**REPRESENTING MEMBERS WITH MANAGEMENT**

TAAAC Rep Assembly Training Series – March 8, 2023

**Example 1: Pre-Disciplinary Meeting**

**Jimmy McKinny (member):** Jimmy exhausted all his leave earlier in the school year due to an unexpected medical issue. Over the past month he has had to take several full and half-days off for follow up appointments related to the medical issue. In total, he has over 20 hours of “lost time” (unapproved unpaid leave). He has been called to a meeting with your principal for a pre-disciplinary meeting about these absences.

**Sheila Stern (principal):** This is Sheila’s fifth year as a principal. While she can be a little cold and impersonal, her reputation among the staff is that she is fair, but a stickler for the rules. She does not like disciplining staff but feels like she has no choice with Jimmy given his repeated unapproved absences.

**Example 2: Informal Meeting about potential grievance**

**Amelia Gutiérrez (member):** Amelia tells you that she has not received an uninterrupted 25-minute duty-free lunch for 15 out of the past 20 school days. While her duty schedule lists a 25-minute lunch period, she is repeatedly interrupted with calls on her walkie to supervise students, intervene in behaviors, and other types of coverage due to staff shortages. Amelia likes to be a team player, but she is getting tired of not being able to eat lunch and wants something to change.

**Matthew Muddle (principal):** This is Matthew’s first year as principal after a 10-year career as a teacher and AP. Most staff find Matthew likeable and friendly, but he is having a difficult time adjusting to his role as an administrator. Paperwork is often filed late, communications are inconsistent, and he often cancels meetings at the last minute.

**Remember the Do’s and Don’ts:**

DO – Speak to management as an equal DON’T – Be intimidated or silenced

DO – Get the whole story through direct questions DON’T – Lose your composure

DO – Take good notes DON’T – Allow management to derail

DO – Keep the meeting focused on the current issue DON’T – Walk away without a clear sense of the issues and allegations