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## PROFESSIONAL TRAINING FOR EDUCATORS

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INTRODUCTION

Minnesota Educator Academy – Professional Practice
Focused on improving classroom instruction, professional relationships and professional growth.

Personal Development
Get support planning for your financial future, learn how to manage stress and find additional support for your classroom.

Union University
Build powerful local unions, get training on local leadership roles and skills, learn about getting involved in public policy decisions and work with your district.
MINNESOTA EDUCATOR ACADEMY – PROFESSIONAL PRACTICE

Collaboration and Professionalism

Making Professional Learning Communities (PLCs) Work for Your Local

The most successful professional learning communities support collaboration among colleagues and focus on improving student learning through educator-led efforts. Learn how to structure and operate meaningful PLCs and determine how these fit into your teacher development and evaluation process.

Audience: Teacher members  
Time: 60-90 minutes  
Presenters: Education issues staff

Obtaining the Paraprofessional Credential

This session will help you learn what you need to know about the newly established voluntary Minnesota paraprofessional credential. The session will cover the credential requirements, explaining what qualifies as clock hours toward competencies and answering any other questions participants may have.

Audience: Paraprofessional members  
Time: 60-75 minutes  
Presenters: Education Minnesota members

Special Educators Working Together: Collaboration Strategies for Special Education Teams

The goal of this training is to introduce best practices for enhancing special education ESP and teacher professional educator partnerships built on trust, respect, communication and unified purpose. Teams will learn collaboration strategies to support student and family capacity for growth. This training is designed for teams of special educators. Ideally, teachers will attend this with their ESP colleagues.

Audience: Teacher and ESP members  
Time: 60-90 minutes  
Presenters: Member trainers and policy staff

Teacher Development and Evaluation – Implementation Blues

A collaborative labor-management oversight team is essential to make certain your TDE system is implemented with fairness and fidelity. In this session, we’ll discuss how teachers in your local can take an active role in ensuring that the TDE system supports teacher growth and provides useful professional development.

Audience: Teacher members  
Time: 60-90 minutes  
Presenters: Education issues staff
Teacher Licensing Update

Significant changes were made to the Minnesota teacher licensing system during the 2017 legislative session. This training will provide an overview of both the new tiered licensure system and the new standards board.

- **Audience**: Teacher members
- **Time**: 60-90 minutes
- **Presenters**: Education issues staff

Teachers and Paraprofessionals/Education Assistants – Working Together, Educating Effectively

Learn strategies and educational best practices to optimize the teacher/paraprofessional working relationship so skills and talents of all educators come together in the classroom most effectively.

- **Audience**: Teacher and ESP members
- **Time**: 60-90 minutes
- **Presenters**: Field staff

Relicensure CEUs

License renewal trainings are available in the following sessions: 60-, 90-, or 120-minute formats. Pre-registration is required. Registration is limited to 35 participants per session.

- **Accommodations and Modifications**
  Participants will learn about research based instructional tools and strategies for every student in the classroom, with an eye toward adapting materials for all learners.

  - **Audience**: All members
  - **Time**: 60, 90 or 120 minutes
  - **Presenters**: Member trainers and policy staff

- **Digital Learning Strategies**
  Digital literacy is one of the most important skills for students. If educators are not also practiced in these approaches, it is difficult to translate learning within the classroom. Attend the session to learn about connected learning theory, effective use of technology and uncover tools and strategies for taking your professional practice to a digital level. Plan on returning to your classroom with a new framework for supporting your students.

  - **Audience**: All members
  - **Time**: 60, 90 or 120 minutes
  - **Presenters**: Member trainers and policy staff
*English Language Learners
Learn to tap into the strengths English language learners bring to your class. Discover strategies for differentiation and scaffolding to support their work as they progress through stages of language acquisition.

Audience: All members
Time: 60, 90 or 120 minutes
Presenters: Member trainers and policy staff

*Positive Behavior Intervention Strategies
This session focuses on effective group management strategies that lead to increased student engagement and learning.

Audience: All members
Time: 60, 90 or 120 minutes
Presenters: Member trainers and policy staff

*Reading Seminar
Participants will review the research and exemplary practices that help students acquire strong reading comprehension skills.

Audience: All members
Time: 60, 90 or 120 minutes
Presenters: Member trainers and policy staff

*Student Mental Health
This session raises awareness of key warning signs for early onset mental illness in children and adolescents and includes strategies for addressing learning challenges faced by students with particular mental health challenges.

Audience: All members
Time: 60, 90 or 120 minutes
Presenters: Member trainers and policy staff

*Suicide Prevention
The 2016 Legislature has required at least one hour of suicide prevention best practices as part of the renewal condition for early-onset mental illness in children and adolescents (student mental health). This requirement can be met by: 1) Combining student mental health and suicide prevention into a 2-hour session; one hour is required in each topic or 2) offering a separate course on suicide prevention. Due to the sensitive nature of this topic, staff would prefer to work directly with the person requesting this training.

Audience: All members
Time: 60, 90 or 120 minutes
Presenters: Member trainers, community partners and policy staff

*Designed to meet Minnesota license renewal requirement
Student Learning and Behavior

Community Storytelling
In this session, you will explore your personal identity by reflecting on your membership in a variety of social groups, and examining dynamics of privilege and bias as they intersect with these classifications. You will learn to tell your own story by considering questions regarding identity, community, relationships and boundaries – then sharing your discoveries with another participant. This experiential learning activity is structured with relational trust and safe-space grounding principles in mind. You will develop awareness of privilege and bias as you discover unconscious perceptions of yourself and others.

Audience: All members
Time: 60-90 minutes
Presenters: Member trainers and policy staff

Culturally Responsive Teaching
To help all students learn, effective educators adopt teaching dispositions and strategies to engage them. This session will show you how understanding various cultural perspectives, including your own, can enhance your teaching and your students’ learning. You will also learn to examine dominant narratives, so you might better recognize their presence within your curriculum, and adapt your instruction to reflect a wider spectrum of alternate perspectives. Culturally responsive teaching is grounded in the development of a culturally responsive mindset.

