

Planning The 10-Minute Meeting Introduction

Why is the building meeting so important? It is essential to provide members with a voice in the union and the opportunity to provide their opinions in the decision-making process. Building Representatives who hold regular building meetings have the best shot at strengthening membership rapport, especially in difficult times.

“But they won’t stay for a building meeting,” You complain. “They’re too busy.”

Try promising them a 10-minute building meeting timed by the clock.

“But I need to ask permission”

Use your classroom as the meeting place.

“People will forget”

Remind people in the hallways and ask your colleagues to help you spread the word.

See the guide for planning such a meeting on the following pages. Look over the rationales for each part of the 10-minute meeting and a sample agenda to be distributed at the start of the meeting.

While it seems expedient for the Building Representative to skip it and vote in meetings without having gained input from members or by merely “sensing” the opinions of members, it is better for the Association and the membership to be consistently engaged, informed, and polled.

PLANNING THE 10-MINUTE BUILDING MEETING

Sample Planning Guide

Minutes	Topic	Rationale
2 Minutes	Brief overview of major topics discussed at last month's Association meeting.	We're keeping members informed. We try to reduce the hush-hush attitude so often prevalent in union business. Keeping members informed is not a matter of how much they are told. Rather, it is a matter of their realizing that leaders are working hard to keep them informed.
4 Minutes	Present and explore a new issue. We need your input before we go to the School Board Meeting.	The mere process of getting members' input reinforces in the members' mind that his/her opinion is actively sought and subsequently presented to the voting body. The Building Representative who neglects this step is asking for mistrust and hostility from members.
3 Minutes	A 3 minute review of a current issue or problem. Could be a building issue or a District-wide item.	Often just talking about a problem gives considerable relief. Reviewing issues keeps information flowing and demonstrates a commitment to items raised by members.
1 Minute	End on a positive note. Outline how member involvement has influenced the union's action or a decision by the District. Or simply congratulate a member on a recent achievement.	We must constantly provide our members with the context in which the Association operates. We must remind them where we started on an issue and where we are today. While the issue may not be resolved, point out how far the item has come since it was first mentioned.

SAMPLE AGENDA

Your Local Association Name

10 MINUTE MEETING

School Name and Location; Date and Time

- 1) Welcome everyone to the meeting (1 minute)
- 2) We need your input on how our district should allocate our local funding. Your views will be presented to the school board and Superintendent. (Share the background information below and ask folks to share ideas) (5 minutes)

*Thanks to the collective voice of thousands of educators, the Mississippi Legislature has approved an additional \$100 million to fund schools (HB 1613). Based on the 2022-23 student enrollment data provided by the Mississippi Department of Education (MDE), the extra \$100 million translates to approximately **\$227 per student**. **You can calculate your school's and your school district's total allocation by multiplying \$227 by the [number of students enrolled](#).***

School Boards and Superintendents decide how to prioritize and spend this additional funding soon. As educators and school staff, we engage with students and parents every day and it's our responsibility to ensure that this funding is spent effectively to support student success.

The funding provides flexibility to local districts to spend these funds as necessary to support the operations of the school district excluding salary increases for superintendents, assistant superintendents, or principals. This means that your voice matters in these decisions!

Here are some examples of how the additional funding can be utilized:

- *More instructional materials for hands-on learning and updated technology for student use.*
 - *Upkeep and repair of classrooms, schools, and facilities to provide a safe and conducive learning environment.*
 - *Additional funding for school programs like art and music education, vocational education, and gifted/special education to promote student creativity and skill development.*
 - *Resources to maintain and purchase school buses and meet other transportation needs, ensuring students can get to and from school safely.*
 - *High-quality educator recruitment and retention through educator pay and benefits to attract and retain top talent in the education sector.*
- 3) Ask all attendees to complete this story collection form and to share it with colleagues (2 minutes)
 - 4) Something that should make you proud! (1 minute)

Time's up! We told you that we could do it in 10 minutes! Don't forget to leave your questions and suggestions at the door.



Sample Exit Ticket for 10 Minute Meeting

ASK A QUESTION. MAKE A SUGGESTION. Tear off this portion of the agenda and leave it at the door.

Name: _____

Question or Suggestion: _____

Sample Flyer to Post in Your Worksite

10-MINUTE

Any Town Education Association

BUILDING MEETING

Monday, Month, Day, Year

Any Town EA is engaging in the local funding decision making process.

Any Town EA is determined to keep you informed.

Any Town leaders need **YOUR** input.

Remember – only *10 minutes!*

We start in my classroom at 3:15 SHARP!

We wind up the meeting at 3:25 SHARP!

Honestly, it really is a *10-minute* meeting.

If you doubt us, come on Monday and time us!