Clopper Mill ES	11/13/2018
Greenwood ES	11/12/2018
Greenwood ES	11/12/2018
Clopper Mill ES	11/12/2018
Clopper Mill ES	11/12/2018
Clopper Mill ES	11/12/2018
Clopper Mill ES	11/12/2018
Woodlin ES	11/12/2018
Clopper Mill ES	11/13/2018
Takoma Park ES	11/12/2018
Clopper Mill ES	11/13/2018
Takoma Park ES	11/12/2018
Takoma Park ES	11/12/2018
Greencastle ES	11/13/2018
Candlewood ES	11/13/2018
Clearspring ES	11/13/2018
Laytonsville ES	11/13/2018
South Lake ES	11/12/2018
Woodlin ES	11/13/2018
Speech and Language Services	11/13/2018
Lois P. Rockwell ES	11/13/2018
Wood Acres ES	11/13/2018
Luxmanor ES	11/12/2018
Stonegate ES	11/12/2018
Forest Oak MS	11/12/2018
Forest Oak MS	11/12/2018
Forest Oak MS	11/12/2018
Preschool Education Program (PEP)	11/12/2018
Forest Oak MS	11/12/2018
Germantown ES	11/12/2018
Lois P. Rockwell ES	11/12/2018
Lucy V. Barnsley ES	11/12/2018
Jackson Road ES	11/12/2018
Montgomery Knolls ES	11/13/2018
Cedar Grove ES	11/13/2018
Lucy V. Barnsley ES	11/12/2018
Lucy V. Barnsley ES	11/13/2018
Lucy V. Barnsley ES	11/13/2018
Montgomery Knolls ES	11/12/2018
Montgomery Knolls ES	11/12/2018
Laytonsville ES	11/13/2018
Olney ES	11/12/2018



Francis Scott Key MS	11/12/2018
Waters Landing ES	11/12/2018
S. Christa McAuliffe ES	11/12/2018
Gaithersburg MS	11/13/2018
Earle B. Wood MS	11/12/2018
Luxmanor ES	11/13/2018
Jackson Road ES	11/13/2018
Poolesville ES	11/13/2018
Rachel Carson ES	11/13/2018
Sargent Shriver ES	11/12/2018
Washington Grove ES	11/12/2018
Rock Creek Forest ES	11/12/2018
Rock Creek Forest ES	11/13/2018
Lakewood ES	11/12/2018
Community Engagement and Partnership	11/13/2018
Glen Haven ES	11/12/2018
Glen Haven ES	11/13/2018
Cresthaven ES	11/13/2018
Sargent Shriver ES	11/12/2018
Cedar Grove ES	11/12/2018
Benjamin Banneker MS	11/12/2018
Viers Mill ES	11/12/2018
William Tyler Page ES	11/13/2018
Candlewood ES	11/13/2018
William B. Gibbs, Jr. ES	11/13/2018
Forest Knolls ES	11/12/2018
New Hampshire Est. ES	11/12/2018
Waters Landing ES	11/12/2018
Strawberry Knoll ES	11/12/2018