Audience: All members
Time: 60-90 minutes
Presenters: Policy staff

Exploring Equity Issues in Education
Equity work in education is critical for all stakeholders. While dedicated and consistent learning is necessary to eradicate inequitable systems, we also recognize that this work is often challenging. In this session, you will learn techniques and strategies for creating a culture of equity, navigating the barriers inherent in our inequitable system and reflecting on your own personal journey to develop an equity focused growth mindset. Tools and materials for the session are grounded in many decades of research.

Audience: All members
Time: 60-90 minutes
Presenters: Member trainers and policy staff
How to Deal With Student Bullying

How do we as educators address bullying of students and the impact it has on our schools? Bullying has been front and center in the news and dealing with bullying as an educator can be very difficult. This workshop will discuss the impact of bullying on students and how educators can work with both the student being bullied and the one doing the bullying.

Audience: All members  
Time: 60-75 minutes  
Presenters: Field staff

Introduction to Restorative Practices

Educators will learn the history and seven guiding principles of restorative practices. Participants will have the opportunity to participate in a circle process and reflect on the benefits of restorative practices in learning communities. Participants will also be given time to reflect on their own classroom, site and district’s capacity to adopt restorative practices.

Audience: All members  
Time: 60-90 minutes  
Presenters: Member trainers and policy staff

Introduction to Trauma-Informed Practices

The Minnesota Adverse Childhood Experiences (ACEs) study has offered valuable data on the prevalence of toxic stress among Minnesota’s student population. Participants will learn general information from the ACEs study, how toxic stress alters student’s brains and its impact on learning. Participants will also be given time to reflect on their own schools and districts response to trauma.

Audience: All members  
Time: 60-90 minutes  
Presenters: Member trainers and policy staff

Making Data and Classroom Assessments Work for You

Look at how you currently use assessments, how you provide feedback to students and how this can serve to motivate students. Learn about the types of formative assessments and how to use them in your classes.

Audience: All members  
Time: 60-120 minutes  
Presenters: Member trainers and field staff

Special Education Dilemmas

An interactive discussion for special education staff and paraprofessionals on how to improve collaboration and communication with colleagues, parents and administrators in difficult situations.

Audience: All members  
Time: 60-90 minutes  
Presenters: Education Minnesota attorneys
Standards-Based Instruction and Assessment

Standards-based grading is an effective way to closely monitor student learning and offer meaningful descriptive feedback to students. In this session, we will explore methods for planning and instruction, as well as strategies for tracking and responding to student learning. Making the shift from traditional instruction and assessment to a standards-based approach will benefit students and make your teaching more efficient.

*Audience:* Teacher members  
*Time:* 60-90 minutes  
*Presenters:* Education issues staff

Working With Our Most Challenging Students

Understanding our students is key to forming relationships and supporting learning. This session will provide an overview of some of the biggest challenges facing students today. Participants will walk away with an understanding of the acronyms, process and framework of special education laws, and the issues facing homeless/highly mobile youth. Participants will learn how mental health issues impact student learning and what resources educators can use to support students. The session will end with an overview of how to plan an effective organizing plan to bring back to the union.

*Audience:* All members  
*Time:* 60-90 minutes  
*Presenters:* Field staff

Technology

Best Free Online Education Resources

Today there are many free online resources that educators can use to enhance the student’s learning experience and increase the student’s understanding of subject matter. In this session, we will show you many different sources to find free curriculum resources, use databases to find the right resources for your subject area and integrate technology with instruction to enhance content.

*Audience:* All members  
*Time:* 60-90 minutes  
*Presenters:* Field staff
PERSONAL DEVELOPMENT

Asset Accumulations/Investment Options
Learn about the value of accumulating assets through tax-deferred saving plans (403(b)/457/401(a) accounts) to supplement your pension and coordinate with Social Security.

Audience: All members
Time: 60 minutes
Presenters: EFS Advisors

Degrees, Not Debt
Education Minnesota’s Degrees, Not Debt program is rallying public support to decrease the cost of college and make it easier and cheaper to pay student loan debt. We know that student loan debt makes life hard for many young educators, driving some away from teaching. Many see the cost of college as a barrier to getting into the profession in the first place. These challenges weaken the diversity and depth of our teaching corps. We want to make sure you, as an educator, know about existing student loan forgiveness programs, how to find out if you’re eligible and how to apply for them.

Audience: All members
Time: 60 minutes
Presenters: Policy staff

Energize Yourself!
Feeling a bit out of sync, overloaded and lacking energy? With this session, you can take some positive steps toward adding energy to your life. This session is full of great tips for you.

Audience: All members
Time: 60-75 minutes
Presenters: Field staff

Evaluating Retirement Savings Options
Retirement savings can be a critical part of our members’ compensation. Learn how to maximize the way we provide retirement savings options: how to incorporate into the bargaining agreement, provide a benefit early in educators’ careers, improve the quality of investment options and educate members on the value of retirement savings.

Audience: Negotiator members
Time: 60 minutes
Presenters: EFS Advisors
Financial Concerns for Women

According to statistics, 90 percent of all women will be the sole financial decision maker for themselves and/or their families at some time. This session will explore financial concepts necessary to being a financial decision-maker. Both beginning and sophisticated financial decision makers are warmly welcome in this session.

Audience: All members
Time: 60 minutes
Presenters: EFS Advisors

Financial Planning for Beginners/NextGen

How can you manage your paycheck to have the money you need today and plan for a secure future?

- Learn the importance of budgeting and smart debt management techniques.
- How much will a $50 per month contribution amount to in 30 years?
- I have heard of a 401(k), but what is a 403(b) and why should I contribute to one?
- How does a Roth work, and is it the best for me?

Audience: All members
Time: 60 minutes
Presenters: EFS Advisors

Grants From Your Education Minnesota Foundation

What’s in it for you? Get an update on programs and tips for writing successful grants.

Audience: All members
Time: 60 minutes
Presenters: Foundation staff

Health Insurance Solutions

This session will provide information to members about their options for health insurance if they find themselves uninsured due to early retirement, part-time employment or termination, and for their children who are no longer dependents. Through a partnership with the Minnesota Health Insurance Network (MNHI) representing all of the major health care providers in Minnesota, members and their families can receive assistance shopping the marketplace for health care plans to meet their needs and budget. Discussion includes Consolidated Omnibus Budget Reconciliation Act (COBRA) and alternatives for health insurance continuation coverage, the Minnesota Comprehensive Health Association (MCHA) for those who don’t qualify in the individual market, group Medicare options for those approaching age 65 and the basics of Medicare parts A and B.

