

MEA Online for Educators

Revised 3/29/21

These trainings are available to
Education Minnesota members only.



**THE VOICE FOR PROFESSIONAL
EDUCATORS AND STUDENTS**

Table of contents

Online asynchronous classes.....	1
<i>Assessment for Learning in Response to COVID-19 (Live Recording)</i>	1
<i>Building Representative – Roles and Responsibilities</i>	1
<i>Certified Negotiator Program for Education Support Professionals Part 1 – PELRA and Bargaining Team Dynamics</i>	1
<i>Certified Negotiator Program for Education Support Professionals Part 2 – Member Engagement</i>	1
<i>Certified Negotiator Program for Education Support Professionals Part 3 – Research and Costing</i>	1
<i>Certified Negotiator Program for Education Support Professionals Part 4 – Preparing a Proposal and Communications</i>	2
<i>Certified Negotiator Program for Teachers</i>	2
<i>Classroom Mindfulness</i>	2
<i>Community Engagement: Building Relationships for the Schools and Communities Students Deserve</i>	2
<i>Costing Teacher Settlements</i>	2
<i>Cultural Competency Training Part 1 – Relicensure</i>	2
<i>Cultural Competency Training Part 2 – Relicensure</i>	3
<i>Cultural Competency Training Part 3 – Relicensure</i>	3
<i>Cultural Competency Training Part 4 – Relicensure</i>	4
<i>Culturally Responsive Teaching Through a Racial Justice Lens</i>	4
<i>Degrees, Not Debt</i>	4
<i>Engage Students with “Crossroads: An Anthology of Resilience and Hope by Young Somali Writers” (Live Recorded Session)</i>	5
<i>English Learners – Relicensure</i>	5
<i>ESP Costing Spreadsheet</i>	5
<i>Finding Our Way Through: Navigating the Mental and Emotional Challenges of Our Current World (Live Recorded Session)</i>	5
<i>Google’s Applied Digital Skills Workshop</i>	5
<i>Health Insurance Basics & Beyond</i>	6
<i>Jim Crow of the North: Bringing Minnesota’s Diverse History Into the Classroom</i>	6
<i>LGBTQ+ Introductory Training</i>	6
<i>Meet and Confer</i>	6
<i>Moving Lives Minnesota: Student-Driven Storytelling Around Immigration (Live Recorded Session)</i>	6
<i>MRA I: Member Rights Advocacy</i>	6
<i>MRA II: Member Rights Advocacy</i>	7
<i>MRA III: Member Rights Advocacy</i>	7
<i>Muslims in the Classroom: Practical Advice for Educators</i>	7
<i>Negotiating Equitable Benefits & A Family Friendly Workplace</i>	7
<i>Negotiations Resources: Online Data & Information to Support Bargaining</i>	7
<i>Positive Behavior Interventions & Instructional Strategies – Relicensure</i>	7

<i>Public Employees Insurance Program (PEIP)</i>	8
<i>Race Talk Messaging: What, Why and How</i>	8
<i>Reading – Relicensure</i>	8
<i>Rethinking Bargaining Surveys (CBOC 2021 Recording)</i>	8
<i>Social Media, Legal Issues for Educators</i>	8
<i>Student Mental Health – Relicensure</i>	8
<i>Suicide Prevention - Relicensure</i>	8
<i>Taking Effective Notes in Bargaining and Member Meetings</i>	9
<i>Three Frames of Unionism</i>	9
<i>Using Membership to the Max: Member Benefits</i>	9
<i>Virtual Negotiating: Moving Bargaining Online (CBOC 2021 Recording)</i>	9
<i>Wealth Inequality and the Impact on Public Education</i>	9
<i>Worksite Unity Leader Training Part 1</i>	9
Online synchronous trainings for groups/Instructor Led Trainings (ILTs).....	10
<i>Bargaining & Organizing for Workload Relief</i>	10
<i>Bargaining Laws, Rules and Regulations for ESPs</i>	10
<i>Blurred Lines: Addressing Boundaries</i>	10
<i>Building Relationships for the Schools and Communities Students Deserve</i>	10
<i>Cellphones, Social Media and Student Safety</i>	10
<i>Certified Negotiator Program for Education Support Professionals Part 1 – PELRA and Bargaining Team Dynamics</i>	11
<i>Certified Negotiator Program for Education Support Professionals Part 2 – Member Engagement</i>	11
<i>Certified Negotiator Program for Education Support Professionals Part 3 – Research and Costing</i>	11
<i>Certified Negotiator Program for Education Support Professionals Part 4 – Preparing a Proposal and Communications</i>	11
<i>Certified Negotiator Program for Teachers</i>	11
<i>Community Engagement: Building Relationships for the Schools and Communities Students Deserve</i>	11
<i>Considering Staff Safety: Individual Issues and Proactive Steps for a Local</i>	12
<i>Continuing Contract Law: Know Your Rights</i>	12
<i>Conversational School Finance</i>	12
<i>Data Practices: Public, Private, Confidential, Nonpublic, Protected. What Does This All Mean?</i>	12
<i>Degrees, Not Debt</i>	12
<i>Digital Organizing 101</i>	12
<i>Education Minnesota Foundation – Get Grants to Improve and Grow Your Practice</i>	13
<i>Financial and Fiduciary Responsibilities for Local Leaders</i>	13
<i>Free Speech Rights of Educators</i>	13
<i>Grievance Process and Practice</i>	13
<i>Identifying and Including Special Education Issues in Contracts</i>	13
<i>Internal Audit Committee Training</i>	13

