

Monthly PAT/Administrator Meetings

Agenda

Date: _____

Per 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.*

Sample Agenda:

1. Review Any Agreements from the Previous Meeting.

2. Association Concerns/Issues

These are issues that have arisen since your last meeting. Examples might include: building morale, building temperature, testing protocols, duty assignments, scheduling, common leave or other contract violation issues, evaluation compliance concerns, PAT survey results, etc.

3. Building/Program Administrator Concerns/Issues

4. District/Program Update

This is a “heads up” for our members in a building or program on things such as: new protocols, new curriculum, changes in ESL, SPED or other major program areas, major professional development days calling for subs, site council, technology, online offerings, scheduling, etc.

5. Summary of Agreements and Next Steps

You should ALWAYS put your agreements/resolutions in writing. It’s also helpful to do this in a “note taking” format that both sides sign off on. You can include next steps and assign tasks if necessary in this stage of the meeting.

First meeting tips:

- Make it personal, establish a relationship if you can. Make yourself a trusted and respected building member and liaison.
- Let the administrator know you will be meeting with staff members on a regular basis for their input.
- Set up a schedule for the year (regular date on a monthly basis is recommended, *i.e.*, 3rd Wednesdays, etc.)

- Inform administrator that you will be using this agenda format and see if he/she has concerns or suggestions.