Audience: All members
Time: 60 minutes
Presenters: MNHI staff
How to Find Balance in Your Life and Work

Are you balancing or juggling the many commitments and interests in your life? Don’t let stress interfere with your ability to be successful. This session will share strategies and demonstrate techniques for balancing your real-world obligations. Learn simple techniques that will easily work into your schedule, help you deal with stress and lift your spirits.

Audience: All members
Time: 60-75 minutes
Presenters: Field staff

Legal Issues for Members Facing Disability

Education Minnesota’s Legal Department has developed resources to support our members with physical and mental health disabilities. In this session, we will address the various issues faced by our members and locals, including: strategies for member rights advocates to use in assisting members with disabilities, how members request accommodations, the Long-Term Disability (LTD) application process and other related issues.

Audience: All members
Time: 60-90 minutes
Presenters: Education Minnesota attorneys

Member Benefits Program/Product Value

Learn about the sponsored financial, insurance and discount programs/services available to active and retired members and their families through Education Minnesota ESI, NEA and AFT. From financial and retirement planning to discounts on travel, cars and major appliances, there are many ways for members to save the cost of their dues and more.

Audience: All members
Time: 45-60 minutes
Presenters: Education Minnesota ESI staff

Mental Health Issues for Adults

Educators perform a hard job, often under scrutiny and always with a lot of students depending on them. When our members experience mental illness or experience a mental health crisis, what can we do to recognize this and respond with as much help as possible? What protections do our members have, and what resources are available to them? This session will explore those issues.

Audience: All members
Time: 60-90 minutes
Presenters: Education Minnesota attorneys
Public Employees Retirement Association (PERA) Pension Education/Investment Planning/Long-Term Care (LTC)

This session will include the following topics:

- Pension – an in-depth look at your PERA pension features/options.
- Information on Social Security, Roth IRAs and 403(b)/457/401(a) accounts; and health care choices and decisions related to long-term care insurance as a means to provide independence as well as retirement savings and asset protection.
- Overview of member benefits – ESI, AFT+ and NEA Member Benefits programs and services, including information on no-cost insurance for new members from AFT and NEA and NEA Complimentary Life insurance for all members.

Audience: ESP members
Time: This session is usually a double session, 90-120 minutes
Presenters: EFS Advisors, ESI retirement consultants and Educators Lifetime Solutions

Teachers Retirement Association (TRA) Pension Education/Investment Planning/Long-Term Care (LTC) (Also available for St. Paul Teachers’ Retirement Fund Association) (SPTRFA)

This session will include the following topics:

- Pension – an in-depth look at your TRA pension features/options.
- Information on Social Security, Roth IRAs and 403(b)/457/401(a) accounts; and health care choices and decisions related to long-term care insurance as a means to provide independence as well as retirement savings and asset protection.
- Overview of member benefits – ESI, AFT+ and NEA Member Benefits programs and services, including information on no-cost insurance for new members from AFT and NEA and NEA Complimentary Life insurance for all members.

Audience: Teacher members
Time: This session is usually a double session, 90-120 minutes
Presenters: EFS Advisors, ESI retirement consultants and Educators Lifetime Solutions
**True Colors**

True Colors has been created as a vocabulary through which people can communicate the expression of their character. True Colors is an easy, entertaining way to identify your character spectrum to better understand yourself and others. It is an invaluable tool for enjoying success in your personal and professional life. True Colors uses four colors to identify distinct perspectives and personalities. Most of us have a dominant or bright color and are influenced or shaded by the other three colors, thus creating our True Colors Spectrum. True Colors establishes a common language by which we communicate core motivations, needs and behaviors. Discovering your True Colors Spectrum is fun and exciting! Once you recognize the True Colors in yourself and others, you will be able to respond more appropriately and concisely in your varied communication settings. School employees will be able to understand their students and will communicate more effectively with students and parents after attending the True Colors training.

*Audience: All members*

*Time: 120 minutes*

*Presenters: Field staff*
UNION UNIVERSITY

Communications and Public Policy

Cell Phones, Social Media and Student Safety
Is it illegal for a student to record a teacher or school employee without permission? May school districts impose discipline for cyberbullying that occurs outside of school? With cell phones becoming increasingly prevalent in schools, this presentation will explore these and other legal questions that arise when students use their cell phones to record or photograph their classmates or school employees. This session will also address best practices for school staff in responding to in-school cell phone use by students.

Audience: All members
Time: 60-90 minutes
Presenters: Education Minnesota attorneys

Internal Communications
Communicating with your members at the local level is vitally important, especially now. This workshop will have participants analyzing and sharing ideas on ways to improve internal communications within their local or IO. The workshop will look at ways to share information and draft communications plans during both bargaining and member engagement work.

Audience: Local leaders, any interested member
Time: 60 minutes
Presenters: Public affairs staff

Legislative Session Preview/Update
What are the governor’s and lawmakers’ priorities likely to be in 2018? We will offer our predictions on what to expect in the 2018 legislative session.

Audience: All members
Time: 45-60 minutes
Presenters: Public affairs staff

No More “No Comment”: Media and Message Training for Educators
Whether you’re a local leader or a “regular” educator working hard every day in our schools, chances are you may get a request from a reporter or a community group to talk about an education issue. But what do you say? What’s the best way to say it? This training will help you develop good messages for the news media, for the public, even for your neighbors and fellow community members. You’ll learn to deliver those messages confidently and in a way that resonates with your audience. Participants are encouraged to bring their own experiences dealing with the media and public speaking – both positive and negative – for discussion.

Audience: Local leaders, any interested member
Time: 60 minutes
Presenters: Public affairs staff
Screening Candidates and Winning Local Elections and Levies
This session will cover the benefits, rationale and mechanics of conducting a local school board screening and then recommending and electing school board candidates. This session will also discuss how Education Minnesota can help you win local elections with message development, targeted voter files and printing and design.