<i>Internal Communication with Members during Bargaining</i>	14
<i>Invisible Illnesses</i>	14
<i>Language Matters</i>	14
<i>Legal Basics</i>	14
<i>Legal Issues for ESPs</i>	14
<i>Legal Issues in Bargaining</i>	14
<i>Legal Issues for Members Facing Disability</i>	15
<i>Maltreatment and Mandatory Reporting</i>	15
<i>Mental Health Issues for Adults</i>	15
<i>MRA I: Member Rights Advocacy</i>	15
<i>MRA II: Member Rights Advocacy</i>	15
<i>MRA III: Member Rights Advocacy</i>	15
<i>Negotiations Resources: Online Data & Information to Support Bargaining</i>	15
<i>Organizing for Safer and Healthier Schools, in a Pandemic and Beyond!</i>	16
<i>Past Practice: How the Past Can Haunt (or Help) You!</i>	16
<i>Preserving Statutory Protections</i>	16
<i>Rethinking Bargaining Surveys</i>	16
<i>Special Education Dilemmas</i>	16
<i>Supporting Transgender Students and Staff: Legal Issues and Best Practices</i>	16
<i>Take It or Leave It: What You Can and Cannot Do Based on Your Local Contract</i>	17
<i>Teacher Code of Ethics</i>	17
<i>Top 10 Reasons for Discipline</i>	17
<i>Unfair Labor Practices</i>	17
<i>Unrequested Leave of Absence Strategies</i>	17
<i>Using a Racial Equity Lens in Bargaining</i>	17
<i>Using Membership to the Max: Member Benefits</i>	18
<i>Virtual Negotiating: Moving Bargaining Online</i>	18
<i>What's New? Ask the Lawyer</i>	18
<i>When can I Afford to Retire? (For Members with a PERA Pension)</i>	18
<i>When can I Afford to Retire? (For Members with a TRA Pension)</i>	18
<i>Why is it so Hard to Talk about Race?</i>	19
<i>Worksite Unity Leader Training Part 1</i>	19

Asynchronous – Self-guided

Available on MEA Online at all times for members to complete on their own and at their own pace.

Synchronous – Instructor Led Training (ILT) for groups

Individuals can enroll in a live course at a specific date and time with a live instructor using Zoom via MEA Online.

Online asynchronous classes

1. Assessment for Learning in Response to COVID-19 (Live Recording)

- *Asynchronous*
- *60 minutes*

Since being thrust into a new way of teaching and learning during a pandemic, you may feel a need to reexamine the purpose of assessment in your classroom, and at the state and district levels. In this session participants will discuss the purposes of different types of assessments used to check for student understanding in both remote and in-person classroom settings, how to use various resources on the new Testing 1, 2, 3 website to improve the rigor of standards-based classroom assessments, and how to use and act on the resulting assessment data to improve instruction and learning for your students. This presentation was recorded live during the 2020 MEA Conference on October 15th, and is hosted by Kendra Olsen, Outreach Specialist in Data and Reporting - Statewide Testing for the Minnesota Department of Education.

2. Building Representative – Roles and Responsibilities

- *Asynchronous*
- *60 minutes*

This training will help members develop knowledge and skills around being a Building Representative.

3. Certified Negotiator Program for Education Support Professionals Part 1 – PELRA and Bargaining Team Dynamics

- *Asynchronous*
- *1 hour*

This course will address the legal basis for bargaining, how to create an effective and functioning bargaining team, and the external and internal norms of a successful team.

4. Certified Negotiator Program for Education Support Professionals Part 2 – Member Engagement

- *Asynchronous*
- *1 hour*

It's essential that we recognize the vital importance of the real, perceived and potential power of our union. Members = Muscle, when you build engagement your power grows!

5. Certified Negotiator Program for Education Support Professionals Part 3 – Research and Costing

- *Asynchronous*
- *1 hour*

In this section of ESP negotiation training, the participants will receive training on where resources are that will benefit your team during the negotiation process. These resources will include: language searches, settlement reports, cost comparison, and costing programs.

6. Certified Negotiator Program for Education Support Professionals Part 4 – Preparing a Proposal and Communications

- *Asynchronous*
- *1 hour*

During this part of the course, you will learn strategies for preparing a proposal, presenting a proposal and how to respond to the proposals from the board. We will talk about the different modes of communication you can use during bargaining and do some scenarios to determine which modes are more effective during certain situations.

7. Certified Negotiator Program for Teachers

- *Asynchronous*
- *4 hours*

In this course negotiators will acquire knowledge and skills to lead their locals to settlement. The following essential aspects of bargaining will be covered: foundational labor law, member engagement, negotiations research, costing overview, team dynamics, proposal creation and preparation for being “at the table”.

