



## CUTA Site Rep/CUSD Administrator Meeting

- On union business, you are the administration's equal.
- Without acting pompous or self-important, you should insist on being treated with respect at all times.
- On request, you and the teacher must be told the subject matter of the meeting.
- You must be allowed to meet privately with the colleague. In the private meeting you can advise the member about avoiding insubordinate conduct or dishonest answers.
- Be positive, while still maintaining a businesslike demeanor.
- Discuss issues, facts and procedures, not personalities or rumors.
- Don't ramble or get sidetracked. Come prepared and firmly center the discussion on the issue at hand.
- Don't lose your temper; use it! Never allow yourself to become overexcited, hostile, or angry.
- During an interview, you can object to intimidating or confusing questions and help ask clarifying questions.
- When you express disagreement with the administration's position, do so with dignity, thoughtfulness, and firmness.
- Listen for the main point of the administration's position. This is the area in which your possible solution may be found.
- Ask questions. For one thing, this breaks up any attempt to turn it into a management "lecture." And it sometimes brings out new information you can use or exposes weaknesses in the administration's position.
- Help the colleague avoid making damaging statements, serve as a witness in case the employer tries to distort the conversation and point out extenuating circumstances, and offer common sense advice.
- Take careful notes on the administration's position. Interrupt if necessary to make sure your notes are complete.
- When the interview or meeting ends you can make an argument on the teacher's behalf if there is inappropriate discipline.
- Remember that this is not an ego trip. We're seeking a solution to a human problem for the good of everyone concerned. Try to leave the administration a way to retreat with dignity.

You've met with the administration about an issue and now you have the facts. If there's no agreement, what's next? Discuss with CUTA leadership and CTA staff the merits and implications of the issue. Decide whether this justifies meeting with district officials, filing a grievance and/or organizing collective action.

Admin meetings should never be confused with your chief responsibility as a site rep: to build a united, organized and involved membership in your school.