Audience: All members
Time: 30-90 minutes
Presenters: Public affairs staff

Social Media: What You Can and Can’t Do
Social media is everywhere and a powerful resource or tool. It allows individuals to share personal information, photos and opinions. It allows unions to connect with members and potential members. It allows students to talk to other students. It allows students, parents, educators and everyone that makes up the education community to communicate with each other. This session will provide some tips to help navigate some of the common pitfalls and protect you as an educator.

Audience: All members
Time: 60-90 minutes
Presenters: Education Minnesota attorneys

Telling Your Story
Ever feel trapped by someone else’s story about you and public education? Wondering where all the blame is coming from? Feeling a little powerless? It’s time to act and speak out by telling our own stories. This workshop will explore the concept of public narratives – who creates them, how they hold power and how we can begin to counter the anti-public school narrative that is having a negative impact on all of us.

Audience: All members
Time: 90 minutes
Presenters: Public affairs staff

The 2018 Campaign
Learn more about what’s coming up in the November election, Education Minnesota’s priorities and plans, and how members can get involved in helping to ensure that all pro-public education voters get out and vote. This interactive combination of briefing and discussion will engage members in identifying how they can get involved in elections in a personal and fun way.

Audience: Local leaders, any interested member
Time: 30-60 minutes
Presenters: Public affairs staff
Legal

**Considering Staff Safety: Individual Issues and Proactive Steps for a Local**

Safety in our schools is important for educators, students and families. A safe classroom and school means a safe educational environment for students and a safe workplace for employees. Considering staff safety means considering individual issues for staff and students, but there are also proactive steps a local union could take to address safety and the impact it has on staff and students. This session will provide information on options for staff who are injured or at risk for injury, as well as options for local unions to consider.

*Audience: All members*
*Time: 60-90 minutes*
*Presenters: Education Minnesota attorneys*

**Continuing Contract Law: Know Your Rights**

This session will cover the basics of the continuing contract law, Minnesota Statute § 122A.40. An Education Minnesota attorney will walk you through probationary periods, non-renewals, unrequested leaves of absence, terminations and access to and expungement of records. Come with your question and leave with a better understanding of your rights.

*Audience: Teacher members*
*Time: 60 minutes*
*Presenters: Education Minnesota attorneys*

**Data Practices: Public, Private, Confidential, Nonpublic, Protected – What Does This All Mean?**

This session will cover the Minnesota Government Data Practices Act, including a basic introduction and more advanced topics. Participants will learn about various types of personnel data, and the circumstances under which that data may be available to the public. We will discuss educational data and the duty to keep this data private.

*Audience: All members*
*Time: 60-90 minutes*
*Presenters: Education Minnesota attorneys*

**Grievance Processing and Practicing**

This session will detail the grievance process from the initial writing of a grievance to its completion. Attendees will have the opportunity to practice each step of the process using situations which are based on interesting, unusual and true circumstances. Participants should bring a copy of their contract with them.

*Audience: All members*
*Time: 60-90 minutes*
*Presenters: Education Minnesota attorneys*
How to Deal With Workplace Bullying

Bullying in the workplace can have devastating effects on our personal and professional lives. This training defines workplace bullying, illegal harassment and discrimination before examining anti-bullying strategies and advocacy skills for individuals, bystanders and unions.

Audience: All members
Time: 60-75 minutes
Presenters: Field staff

Legal Basics

Many state laws impact educators in the classroom and affect your working conditions and employment status. Join us for an interactive review of the key things to know as a Minnesota educator. This session is particularly beneficial for newer members.

Audience: All members
Time: 60-90 minutes
Presenters: Education Minnesota attorneys

Legal Issues for Education Support Professionals (ESPs)

This session will offer a review of the laws affecting ESPs. An Education Minnesota attorney will walk you through the Public Employment Labor Relations Act (PELRA), wage and hour laws, leave laws, anti-discrimination laws and other applicable state and federal laws.

Audience: ESP members
Time: 60-90 minutes
Presenters: Education Minnesota attorneys

Maltreatment/Mandatory Reporting

This session will test participants’ knowledge and provide tips for educators on how to comply with the Maltreatment of Minors Act. When and how are teachers required to report suspected child abuse or neglect? What are your rights if you are the subject of an investigation? These questions and more will be discussed. Participants will have time to ask questions about this topic.

Audience: All members
Time: 60-90 minutes
Presenters: Education Minnesota attorneys

Negotiating Statutory Protections

This session will help you develop strategies to preserve legal protections relevant to your workplace, including leave laws, the Public Employment Labor Relations Act and laws related to pay and benefits. Participants will discuss strategies to extend statutory protections to all bargaining unit members and strategies to negotiate greater benefits than those provided in statutes. Bring your own contract for reference during the session.

Audience: All members
Time: 60-90 minutes
Presenters: Education Minnesota attorneys
Past Practice: How the Past Can Haunt (or Help) You!
What constitutes a binding past practice? How can I use past practice to support a grievance? What is the proper way to terminate a past practice? An Education Minnesota attorney will walk you through the answers to these questions and more.

Audience: All members
Time: 60-90 minutes
Presenters: Education Minnesota attorneys

Teacher Code of Ethics/Board of Teaching
Information provided will help teachers avoid situations that could jeopardize their careers, licenses and reputations. The session focuses on the legal and ethical issues addressed by the Teacher’s Code of Ethics, including a discussion of other related laws. Being informed and understanding these issues will help you have a successful teaching career.

Audience: New teacher members or those working with new teachers
Time: 60-90 minutes
Presenters: Education Minnesota attorneys

That’s Unfair: Unfair Labor Practices and the Public Employment Relations Board
This session will provide an overview of unfair labor practices under the Public Employment Labor Relations Act. We will discuss the legal rights and obligations of unions and employees and how to use those rights to aid in a successful organizing campaign. This session will also cover the unfair labor practice charge process with the Public Employment Labor Relations Board.

Audience: All members
Time: 60-90 minutes
Presenters: Education Minnesota attorneys

Top 10 Reasons for Teacher Discipline
Join one of the Education Minnesota attorneys and discuss the top 10 reasons teachers receive discipline. From boundary issues with students to paperwork compliance, we will look at why discipline commonly happens and consider best practices for avoiding discipline as a teacher.

Audience: Teacher members
Time: 60-90 minutes
Presenters: Education Minnesota attorneys

What’s New? Ask the Lawyer
Join one of the Education Minnesota attorneys as we review current legal issues and answer your burning legal questions. Even if you’ve attended before, we’ll have new questions to test your knowledge of the legal issues impacting educators.

