

WORKING WITH ADMINISTRATORS

Setting the tone ~

- Building a relationship is important
- Sense of collaboration
- Being part of the team
- Active participation at the school

Two-way Communication ~

- Establish a meeting calendar with the principal early in the year
- Keep administrator informed of events, activities or concerns
- Share information from State/National PTA with site administrator
- Share information on setting dates for activities in conjunction with principal

Collaborating with the School ~

- Be aware of the school's improvement needs and focus
- Offer to bring PTA's help in reaching the goals set by school and its staff
- Ensure PTA members are actively involved in School Site Councils, Governance Teams, or related committees

Training Opportunities ~

- Offer to provide parent training at the school
- Offer materials relevant to the needs of the school found in the Toolkit and Annual Resources
- Invite principal to leadership activities sponsored by State/National PTA

School District Level Involvement ~

- Be an active member of school district level committees
- Use school district's master calendar to become aware of activities where PTA's presence is needed
- Request opportunity to provide a presentation at the Board of Trustee's meetings

Building a Stronger Team ~

- Focus on the positive
- Never forget PTA's focus
- Keep recruiting others to help with the school's and PTA's goals
- Make the principal an active member of the PTA unit, council and district
- Learn from others and share your knowledge as well