8. Classroom Mindfulness

- *Asynchronous*
- *60 minutes*

Participants will learn about mindfulness practices as well as how they can be used in a classroom to help students focus and manage their own emotions. After the session, participants will walk away with an easy to use action plan they can implement in their classrooms. Different strategies will be discussed for various teaching levels. This live session was presented by Judi Roux, assistant professor, and Julie Zaruba Fountaine, wellness coordinator for students, of The College of St. Scholastica, at the 2020 MEA Conference on October 15th.

9. Community Engagement: Building Relationships for the Schools and Communities Students Deserve

- *Asynchronous and Synchronous*
- *90 minutes*

Now more than ever, the fight for safe, just and equitable schools means our Union must be deeply connected to the communities in which we work and live. We must be in community, not with passive presence, but in active partnership.

10. Costing Teacher Settlements

- *Asynchronous*
- *60 minutes*

Knowing the cost of a salary proposal is necessary before presenting it to the district, but teacher compensation schedules can be complicated and difficult to understand. This session will demonstrate an Excel spreadsheet developed by Education Minnesota which calculates the cost of proposals.

11. Cultural Competency Training Part 1 – Relicensure

- *Asynchronous*

- *2 hours*

As of July 31, the entire four-part Cultural Competency sequence is now available as a learning path (located in the catalog and then click on learning paths towards the top). We highly encourage anyone starting this series to please enroll in the learning path instead of this course. These courses are available separately for members who started the series pre-COVID. Thank you for understanding.

This four-part series is designed to deepen educators' understanding of their own frames of reference, the potential bias in these frames, and their impact on expectations for and relationships with students, students' families, and the school communities. Participants will engage in self-reflection around the following topics: racial, cultural, and socioeconomic groups; American Indian and Alaskan native students; religion; systemic racism; gender identity, including transgender students; sexual orientation; language diversity; and individuals with disabilities and mental health concerns.

Participants will not receive relicensure credit for the Cultural Competency requirement until they have completed all four courses. This training is designed to meet the language and intent of the MN statutory requirement. It is the only MEA PD training that meets all the required content. Local continuing education committees have the authority to approve or deny submissions so please check with local leaders if you have questions.

Equity work is a journey and in Part 1 we will lay the foundation for centering equity work in your community. Participants will ground themselves with norms and vocabulary and develop an understanding of the importance of intercultural competency.

12. Cultural Competency Training Part 2 – Relicensure

- *Asynchronous*
- *2 hours*

This course is for members who have completed Cultural Competency Training: Part 1.

This four-part series is designed to deepen educators' understanding of their own frames of reference, the potential bias in these frames, and their impact on expectations for and relationships with students, students' families, and the school communities. Participants will engage in self-reflection around the following topics: racial, cultural, and socioeconomic groups; American Indian and Alaskan native students; religion; systemic racism; gender identity, including transgender students; sexual orientation; language diversity; and individuals with disabilities and mental health concerns.

Participants will not receive relicensure credit for the Cultural Competency requirement until they have completed all four courses. This training is designed to meet the language and intent of the MN statutory requirement. It is the only MEA PD training that meets all the required content. Local continuing education committees have the authority to approve or deny submissions so please check with local leaders if you have questions.

Equity begins with an exploration of self. Participants in Part 2 will begin to understand implicit bias and the construction of privilege. One of the goals of the session is to develop strategies to recognize and dismantle implicit bias in their lives. Learners will read articles, write in their work book, and watch TED Talks to deepen their knowledge and understanding.

13. Cultural Competency Training Part 3 – Relicensure

- *Asynchronous*
- *2 hours*

This course is for members who have completed Cultural Competency Training: Parts 1 & 2.

This four-part series is designed to deepen educators' understanding of their own frames of reference, the potential bias in these frames, and their impact on expectations for and relationships with students, students' families, and

the school communities. Participants will engage in self-reflection around the following topics: racial, cultural, and socioeconomic groups; American Indian and Alaskan native students; religion; systemic racism; gender identity, including transgender students; sexual orientation; language diversity; and individuals with disabilities and mental health concerns.

Participants will not receive relicensure credit for the Cultural Competency requirement until they have completed all four courses. This training is designed to meet the language and intent of the MN statutory requirement. It is the only MEA PD training that meets all the required content. Local continuing education committees have the authority to approve or deny submissions so please check with local leaders if you have questions.

Equity work must be done in relationship with others. Language is power, and identifying skills to speak up against prejudice, bias, and stereotypes takes practice. In Part 3, participants will be able to acknowledge and respond to microaggressions, understand intent versus impact, and how to restore relationships using inclusive and recovery language.

14. Cultural Competency Training Part 4 – Relicensure

- *Asynchronous*
- *2 hours*

This course is for members who have completed Cultural Competency Training: Parts 1, 2, & 3.

This four-part series is designed to deepen educators' understanding of their own frames of reference, the potential bias in these frames, and their impact on expectations for and relationships with students, students' families, and the school communities. Participants will engage in self-reflection around the following topics: racial, cultural, and socioeconomic groups; American Indian and Alaskan native students; religion; systemic racism; gender identity, including transgender students; sexual orientation; language diversity; and individuals with disabilities and mental health concerns.

Participants will not receive relicensure credit for the Cultural Competency requirement until they have completed all four courses. This training is designed to meet the language and intent of the MN statutory requirement. It is the only MEA PD training that meets all the required content. Local continuing education committees have the authority to approve or deny submissions so please check with local leaders if you have questions.