Audience: All members
Time: 60-90 minutes
Presenters: Education Minnesota attorneys
Local Leadership

Getting Your Local Involved in AFL-CIO Area Labor Councils
The 2013 Education Minnesota Representative Convention approved affiliating all Education Minnesota members with AFL-CIO Area Labor Councils (ALCs). ALCs are the boots on the ground organizations of the AFL-CIO that help locals with referendums, school board races, community relations and political and legislative issues. Find out how your local can get involved and what services the ALCs can provide.

Audience: All members
Time: 60 minutes
Presenters: Public affairs staff and AFL-CIO staff

Membership: The Value of a Lifetime
This session covers information about the benefits of Education Minnesota membership and how the union supports you as an education professional. Attendees will learn how to access benefits and resources from the local level all the way to the national level. Any current or prospective members would benefit from this session.

Audience: All members
Time: 90 minutes
Presenters: Education Minnesota staff

Officer and Member Training
This session will include information for local secretaries as well as local officers and members. Attendees will discuss the role of the local secretary. How do you prepare for meetings? What should be included in meeting documents? How long should you keep records? New and experienced local secretaries will benefit from this session.

Audience: All members
Time: 60 to 90 minutes
Presenters: Education Minnesota staff

Parliamentary Process – Running Effective Meetings
This session will give you the opportunity to refine your knowledge and skills using parliamentary procedure. Information will be provided as well as scenarios for hands-on practice.

Audience: All members
Time: 60 to 90 minutes
Presenters: Education Minnesota staff
Roles and Responsibilities of Building Representatives

Building representatives are the eyes and ears of the local. This session defines the role of building reps, and provides ideas for them on how to connect with members, conduct short informational meetings and advocate on behalf of the members they represent.

Audience: Building representatives
Time: 90 minutes
Presenters: Field staff

Scope It Out! Internal Audit Committee Training

Your local's internal audit committee plays a critical role in maintaining the integrity of the local's financial reporting. Having the right knowledge and tools will help your committee manage this important responsibility in the most efficient way possible. We'll take you step-by-step through the internal financial review process.

Audience: Local leaders and members
Time: 60 minutes
Presenters: Education Minnesota treasurer and finance staff

Show Me the Money! Financial and Fiduciary Responsibilities for Local Leaders

Education Minnesota and all its affiliates and intermediate organizations must comply with local, state and federal laws, plus the rules and policies set forth in our governance documents and by our national affiliates. At the same time, we must ensure strong financial practices. This session will provide information on fiduciary responsibilities and financial training for treasurers, local and intermediate organization leaders.

Audience: Local and intermediate organization presidents, vice presidents and treasurers
Time: 60 minutes
Presenters: Education Minnesota treasurer and finance staff

Staff Development: The Law, Your Contract and Your Committee

Is your district’s staff development aligned with the law? In this session, participants receive an update on the staff development law as well as information and strategies for staff development committees to implement the requirements in their district.

Audience: Teacher members
Time: 60-90 minutes
Presenters: Member trainers and education issues staff
Training for Local Membership Contacts

Attendees will learn how to document, record and monitor membership information as well as discuss case scenarios that will be helpful in their day-to-day duties as membership contacts. There will be an opportunity to review membership materials and learn how to complete membership forms and document roster changes. Fair-share fees will also be discussed. Case scenarios will help to demonstrate the day-to-day issues that locals experience in dealing with membership concerns.

*Audience:* Local and intermediate organization presidents, membership chairs and treasurers  
*Time:* 120 minutes  
*Presenters:* Education Minnesota membership staff

What’s My Job Again? Bargaining Teams and Local and Community Action Teams (LCAT) Working Together

Bargaining teams have their work cut out for them at the table. Local and Community Action Teams provide energy and support through member mobilization in support of the work the bargaining team is doing. How do they work together? What roles should each play? What can LCAT members communicate? Find the answers and begin to plan how your own local can use two teams to bargain better contracts.

*Audience:* All members  
*Time:* 60-75 minutes  
*Presenters:* Negotiations staff

Negotiations

Affordable Care Act: Key Provisions and How They Impact Negotiations

Key provisions of the Patient Protection and Affordable Care Act (health care reform) will be implemented over the next several years. This session will educate you about these provisions and will discuss how they impact our members and their benefits. This session will focus on bargaining positions and strategies that achieve the most for our members under the new law.

*Audience:* All members  
*Time:* 60-90 minutes  
*Presenters:* Negotiations and education issues staff

Bargaining Communications

Get ready for another bargaining season. This session will take you through the steps of developing an internal and external communications strategy that will help your local reach a competitive settlement. It will include how to prepare for bargaining and a variety of proven tips, tools and examples of materials and strategies used by other locals to build the public and internal support needed to get the best possible settlement.

*Audience:* Local leaders, any interested member  
*Time:* 60 minutes  
*Presenters:* Public affairs staff
Conversational School Finance
School finance is incredibly complex. Learn the basics of Minnesota’s school funding system, state trends and why we face underfunding and build your vocabulary around terms and concepts of school district budgets. You will learn how to use finance data to understand a district’s financial position and how to advocate with members and others for adequate and equitable funding for public education.

Audience: All members
Time: 75-90 minutes
Presenters: Negotiations staff

Costing Education Support Professionals (ESP) Settlements
Knowing the cost of a salary proposal is necessary before presentation of the proposal to the district. ESP compensation schedules can be complex, making it difficult to understand the cost implications of a proposal. This session will demonstrate an Excel spreadsheet that has been developed by Education Minnesota to be used during negotiations to determine the cost of proposals.

Audience: ESP members
Time: 60-75 minutes
Presenters: Negotiations staff

Costing Teacher Settlements
Knowing the cost of a salary proposal is necessary before presentation of the proposal to the district. Teacher negotiators need to understand the cost implications of a proposal before offering it to the employer. This seminar will demonstrate an Excel spreadsheet that has been developed by Education Minnesota to be used during negotiations to determine the cost of proposals. Participants are encouraged to bring laptops to this session.

