

Tips for MONTHLY PAT REP / ADMINISTRATOR MEETINGS

The contract provides for a **monthly Building Rep/Administrator Meeting**:

Article 29.5 Building/Program Contract Administration Meetings

At the request of the Association designated representative, principal, or program supervisor, a monthly meeting shall be held for the purpose of reviewing the administration of this Agreement as it pertains to that building or program and resolving problems which may arise. These meetings shall include elected Association building/program representatives and building/program administrators.

Preparing for the meeting:

1. Hold 10-minute meetings and informal conversations with staff for their input.
2. Make a list of successes and concerns.
3. Do not include individual problems unless you have the member's permission.
4. For each problem area, list a solution that complies with the contract.
5. Create an agenda for the meeting with the administrator for both parties to take notes. Don't overload it; include no more than a couple of issues.

Meeting with the Administrator:

1. Set up a regular time to meet each month. (It's good to schedule them at the beginning of the year.) All elected Reps may attend; at minimum, two should go.
2. Take the initiative at the meeting:
 - Give the administrator a copy of your agenda and take the lead in the discussion. At this meeting, you and the administrators are equals.
 - Briefly describe the issue and proposed solution. Ask for the administrator's response.
 - Don't be side-tracked – return to your concern and solution.
 - If you can't get resolution on an issue – go on to the next one.
3. If you are unsure of a proposal the Administrator makes or need time to look into it, say you will get back to him/her. If the administrator asks for more time, agree on when a response will be made.
4. Divide tasks for the meeting and assign them to the Building Reps (*e.g.*, note taking, spokesperson in meeting, summarizing the meeting decisions, creating the to-do list).
5. At the end of the meeting, orally summarize the results, including agreements and decisions made, assignments, dates by which next steps will be completed.
6. Use this opportunity to develop a good, professional working relationship with your administrator. Mention positives, successes and things going well in the building.