Equity work is ongoing. Part 4 will highlight important strategies as you continue on your equity journey. We will go over definitions and characteristics of systems change, equity literacy, building your network, and provide tools for participants to develop an action plan to use in your learning community.

15. Culturally Responsive Teaching Through a Racial Justice Lens

- *Asynchronous*
- *1 hour*

This course will introduce strategies of culturally responsive teaching through a racial justice lens and how you can challenge and disrupt the systems, policies, and pedagogy that has perpetuated systemic racism. By completing this course, you will receive one hour of CEU credit. By definition of the state statute, **this CEU will not satisfy the relicensure requirement of cultural competency**; if you are interested in that CEU, please enroll in our four-part Cultural Competency learning path (go to the catalog and then select learning paths from the top menu).

16. Degrees, Not Debt

- *Asynchronous and Synchronous for group*
- *1 hour*

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. This course covers basic information about student loans and loan forgiveness programs and how to use them.

17. Engage Students with “Crossroads: An Anthology of Resilience and Hope by Young Somali Writers” (Live Recorded Session)

- *Asynchronous*
- *60 minutes*

This interactive presentation introduces the recently published book “Crossroads: An Anthology of Resilience and Hope by Young Somali Writers” as a resource for educators. Improve your own understanding of Somali communities’ strengths and challenges, and consider how this engaging, relatable, and diverse collection can further your learning objectives for all students. This presentation is brought to you by Eden Bart, Minnesota Humanities Center, and KC Harrison, University of Minnesota School of Social Work, and was recorded live at the 2020 MEA Conference on October 15th.

18. English Learners – Relicensure

- *Asynchronous*
- *1 hour*

Learn to tap into the strengths the English Learners bring to your class. Discover strategies for differentiation and scaffolding to support their work as they progress through stages of language acquisition. For ESPs, teachers, and early career educators.

19. ESP Costing Spreadsheet

- *Asynchronous*
- *60 minutes*

This course will walk through the ESP Costing Excel spreadsheet. Options to customize the spreadsheet will be shown.

20. Finding Our Way Through: Navigating the Mental and Emotional Challenges of Our Current World (Live Recorded Session)

- *Asynchronous*
- *60 minutes*

It likely comes as no surprise that struggles with stress and mental health are on the rise. As educators, you are faced with unprecedented challenges and uncertainty about what is to come. Join Dr. Jenna Hobbs, a licensed psychologist, to explore strategies for coping with overwhelming anxiety, stress and depression that many of us are experiencing during this time of difficulty. We’ll take a look at some helpful theories for understanding why it’s so tough these days, and learn some tools to help you find your way through. We’ll even do some guided relaxation and mindfulness together to give body and mind an opportunity to calm and restore. This session was recorded live on October 15th, for the virtual 2020 MEA Conference.

21. Google’s Applied Digital Skills Workshop

- *Asynchronous*
- *60 minutes*

Google’s Applied Digital Skills is a free, video-based, and online curriculum that prepares students of all ages for the growing number of jobs that require basic digital skills. Applied Digital Skills is meant to spark students’

creativity and teach foundational computer science concepts in your classroom. In this hands-on workshop we will do a deep dive into the pedagogy and content behind Applied Digital Skills, then plan for implementation in your school or district. You will get to experience Applied Digital Skills as a student and explore the lessons that would best fit your students. This course is led by Education Minnesota member Jodi Johnson of Princeton, and was recorded live at the 2020 MEA Conference on October 15th.

22. Health Insurance Basics & Beyond

- *Asynchronous*
- *60 minutes*

Education Minnesota has developed this training as a response to the complicated topic that is health insurance. With rising costs and new laws in place, our members need to have a better understanding of health insurance.

23. Jim Crow of the North: Bringing Minnesota's Diverse History Into the Classroom

- *Asynchronous*
- *60 minutes*

TPT's Minnesota Experience history producers will present an exciting multimedia journey through Minnesota's diverse history, illustrating how educators can use documentaries like Jim Crow of the North to amplify Minnesota's diverse stories, create deeper connections with all cultures, and make this history relevant for the challenges we face today. This session was recorded at the 2020 MEA Conference on October 15th, and is hosted by Daniel Bergin, Katie Carpenter, Marguerite Mills, and Kirsten Delegard.

24. LGBTQ+ Introductory Training

- *Asynchronous*
- *60 minutes*

In this introductory training, participants will learn important vocabulary in regards to gender and sexual orientation. Participants will learn about pronouns and inclusive language, with tangible ways to support LGBTQ+ students. This is part 1 of 2 trainings; look for part 2 on MEA Online in the future.

25. Meet and Confer

- *Asynchronous*
- *60 minutes*

The Meet and Confer course will provide you and your team with Minnesota Statutory requirements, Meet and Confer meeting best practices, and possible Meet and Confer topics.

26. Moving Lives Minnesota: Student-Driven Storytelling Around Immigration (Live Recorded Session)

- *Asynchronous*
- *60 minutes*

Moving Lives Minnesota explores our cultural heritage and the histories of communities who have called Minnesota home. Educators will learn about this Minnesota Public Television Association initiative, discuss best practices for student-led media creation, receive lesson plans and ways to be involved, have hands-on practice telling their own immigration story. This live, recorded session is hosted by Leah Defenbaugh and Kevin Yang, Twin Cities PBS, and took place at the 2020 MEA Conference on October 15th.