Audience: Teacher members
Time: 60-75 minutes
Presenters: Negotiations staff

Current Issues in Health Insurance
This session will explore key health insurance issues that affect Education Minnesota members. Session topics will range from insurance fundamentals, including cost management strategies and plan design issues, to current “hot” topics, including wellness plans, medical spending accounts, PEIP and HITA.

Audience: All members
Time: 60-90 minutes
Presenters: Negotiations and education issues staff
Introduction to Alternative Teacher Professional Pay System (ATPPS/Q-Comp)

Negotiating an alternative compensation system under the state’s ATPPS law requires an understanding of the requirements in statute and a commitment to teacher-led professional development. This session covers the basic components of the ATPPS law, what teachers need to know to implement a plan and lessons learned from around the state. This session can be tailored to a small group of leaders who are considering applying for ATPPS or an entire school or district staff.

Audience: Teacher members  
Time: 60-90 minutes  
Presenters: Negotiations and education issues staff

Language Matters

Locals and individual members need to pay close attention to language in their contracts. A few words can sometimes make a big difference in meaning. During this workshop we will review various examples of language from grievance to emergency leave and everything in between. You will see how scrutinizing your contract provisions can impact your ability to advocate for your members. Attendees should bring a copy of their collective bargaining agreement to the session.

Audience: All members  
Time: 60-90 minutes  
Presenters: Education Minnesota attorneys

Legal Issues in Bargaining

Many legal issues arise during bargaining. Can the employer refuse to provide budget documents? Are the district’s negotiators bargaining in good faith? Can they summarize negotiations in the newsletter? This session will cover a variety of legal questions that come up before, during and after negotiations.

Audience: All members  
Time: 60-90 minutes  
Presenters: Education Minnesota attorneys

Negotiations Resources: Online Data and Information to Support Bargaining

Are you new to your bargaining team or to doing research in support of bargaining? Familiarize yourself with the negotiations tools on the Education Minnesota website, the Department of Education website, AFT and NEA, and other resources on the web. You will learn to use resources that will assist you and your local in doing the research necessary to prepare for bargaining. Tools include a contract language search engine, data on demographics and funding, survey tools and economic data.

Audience: All members  
Time: 60-75 minutes  
Presenters: Negotiations staff
**Take It or Leave It**

Can I use FMLA to care for my sick grandchild? Does the district have to give me time off to send off my son who was just called up for active duty? My child’s school program is during the day but I don’t know if I can take time off to attend. This session will review various state and federal leave laws and include what to look for in your collective bargaining agreement. Bring your contract and your questions.

*Audience: All members*

*Time: 60-90 minutes*

*Presenters: Education Minnesota attorneys*

**Teacher Costing and Spreadsheets for Those Who Don’t Like Math**

Are you afraid of numbers? Do spreadsheets send you into a tailspin? Have you always been baffled by the percentages thrown around by the “know-it-alls”? Then this is the session for you. Presenters will connect with math-anxious participants using hands-on experiences/exercises and the Education Minnesota teacher costing program. To make the most of this session, participants are encouraged to bring along a laptop computer.

*Audience: Teacher members*

*Time: 60-75 minutes*

*Presenters: Negotiations staff*

**Organizing**

**Advocating for Your Profession**

Every school is an educational ecosystem and every part of that ecosystem is critical for students to succeed. Participants will learn how to articulate the role they play in their school’s ecosystem to a variety of audiences including: other colleagues, administration, policy makers, parents and the broader community.

*Audience: All members*

*Time: 60-90 minutes*

*Presenters: Organizing staff*

**Effective Strategies for Union Engagement With Communities of Color and Under-Represented Communities**

Demographics are changing in every part of our state and our public schools are undergoing changes to meet the needs of all Minnesota learners. This session will offer strategies for your local union to build effective partnerships with communities of color and under-represented communities. Particular emphasis will be placed on building leadership and advancing racial and socio-economic equity agendas.

*Audience: All members*

*Time: 60-90 minutes*

*Presenters: Field and policy staff*
**Introduction to Community Outreach and Community Organizing: Learning From Minnesota Locals’ Success Stories**

Establishing community relationships for your local union is vital to strengthening your local, passing referendums, electing leaders and conducting successful contract negotiations. This session will share case studies of successful, proactive, positive community engagement from Education Minnesota locals. Participants will learn about effective strategies and tactics for community engagement and locals will be given time to discuss and strategize their own community engagement plans. Session can be tailored to your local interests. For example, resources are available to learn about effective parent engagement, faith community engagement, engagement with under-represented communities or other groups.

*Audience: All members*
*Time: 90 minutes*
*Presenters: Policy staff*

**Organizing 101: Building Your Union’s Strength Through One-On-One Conversations**

The building block of every campaign—from politics and elections to contract campaigns and membership drives—is member-to-member communication. Learn the five easy steps of one-on-one conversations and start to plan how your local will use them to activate and energize more members of your union.

*Audience: All members*
*Time: 60-75 minutes*
*Presenters: Organizing staff*

**Our Shared Legacy**

Educators have long been part of the labor movement in Minnesota and leaders throughout the history of public education in our state. Through discussion and video, learn about the history of Education Minnesota, Minnesota’s impact on our state and national education unions and how the struggles of the past can inform the struggles we face today.

*Audience: All members, students*
*Time: 60 minutes*
*Presenters: Field staff*

**Power Mapping: Tools and Practices for Effectively Influencing Decision Makers in Your District**

Whether going to the bargaining table, building relationships in your community or planning a levy campaign, the first step is conducting a power analysis. Understanding who the decision makers are in your district and community, what relationships connect people and how you can influence those relationships is a critical part of achieving any goal in your union.

*Audience: All members*
*Time: 90 minutes*
*Presenters: Public affairs and negotiations staff*
Education Minnesota’s Core Trainings are focused on building strong, effective locals. This statewide program builds on the strength within locals to help build a solid foundation for success. The trainings give leaders and members information and skills in five important areas: member rights, negotiations, local organizing, health insurance and peer review. Education Minnesota staff facilitate each training opportunity.

Where and when are Core Trainings offered?
Core Trainings are offered through regional intermediate organizations (IOs) and locals. As they develop their yearly programming, IOs/locals are encouraged to consider sponsoring Core Training events to benefit their members and leaders. IOs/locals contact field office staff to have their Core Trainings placed on the Core Training master schedule. IOs/locals publicize the Core Trainings in their area of the state.

