

A GUIDE FOR BUILDING COMMITTEE MEETINGS WITH THE PRINCIPAL

Article IVD.3 "The principal of a school...shall meet at least once a month with the Federation Building Committee at its request to discuss operations and questions relating to the implementation of this Agreement..."

1. Preparation for the Meeting
 - A. All chapter members should be made aware of the meetings and have an opportunity to raise issues to be discussed by the Building Committee at its planning meeting. Faculty meeting announcements, home room bulletins, mail box messages can be used to inform chapter members that agenda items are being solicited.
 - B. The Building Committee should meet and prepare for the up-coming meeting with the principal. Decide what issues will be placed on the agenda and what position the Building Committee will take on each one. Keep a solid front. If someone's opinion differs from the majority, he/she should argue positions at the planning meetings, but do not show dissension at the meeting with the principal.
 - C. Predetermine who will present each item. Remember that the Building Representative chairs the meeting with the principal. Therefore, the Building Representative, and not Administration, determines who will speak to the issue.
 - D. Present an agenda to the principal far enough in advance so he/she can prepare responses whenever possible.
 - E. If the matter involved is a contractual violation, cite the section and paragraph.

2. Meeting With the Principal
 - A. Have a member of the Building Committee serve as recording secretary. Principal and Building Representative should sign minutes.
 - B. Don't allow Administration to brow beat, dominate or determine the discussion. The Building Representative should place himself/herself in a position between the Building Committee and principal so as clearly show he/she is chairing the meeting.
 - C. Deal in facts, be precise, do not hedge or vacillate.
 - D. If an unexpected situation develops, ask for a recess and caucus with the Building Committee.
 - E. Once an agreement has been reached with the Administration, uphold our part of the bargain regardless of personal feelings.
 - F. Publish the minutes of the meeting and invite Chapter members to discuss them at Chapter meetings.

3. Suggested Topics for Meetings
 - A. Finances/Budget (Article IVF)

 - B. Rostering and reorganization (Article XVIII B2)

C. Personnel

1. Class size (XVIII G)
2. Criteria for positions (XVII C)
3. Seniority (IX A)

D. Calendar

1. Professional Development/Observation & Conference Days
2. Alterations to the school day (X)
3. Event
 - a. scholastic
 - b. social
 - c. sports
4. Parent-teacher meeting (community activities)
5. Home and school association
6. Report card conferences
7. Evening Meetings (XII B 20)

E. 204's and grievances (XIV, XV)

F. Organization other than personnel

1. Conflicts – use of rooms, scheduling, etc.
2. Working conditions
3. Maintenance
4. Supplies – requisitions

G. Coverage and prep repayment – (XVIII B1)

Highsmith memos (in Building Representatives' Manual)

H. Proposed changes in or new policy – (IV D 4)

I. Health, welfare and social