27. MRA I: Member Rights Advocacy

- *Asynchronous*

- 3 hours

This training will help you develop knowledge and skills to assist colleagues in resolving issues using a variety of options and strategies.

28. MRA II: Member Rights Advocacy

- *Asynchronous*
- 5 hours

To develop knowledge and skills to assist colleagues and resolve issues using a variety of options and strategies. This class is for members who have taken MRA I.

29. MRA III: Member Rights Advocacy

- *Asynchronous*
- 3 hours

This course is a follow up to MRA I and MRA II. We will focus on the basics of organizing, representing a member at a meeting and processing a grievance.

30. Muslims in the Classroom: Practical Advice for Educators

(Only available in MEA Online until November 25th. After November 25th contact John Emery, Executive Director, Islamic Resource Group, john@irgmn.org, 315-521-1251.)

- *Asynchronous*
- 60 minutes

Learn the basics of what impacts Muslim students and their daily lives in the classroom. Aspects of diet, dress, gender relations, prayer, fasting, and Muslim holidays are integral to this topic. The workshop is meant to help identify and address Islamophobia and Islamophobic bullying in the classroom. With these tools, educators will be able to better support Muslim students and families. This live session was hosted by John Emery, executive director of Islamic Resource Group, at the 2020 MEA Conference on October 15th.

31. Negotiating Equitable Benefits & A Family Friendly Workplace

- *Asynchronous*
- 60 minutes

You will learn about various statutory leaves and the benefits and limitations of those leaves.

32. Negotiations Resources: Online Data & Information to Support Bargaining

- *Asynchronous*
- 60-75 minutes

Are you new to your bargaining team, or new to doing research in support of bargaining? Familiarize yourself with the negotiations tools available on the websites of Education Minnesota, government education departments, the American Federation of Teachers and the National Education Association, and other resources around the web. You will learn to use resources that will assist your local do the research necessary for bargaining. Tools include a contract language search engine, data on demographics and funding, survey tools and economic data.

33. Positive Behavior Interventions & Instructional Strategies – Relicensure

- *Asynchronous*
- 60 minutes

In this course, participants will learn about positive behavior interventions as well as instructional strategies.

34. Public Employees Insurance Program (PEIP)

- *Asynchronous*
- *45 minutes*

This course is an introduction to the Public Employees Insurance Program or PEIP. PEIP is a state run health insurance program designed to offer a pooled health insurance option to all Minnesota public employees. The PowerPoint is narrated by Shawn Byrne who works with Innovo Benefits which is the third party administrator for PEIP.

35. Race Talk Messaging: What, Why and How

- *Asynchronous*
- *75 minutes*

This course introduces members to the Race Class Narrative Project, a well-researched messaging guide grounded in the principles of positive racial identity and collective action. By using real-life campaign advertisements, reflective practice and winning narrative building blocks, participants will create their own powerful and activating message to inspire their own membership to action.

36. Reading – Relicensure

- *Asynchronous*
- *1 hour*

Participants will review the research and exemplary practices that help students acquire strong reading comprehension skills. For ESPs, teachers, and early career educators.

37. Rethinking Bargaining Surveys (CBOC 2021 Recording)

- *Asynchronous*
- *60 minutes*

Bargaining surveys are a staple in the negotiations process, but are they the best way to get information about members' needs, priorities and values? In this session, participants will explore alternative methods for gathering information that define bargaining priorities. Participants will also examine how surveys can be used later in the bargaining process to create a cycle of communication between members and their bargaining team. Audience: Teachers and ESPs

38. Social Media, Legal Issues for Educators

- *Asynchronous*
- *20 minutes*

In this course, the learner will consider the do's and don't's of using social media platforms both personally and professionally.

39. Student Mental Health – Relicensure

- *Asynchronous*
- *1 hour*

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.

40. Suicide Prevention - Relicensure

- *Asynchronous*

- 60 minutes

In this course, you will learn tools for suicide prevention. Learn about myths and truths related to suicide, warning signs, and what to do and what not to do when you are concerned someone may be contemplating or planning suicide. This course qualifies for relicensure requirements.

41. Taking Effective Notes in Bargaining and Member Meetings

- *Asynchronous*
- 60 minutes

This course is focused on the importance of taking effective notes during bargaining and meetings with members. This course will also focus on understanding the differences in each situation.

42. Three Frames of Unionism

- *Asynchronous*
- 60 minutes

Learn about how effective unions have evolved to include three different frames of unionism. As you work at your own pace you will familiarize yourself with the three frames of unionism, examine your own draw to unionism and apply these frames to the outreach we make to our students, staff and communities.

43. Using Membership to the Max: Member Benefits

- *Asynchronous*
- 60 minutes

ESI strives to make Education Minnesota members lives better. We empower members to maximize their hard earned dollars, plan for the future and protect themselves and their loved ones. In this session, you will learn about different benefit options and how to access information on a state and national level.