Who may attend Core Training?
Members should check the Core Training master schedule on the Education Minnesota website for Core Trainings offered in various parts of the state (educationminnesota.org/Advocacy/UnionU/core trainings schedule). Education Minnesota field staff also have this information. Any member of Education Minnesota may attend any Core Training event.

What is the reimbursement from Education Minnesota?
To expand participation to as many members as possible, Education Minnesota reimburses an IO/local $30 for each Education Minnesota member completing a five-hour Core Training segment. This reimbursement is meant to offset part of the cost of sponsoring a training event (food and meeting room rental, for example). (Note: The IO affiliation pilot project may impact the reimbursement.)

How does an IO/local request this reimbursement?
An IO/local must promote its trainings to all Education Minnesota members through the Core Training master schedule. At the training event, all participants must sign the Core Training registration reimbursement form, indicating the name of their local. After the training, the IO/local president/chair must sign the form and return it to the Field Department at Education Minnesota’s St. Paul office, 41 Sherburne Ave., St. Paul, MN 55103.
How does my local benefit from Core Trainings?

• Members develop the ability to advocate for other members through Member Rights Advocacy (MRA) training.

• They learn to prepare for and participate in contract negotiations via the Certified Negotiator Program (CNP) for teachers or ESPs. Some members might also attend CNP to help them decide whether to become a local negotiator.

• They learn to build power among members, demonstrate member unity and grow community support in the Local and Community Action Team (LCAT) program.

• Members learn to train their local colleagues on giving and receiving valuable feedback on their teaching in Peer Review: Strategies for Success.

• Members will acquire knowledge and skills to advocate for quality health insurance for their local through Health Insurance Basics and Beyond.

• The result of completing the Core Training is a stronger and more vibrant local union.
CORE TRAINING REIMBURSEMENT OPPORTUNITIES

Core Training opportunities qualifying for reimbursement in 2017-18 are:

1. Certified Negotiator Program (CNP) Parts I and II (10 hours total)
   - Part I for teachers (5 hours) $30/member
   - Part II for teachers (5 hours) $30/member
   - Part I for ESPs (5 hours) $30/member
   - Part II for ESPs (5 hours) $30/member

2. Health Insurance Basics and Beyond
   - Health Insurance (5 hours) $30/member

3. Local and Community Action Team (LCAT) Parts I and II (10 hours total)
   - Part I (5 hours) $30/member
   - Part II (5 hours) $30/member

4. Member Rights Advocacy (MRA) Parts I, II and III (15 hours total)
   - Part I (5 hours) $30/member
   - Part II (5 hours) $30/member
   - Part III (5 hours) $30/member

5. Peer Review: Strategies for Success (5.5 hours total)
   - Peer Review (5.5 hours) $30/member

The following pages contain descriptions of each Core Training segment. Also included are space and setup requirements to help your intermediate organization/local choose the trainings that fit your members’ needs. Education Minnesota is committed to training that builds local strength, protects members’ rights and teaches the skills to negotiate good contracts.
CERTIFIED NEGOTIATORS PROGRAM (CNP)

Space requirements

• Room needs adequate space to allow participants to easily move about for group activities.
• Space is needed for breakout sessions during negotiations practice component, ideally two separate but adjoining rooms.
• Wall space must be adequate for bargaining timeline, posters, flip charts.
• Participants must be able to see a viewing screen and to work in groups; round or conference-style tables preferred.
• A screen or blank wall is necessary for viewing projected images and print.
• An internet connection is required for the AFT LeaderNet Survey Creator training.
• A table must be placed near one entrance for sign-in sheets, nametags and table tents.

Set-up time

• Schedule ample time for presenter(s) to arrange room, put up posters, set out participant materials, test AV equipment and sign in participants.

Other requirements

• Sponsoring IO provides meals, snacks, meeting space, nametags and table tents.
• Education Minnesota provides the training materials and presenters.

CNP for ESPs and Teachers – description

Negotiators acquire knowledge and skills to lead their locals to settlement. There are two separate versions of Certified Negotiators training. One is designed for teacher-negotiators; the other for ESP-negotiators. Each version is made up of two five-hour components. The complete 10-hour training can be done on a Friday night and Saturday. The training is interactive, and group participation is expected.

CNP for ESPs Part I – overview (5 hours)

• Public Employment Labor Relations Act (PELRA)
• Bargaining Team Dynamics
• Member Surveys
• Researching Contract Language and Cost of Living Data
CNP for ESPs Part II – overview (5 hours)
Participants must complete CNP for ESPs Part I before Part II.

- Costing proposals
- Bargaining scenario
- Bargaining communications

CNP for Teachers Part I – overview (5 hours)

- Public Employment Labor Relations Act (PELRA)
- Surveying members
- Loonsville survey results activity
- Research and resources
- Loonsville research
- Costing

CNP for Teachers Part II – overview (5 hours)
Participants must complete CNP for Teachers Part I before Part II.

- Practice revisited
- Balancing trustee and representative
- Bargaining team dynamics
- Preparing a proposal
- Presenting a proposal to the district
- Closing the deal
HEALTH INSURANCE
BASICS AND BEYOND

Space requirements

• Room needs adequate space to allow participants to easily move about for group activities.
• Wall space must be adequate for timeline, posters and flip charts.
• Participants must be able to see a viewing screen and to work in groups; round tables preferred.
• A screen or blank wall is necessary for viewing projected images and print materials.
• A table must be placed near entrance for sign-in sheets, nametags and table tents.

Set-up time

• Schedule ample time for presenter(s) to arrange room, put up posters, set out participant materials, test AV equipment and sign in participants.

Other requirements

• Sponsoring IO/local provides meals, snacks, meeting space, nametags and table tents.
• Education Minnesota provides the training materials and presenters.

