

## Working with administrators

### Set 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 an opportunity to provide a presentation at school board meetings

### Build a Strong Team ~

- Ask for the principal's help in encouraging staff to become PTA members.
- Learn from others and share your knowledge as well