44. Virtual Negotiating: Moving Bargaining Online (CBOC 2021 Recording)

- *Asynchronous*
- 60 minutes

The COVID-19 pandemic has required flexibility and adaptability in everything, including our union work. This session will provide guidance and practical hands-on experience on moving traditional bargaining and preparation to a virtual bargaining format. We will present ways to optimize the use of online meetings and tools that can advance discussions. Audience: For ESPs and Teachers

45. Wealth Inequality and the Impact on Public Education

Asynchronous
90 minutes

What you need to know about the current wealth inequality in America, funding our schools, corporate education reform and what we can do to change it.

46. Worksite Unity Leader Training Part 1

- *Asynchronous*
- 90 minutes

During this training, members will learn about power, the pathway to fully funding public schools in Minnesota and messaging about our campaign during COVID-19.

Online synchronous trainings for groups/ Instructor Led Trainings (ILTs)

Members should contact their local president if they would like to request a group ILT.

1. Bargaining & Organizing for Workload Relief

- *Synchronous*
- *75 minutes*

Workload—a perennial challenge for educators—presented new and unanticipated pandemic-related challenges in 2020. During this class, we will identify the unique ways that workload challenges manifest in your local, identify potential remedies, and hear success stories from locals across the state.

2. Bargaining Laws, Rules and Regulations for ESPs

- *Synchronous*
- *75 minutes*

This session will cover common legal questions related to negotiations and will offer a comprehensive review of the laws, rules and regulations affecting education support professionals in the workplace. We will also discuss the legal rights and obligations of the union and management with regard to collective bargaining.

3. Blurred Lines: Addressing Boundaries

- *Synchronous*
- *60-90 minutes*

This training will cover areas such as communication boundaries, personal boundaries, financial boundaries, relationship boundaries, institutional boundaries and power boundaries. Under these topics, we will address giving students rides home, texting with students, buying a student breakfast or having coffee with a student. We'll delve into where the legal lines are and the potential legal consequences of blurring those boundaries.

4. Building Relationships for the Schools and Communities Students Deserve

- *Synchronous*
- *75 minutes*

Now more than ever, the fight for safe, just and equitable schools means our Union must be deeply connected to the communities in which we work and live. We must be in community, not with passive presence, but in active partnership. Hear how Affiliates across the country are forging resilient ties to their communities by embracing diversity, cultivating collaboration and standing as allies for the common good. Learn how external partnership is not only a tool for winning on the issues we care about but also a smart strategy for deepening the Union's connection to members.

5. Cellphones, Social Media and Student Safety

- *Synchronous*
- *60-90 minutes*

With cellphones becoming increasingly prevalent in schools, this presentation will explore these and other legal questions that arise when students use their cellphones to record or photograph their classmates or school employees. This session will also provide some tips to help navigate some of the common social media pitfalls and protect you as an educator.

6. Certified Negotiator Program for Education Support Professionals Part 1 – PELRA and Bargaining Team Dynamics

- *Asynchronous and Synchronous for group (contact your local president)*
- *1 hour*

This course will address the legal basis for bargaining, how to create an effective and functioning bargaining team, and the external and internal norms of a successful team.

7. Certified Negotiator Program for Education Support Professionals Part 2 – Member Engagement

- *Asynchronous and Synchronous for group (contact your local president)*
- *1 hour*

It's essential that we recognize the vital importance of the real, perceived and potential power of our union. Members = Muscle, when you build engagement your power grows!

8. Certified Negotiator Program for Education Support Professionals Part 3 – Research and Costing

- *Asynchronous and Synchronous for group (contact your local president)*
- *1 hour*

In this section of ESP negotiation training, the participants will receive training on where resources are that will benefit your team during the negotiation process. These resources will include: language searches, settlement reports, cost comparison, and costing programs.

9. Certified Negotiator Program for Education Support Professionals Part 4 – Preparing a Proposal and Communications

- *Asynchronous and Synchronous for group (contact your local president)*
- *1 hour*

During this part of the course, you will learn strategies for preparing a proposal, presenting a proposal and how to respond to the proposals from the board. We will talk about the different modes of communication you can use during bargaining and do some scenarios to determine which modes are more effective during certain situations.

10. Certified Negotiator Program for Teachers

- *Synchronous*
- *4 hours*

In this course negotiators will acquire knowledge and skills to lead their locals to settlement. The following essential aspects of bargaining will be covered: foundational labor law, member engagement, negotiations research, costing overview, team dynamics, proposal creation and preparation for being "at the table".

11. Community Engagement: Building Relationships for the Schools and Communities Students Deserve

- *Asynchronous and Synchronous*
- *90 minutes*

Now more than ever, the fight for safe, just and equitable schools means our Union must be deeply connected to the communities in which we work and live. We must be in community, not with passive presence, but in active partnership.

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

- *Synchronous*
- *60-90 minutes*

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 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.

13. Continuing Contract Law: Know Your Rights

- *Synchronous*
- *60 minutes*

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 questions and leave with a better understanding of your rights.

14. Conversational School Finance

- *Synchronous*
- *75 minutes*

This session will present the basics of Minnesota's complicated school funding system, including state trends and why shortages happen. You also will learn how to use finance data to understand a district's financial position and how to advocate with members and others for critical funding for public education and connect to our campaign for fully funded, racially just schools.