Description

Education Minnesota has developed this training as a response to the complicated topic of insurance. With rising costs and new laws in place, our members need to have a better understanding of insurance in general and how it works. Participants will gain knowledge around the various components and terminology of insurance, the laws that deal with insurance, and the skills necessary to make comparisons between insurance plans, as well as how to utilize a district insurance committee to its maximum potential. Topics covered in this training include group insurance, legal rights and responsibilities, side by side comparisons and an effective insurance committee.
LOCAL AND COMMUNITY ACTION TEAM (LCAT) TRAINING

Space requirements

- Room needs adequate space to allow participants to easily move about for group activities.
- Space is needed for breakout sessions for organizing conversation training; ideally two separate but adjoining rooms.
- Wall space must be adequate for timeline, posters and flip charts.
- Participants must be able to see a viewing screen and to work in groups; round tables preferred.
- A screen or blank wall is necessary for viewing projected images and print materials.
- A table must be placed near entrance for sign-in sheets, nametags and table tents.

Set-up time

- Schedule ample time for presenter(s) to arrange room, put up posters, set out participant materials, test AV equipment and sign in participants.

Other requirements

- Sponsoring IO/local provides meals, snacks, meeting space, nametags and table tents.
- Education Minnesota provides the training materials and presenters.
- Training can be scheduled on a Friday night and Saturday or over the course of two to three evenings.

Description

The LCAT program helps locals with internal organizing and community engagement campaigns. The goal is to build positive, sustainable relationships among educators and those who live and work in their communities. Locals do this by creating teams that include local leadership, negotiators, members of settlement committees and those with an interest in organizing in their schools and communities. Training sessions are offered to give teachers and ESPs foundational skills to help their local union build power and reach their goals. Participating local teams should consist of at least one member of the bargaining team, one member of the local’s leadership group and two additional members who will become part of the Local and Community Action Team. The complete 10-hour training can be done on a Friday night and Saturday. The maximum number of participating local teams is six.
**LCAT Part I – overview (5 hours)**

- STEP Analysis: the environment in which we work, live and negotiate
- SWOT Analysis: internal analysis of the local’s strengths, weaknesses, opportunities and threats
- Building an LCAT
- Identifying organizing issues

**LCAT Part II – overview (5 hours)**

Participants must complete LCAT Part I before Part II.

- One-on-one conversations
- Planning your campaign
- Next steps
MEMBER RIGHTS ADVOCACY (MRA)

Space requirements

- Room needs adequate space to allow participants to easily move about for group activities.
- Wall space must be adequate for hanging posters.
- Participants must be able to see a viewing screen and to work in groups; round tables preferred.
- A screen or blank wall is necessary for viewing projected images and print.
- A table must be placed near entrance for sign-in sheets, nametags and table tents.

Set-up time

- Schedule ample time for presenter(s) to arrange room, put up posters, set out participant materials, test AV equipment and sign in participants.

Other requirements

- Sponsoring IO/local provides meals, snacks, meeting space, nametags and table tents.
- Education Minnesota provides the training materials and presenters.

MRA Part I – description

MRA Part I is an introduction to the role of a member rights advocate. Participants develop the knowledge and skills to assist other members in understanding their rights and resolving conflicts using a variety of strategies. The training is interactive, and group participation is expected.

MRA Part I – overview (5 hours)

Introduction

- Attributes of a Member Rights Advocate
- Participants’ experience timeline
- Rights/responsibilities of representing members
- Duty of Fair Representation (DFR)
- Advocacy model

Valuing member concerns

- Conflict definition
- Thomas-Kilmann conflict style inventory
- Ladder of Inference
**Investigation**

- Five W’s of inquiry
- Guidelines for effective interviews
- Making a record
- Potential resources
- Preparing the member

**MRA Part II – description**

Participants must complete MRA Part I before enrolling in Part II. In MRA II, participants develop skills to use various alternatives to grievances for resolving conflicts. Participants develop additional knowledge and skills to assist other members in understanding their rights and resolving conflicts using a variety of strategies. The training is interactive and group participation is expected.

**MRA Part II – overview (5 hours)**

**Introduction**

- Part I review
- Situation activity

**Defining the issues**

- Differentiating factors of an issue
- Accompanying a member to a meeting

**Decision making**

- Member Rights Advocate as problem solver
- Issue activity
- Role of organizing in problem solving
- Options overview
- Grievance definitions and timelines
- Negotiations
- Meet and confer
- Mediation
- Legal
- Government relations
- Organizing strategies activity
- Brainstorming activity
- Skill-building activity
**MRA Part III – description**

Participants must complete MRA Parts I and II before enrolling in Part III. MRA III uses participants’ knowledge and skills from Parts I and II, and focuses deeply on three topics: organizing, representing a member in a disciplinary meeting and grievance processing. The training is interactive, and group participation is expected.

**MRA Part III – overview (5 hours)**

**Introduction**
- Warp Speed activity
- Basics of organizing
- Organizing skills practice
- Organizing attributes

**Representing a member in a disciplinary meeting**
- Before the meeting, advocate’s role, preparation
- The right to representation, NLRB, Weingarten and other warnings
- Skills practice: role of the representative
- Skills practice: during the meeting
- After the meeting
- Solutions scenario

**Grievance processing**
- Preparing for a meeting with the district
- Skills practice: district meeting
- Writing a grievance
- Other options
PEER REVIEW: STRATEGIES FOR SUCCESS

Space requirements

• Room needs adequate space to allow participants to easily move about for group activities.
• Wall space must be adequate for hanging posters.
• Participants must be able to see a viewing screen and work in groups.
• A screen is necessary for viewing projected power points and documents.

Set-up/take-down time

• Schedule 90 minutes for presenters to arrange room, materials and technology.
  Schedule 45 minutes for take-down.

Other requirements

• Sponsoring IO/local provides meals, snacks, meeting space, nametags and table tents.
• Education Minnesota provides the training materials and presenters.

Description

Peer review training uses a “train-the-trainer” model to enable locals to develop their own training programs for teacher observation and feedback. Peer review programs can then be adapted for locally designed teacher development and evaluation (TDE) plans. Teams of at least two people will receive the resources and materials necessary to support further peer review training in their districts.

Overview (5.5 hour session)

Introduction

• Legislative requirements
• Research review
• Establishing context

Foundations

• Review of observation models
• Review of feedback models
• Adapting observation model to Teacher Development and Evaluation (TDE) plan
• Adapting feedback model to Teacher Development and Evaluation (TDE) plan
Applications

• Facilitation techniques
• Facilitation tools
• Facilitation models

Conclusion

• Peer review implementation at the local level
Notes