

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 Quick Reference Guides*
- *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 school board 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*