15. Data Practices: Public, Private, Confidential, Nonpublic, Protected. What Does This All Mean?

- *Synchronous*
- *60-90 minutes*

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.

16. Degrees, Not Debt

- *Asynchronous and Synchronous for group (contact your local president)*
- *1 hour*

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. This course covers basic information about student loans and loan forgiveness programs and how to use them.

17. Digital Organizing 101

- *Synchronous*
- *75 minutes*

Digital communications and social media have become a critical part of bargaining and organizing campaigns. Tools like mass texting, live video and Facebook can be incredibly useful in communicating with your members and the community at-large. This session will discuss the latest ways your local can use social media and other digital tools to promote your message, build momentum and address issues that matter to educators, students and parents -- including examples of what other local unions are already doing.

18. Education Minnesota Foundation – Get Grants to Improve and Grow Your Practice

- *Synchronous*
- *1 hour*

This training will review the different Education Minnesota Foundation grant applications, and show how the easy grant writing process can benefit educators, education support professionals and students.

19. Financial and Fiduciary Responsibilities for Local Leaders

- *Synchronous*
- *1 hour*

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.

20. Free Speech Rights of Educators

- *Synchronous*
- *60-90 minutes*

This class will examine the various sources of speech protection for educators, both within and outside the classroom. After learning about major Supreme Court cases and Minnesota laws affecting free speech rights of educators, participants will apply their knowledge with real-life scenarios. Participants will also learn strategies for protecting or expanding their own speech rights through collective bargaining.

21. Grievance Process and Practice

- *Synchronous*
- *60-90 minutes*

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.

22. Identifying and Including Special Education Issues in Contracts

- *Synchronous*
- *75 minutes*

Collective bargaining agreements are an essential tool for meeting the increasing challenges facing special educators. This session will offer an opportunity to discuss special education workload and Education Minnesota's bargaining goals related to special education, as well as exchange ideas on how best to address special education in your contract.

23. Internal Audit Committee Training

- *Synchronous for group (contact your local president)*
- *1 hour*

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.

24. Internal Communication with Members during Bargaining

- *Synchronous*
- *75 minutes*

This session will discuss strategies and options for effectively communicating with your members during negotiations.

25. Invisible Illnesses

- *Synchronous*
- *45-60 minutes*

Invisible illnesses include a large and varied number of conditions, from depression to migraines to fibromyalgia. People who suffer from invisible illnesses often don't look sick, and because of that they are sometimes not believed. We will discuss the legal protections available to these individuals, and how those protections may coincide or diverge from contract language. We will also discuss how we can best represent and support fellow educators who suffer from invisible illnesses.

26. Language Matters

- *Synchronous*
- *60-90 minutes*

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. Attendees should bring a copy of their collective bargaining agreement to the session.

27. Legal Basics

- *Synchronous*
- *Time: 60-90 minutes*

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.

28. Legal Issues for ESPs

- *Synchronous*
- *60-90 minutes*

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, antidiscrimination laws and other applicable state and federal laws.

29. Legal Issues in Bargaining

- *Synchronous*
- *60-90 minutes*

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.

30. Legal Issues for Members Facing Disability

- *Synchronous*
- *60-90 minutes*

In this session, we will address the various issues faced by our members and locals when it comes to navigating physical and mental disabilities, including strategies for member rights advocates to use in assisting members with disabilities, how members request accommodations, the Long-Term Disability (LTD) application process, disability benefits through the pension programs and other related issues.

31. Maltreatment and Mandatory Reporting

- *Synchronous*
- *60-90 minutes*

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 members 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.

32. Mental Health Issues for Adults

- *Synchronous*
- *60-90 minutes*

Educators perform a hard job, often under scrutiny and with many 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.

33. MRA I: Member Rights Advocacy

- *Asynchronous and Synchronous for group (contact your local president)*
- *3 hours*

This training will help you develop knowledge and skills to assist colleagues in resolving issues using a variety of options and strategies.

34. MRA II: Member Rights Advocacy

- *Asynchronous and Synchronous for group (contact your local president)*
- *3 hours*

To develop knowledge and skills to assist colleagues and resolve issues using a variety of options and strategies.

35. MRA III: Member Rights Advocacy

- *Asynchronous and Synchronous for group (contact your local president)*
- *3 hours*

This course is a follow up to MRA I and MRA II. We will focus on the basics of organizing, representing a member at a meeting and processing a grievance.

36. Negotiations Resources: Online Data & Information to Support Bargaining

- *Synchronous*

- 60-75 minutes

Are you new to your bargaining team, or new to doing research in support of bargaining? Familiarize yourself with the negotiations tools available on the websites of Education Minnesota, government education departments, the American Federation of Teachers and the National Education Association, and other resources around the web. You will learn to use resources that will assist your local do the research necessary for bargaining. Tools include a contract language search engine, data on demographics and funding, survey tools and economic data.

37. Organizing for Safer and Healthier Schools, in a Pandemic and Beyond!

- Synchronous
- 75 minutes

This session will address the ways in which locals can organize and advocate around the topics of physical, emotional and virtual safety in the workplace. The course will give a brief overview of current state and federal guidelines that pertain to these three areas, and provide time for participants to engage with other members and to hear about locals who organized and won.

