

DOWNEY EDUCATION ASSOCIATION/CTA/NEA

10-Minute Worksite Meeting

AGENDA

0 – 5 minutes Report what the DEA is doing.

- DEA PAC and CTA PAC
- Personal Business and Personal Necessity Days
- Labor Day 2009
- District 125 Plan
- CTA Conference Grant Application Deadline Nov. 7th
- Air Conditioning
 - Informal Survey of Site Members regarding current district A/C Policy.
 - Agree w/policy Disagree w/policy

➤ Additional Information:

1. _____
2. _____
3. _____
4. _____

5 – 9 minutes Emphasize member involvement.

- Seek input regarding presented information. Identify other issues/problems of concern to them that you can bring back to the next Representative Council Meeting.

9 – 10 minutes Share something positive with your members.

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10-Minute Worksite Meeting

School: _____ Rep facilitating meeting: _____

Yes, we had a 10-minute meeting this month

Date of meeting: _____

No, we did not hold a 10-minute meeting this month

Please report any issues which emerged regarding agenda topics.

Please report any new issues discussed.

**Please return this completed form to the DEA Office
by district mail immediately following your meeting.**