38. Past Practice: How the Past Can Haunt (or Help) You!

- Synchronous
- 60-90 minutes

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.

39. Preserving Statutory Protections

- Synchronous
- 60-90 minutes

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.

40. Rethinking Bargaining Surveys

- Synchronous
- 75 minutes

Bargaining surveys are a staple in the negotiations process, but are they the best way to get information about members' needs, priorities and values? In this session, participants will explore alternative methods for gathering information that define bargaining priorities. Participants will also examine how surveys can be used later in the bargaining process to create a cycle of communication between members and their bargaining team.

41. Special Education Dilemmas

- Synchronous
- 60-90 minutes

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

42. Supporting Transgender Students and Staff: Legal Issues and Best Practices

- Synchronous

- 60-90 minutes

Over the past few years, issues surrounding the rights of students and employees who identify as transgender have gone from relatively obscure to center stage. This presentation will identify legal challenges involving transgender individuals, including an update on cases brought against Minnesota school districts, the Department of Education's partial revocation of its guidance regarding transgender students and cases across the nation.

43. Take It or Leave It: What You Can and Cannot Do Based on Your Local Contract

- Synchronous
- 60-90 minutes

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.

44. Teacher Code of Ethics

- Synchronous
- 60-90 minutes

Information provided will help licensed instructors 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.

45. Top 10 Reasons for Discipline

- Synchronous
- 60-90 minutes

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.

46. Unfair Labor Practices

- Synchronous
- 60-90 minutes

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.

47. Unrequested Leave of Absence Strategies

- Synchronous
- 60-90 minutes

Members discuss and develop strategies for writing or refining contract language dealing with unrequested leaves of absence.

48. Using a Racial Equity Lens in Bargaining

- Synchronous
- 75 minutes

This session will explore collective bargaining and organizing strategies to elevate the voices of members of color, students and other traditionally underrepresented groups. Participants will examine barriers for members of color in their unions and use an equity audit to examine contracts and local practices that are limiting for underrepresented educators.

49. Using Membership to the Max: Member Benefits

- *Synchronous*
- *60 minutes*

Minnesota ESI works to bring quality programs and services to members and their families. Through a member-led advisory committee and board, programs and services go through a review process before being sponsored. Learn about the ESI, NEA and AFT sponsored programs including identity theft protection, financial resources and shopping discounts. There are programs for members at every stage in their career. In fact, there are many ways for members to save the cost of their dues and more.

50. Virtual Negotiating: Moving Bargaining Online

- *Synchronous*
- *75 minutes*

The COVID-19 pandemic has required flexibility and adaptability in everything, including our union work. This session will provide guidance and practical hands-on experience for virtual bargaining, from gathering input from members to ratification. We will discuss ways to optimize the use of online meetings and practice with tools that can advance discussions.

51. What's New? Ask the Lawyer

- *Synchronous*
- *60-90 minutes*

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.

52. When can I Afford to Retire? (For Members with a PERA Pension)

- *Synchronous*
- *60 minutes*

The answer to this question depends not only on how well you have planned financially, but also on what your plans are in retirement. While you are working, your income comes from your paycheck. In retirement, your income will come from three sources: your pension, social security, any savings you have accumulated in accounts such as 403(b)/457/IRAs and savings. In this session, members will begin to understand how defined-benefit pensions work and how income in retirement is calculated based on the pension option you choose. You will also learn about various investment plans and the differences between them so you can plan what is best for you. Also important are health care choices, and decisions related to long-term care insurance as a means to provide independence as well as helping to protect assets and retirement savings.

53. When can I Afford to Retire? (For Members with a TRA Pension)

- *Synchronous*
- *60 minutes*

The answer to this question depends not only on how well you have planned financially, but also on what your plans are in retirement. While you are working, your income comes from your paycheck. In retirement, your income

will come from three sources: your pension, social security, any savings you have accumulated in accounts such as 403(b)/457/IRAs and savings. In this session, members will begin to understand how defined-benefit pensions work and how income in retirement is calculated based on the pension option you choose. You will also learn about various investment plans and the differences between them so you can plan what is best for you. Also important are health care choices, and decisions related to long-term care insurance as a means to provide independence as well as helping to protect assets and retirement savings.

54. Why is it so Hard to Talk about Race?

- *Synchronous*
- *75 minutes*

Race talk, along with the expression of strong, intense emotions, is often discouraged in the classroom. This session will provide space and language for educators to learn and talk about three common barriers to opening discussions about racism in our schools. Our hope coming out of this session is that participants will have the tools to label their own barriers to talk about race and some tools to help us all move forward.

55. Worksite Unity Leader Training Part 1

- *Asynchronous and Synchronous for group (contact your local president)*
- *90 minutes*

During this training, members will learn about power, the pathway to fully funding public schools in Minnesota and messaging about our campaign during COVID-19.



**THE VOICE FOR PROFESSIONAL
EDUCATORS AND STUDENTS**

41 Sherburne Ave., St. Paul, MN 55103
651-227-9541 800-652-9073 Fax 651-292-4802
www.educationminnesota.org

*Education Minnesota is an affiliate of the American Federation of Teachers,
the National Education Association and AFL-CIO.*

3/2021

