

Professional Training for Educators

2021-22

Education Minnesota's Core Trainings

2021-22

*These trainings are available to
Education Minnesota members only.*



**THE VOICE FOR PROFESSIONAL
EDUCATORS AND STUDENTS**

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Education Minnesota Training and Professional Development

Voluntary Unionism

These courses are especially important to offer to local and IO leaders in the fall. It is strongly recommended that curriculum offerings for Fall Drive-Ins includes one or more of these courses. All of these courses provide important training to create thriving locals given the legal changes that occurred after the *Janus* decision.

Leading and Growing Your Union

These courses help develop skills that current or emerging leaders need to be successful like planning, organizing, complying with union requirements, engaging members and the community and much more.

Bargaining/Negotiations

Building a strong local begins with a strong contract. These courses will allow either experienced and new members to a negotiations team, or members interested in supporting local bargaining, to be more inclusive and effective.

Legal - Know Your Rights

Thinking of holding a staff walkout in your school? Frustrated by constant interruptions to your work by student cellphone use? Just want to know what you can and can't do as an educator? These classes are designed for all educators to better get to know their legal rights and responsibilities.

Relicensure

Professional Practice in the Classroom

These courses are designed for classroom educators and ESPs who are looking to use best practices in their work. These sessions are mostly taught by current, active educators who have practical, hands-on experience to share. Participants in these sessions will earn relicensing clock hours (also called CEUs). Make sure to check out the new courses to help educators engage in racially equitable classroom practices. Offering these courses in your IO or local is a great way to build awareness of all that the union has to support them in their work.

Racial and Social Justice

Personal Finance and Wellness

Did you know that being a member of the union also gives you access to financial planning, debt reduction and wellness resources? These courses are a great way to get to know the union-based opportunities for support for educators outside of their classrooms and in every part of their daily lives. Many will also provide strategies to activate yourself or colleagues to take action on these pressing issues.

Politics

Voluntary Unionism

These courses are especially important to offer to local and IO leaders in the fall. It is strongly recommended that curriculum offerings for Fall Drive-Ins includes one or more of these courses.

1. Building Power Through Issue Organizing

In person, synchronous via live Zoom

Time: 60-90 minutes

Presenters: Policy staff

Is there a complex issue that needs a creative solution? It may be the need for restorative practices, how to address adult or student bullying, or any number of other issues that arise. This session will provide strategies and supporting tactics to tackle challenging issues and situations within your workplace.

2. Building Representatives – Roles and Responsibilities

In person, synchronous via live Zoom, asynchronous via MEA Online

Time: 60-90 minutes

Presenters: Field staff

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.

3. Local Membership Training: A Step-by-Step Guide to Keeping Accurate Membership Information

In person, synchronous via live Zoom

Time: 75 minutes

Presenters: Membership

Attendees will learn new systems 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. Recording potential members will also be discussed.

4. Meeting Members at Their Interests

In person, synchronous via live Zoom

Time: 60-90 minutes

Presenters: Policy staff

Did you know that there's a way to find out which of your members want to get more involved? Get support from the union to improve their work? Connect your union with the community? This course will teach you how to use member interest data to better engage members in your local based on what they want to do, not what you have to cajole them to do.

5. Navigating and Preparing 1:1 Conversations in a New World

In person, synchronous via live Zoom

Time: 60-90 minutes

Presenters: Policy staff

The importance of one-on-one conversations has never been greater, but navigating potential tensions can be intimidating. This session will provide guidance on how to engage and respond during those hard conversations while also being able to identify shared values and experiences.

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

In person, synchronous via live Zoom

Time: 60 minutes

Presenters: Legal staff

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.

7. Shifting to an Organizing Culture

In person, synchronous via live Zoom

Time: 60-90 minutes

Presenters: Policy staff

Unions are under attack and we cannot keep doing things the same way and expect to maintain our influence. By deconstructing traditional ways of union thinking, we can change our mindset about what unionism is and what we want that to look like. We can begin to build a more powerful union. This session will explore what an organizing culture looks like and how collective voice goes beyond the classroom.

8. Three Frames of Unionism

In person, synchronous via live Zoom, asynchronous via MEA Online

Time: 60 minutes

Presenters: Policy staff

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.

9. Union Orientation Best Practices

In person, synchronous via live Zoom

Time: 60 minutes

Presenters: Field staff

Inviting new hires to join the union at the beginning of their employment has been a long-standing, successful practice for building and maintaining the strength of unions. A quality, well-planned orientation along with thoughtful, intentional follow up practices will increase the likelihood that new hires will recognize the value of belonging to the union and choose to join. This session will give you the latest research-based tips and tools you need to develop a successful new hire orientation program for your local.

10. Who's With You? Mapping and Assessing Union Affinity (Support) at Your Site

In person, synchronous via live Zoom

Time: 60-90 minutes

Presenters: Policy staff

Unionism is based on relationships. Building relationships start with knowing who our members are and where they are, both literally and figuratively. In this session, participants will learn how to create a physical map of their building/site, and use this information to find ways to create community.

Leading and Growing Your Union

These courses help develop skills that current or emerging leaders need to be successful like planning, organizing, complying with union requirements, engaging members and the community and much more.

11. A Living Legacy: Lessons From Labor History

In person, synchronous via live Zoom

Time: 60 minutes

Presenters: Field staff

The history of labor and unions has much to teach us. This workshop highlights eight ongoing themes from labor history that continue to play out in union work today—themes that help us understand better how to mobilize members. In addition, this session will include a short video on the history of education unions in Minnesota that highlights milestones in our shared history.

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

In person, synchronous via live Zoom, asynchronous via MEA Online

Time: 90 minutes

Presenters: Field staff

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.

13. Digital Organizing 101

In-Person, Synchronous live Zoom

Time: 60 minutes

Presenter: Public affairs staff

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.

14. Divided We Fall, United We Thrive: Learn to Grow a Community-Labor Coalition Within Your Local

In person only

Time: 60-90 minutes

Presenters: Policy staff

Community-labor coalitions have always been a historical and effective vehicle toward fighting against divestments targeting public schools and Black and Brown communities, as well as attacks on the education profession. Some of the victories that such coalitions have won both locally and across the U.S. include the recent victory in West Virginia, the Fight for 15, Paid Sick and Safe Time and Sanctuary Cities/Districts ordinances.

This workshop will explore ways that community-labor coalitions can help to grow and strengthen our schools, communities and public education, especially in a post-*Janus* world.

15. Financial and Fiduciary Responsibilities for Local Leaders

In person, synchronous via live Zoom

Time: 60 minutes

Presenters: Finance staff

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.

16. Internal Audit Committee Training

In person only

Time: 60 minutes

Presenters: Finance staff

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.

17. Internal Communications

In person, synchronous via live Zoom

Time: 60 minutes

Presenters: Public affairs staff

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.

18. Sharing Our Legacy: Telling Our Union Stories

In person, synchronous via live Zoom

Time: 60 minutes

Presenters: Field staff

Knowing where we've been helps us decide where we're going. One common issue locals and leaders face is how to help members understand both their local labor history and their personal union history. When members have historical context, they better understand the reasons to be involved. In this session, we focus on strategies for locals to begin to capture their histories and for members to share their own union stories.

19. Winning Local Referendums: Set a Goal. Write a Plan. Execute. Learn How to Organize Locally and Work With Community and Labor Allies for the Win

In person only

Time: 60 minutes

Presenters: Public affairs staff

This session will cover the tools, resources and help available to locals that are working to pass an operating, building or technology referendum. The session includes valuable information for new and veteran leadership on how to create and execute a successful referendum campaign. The session explains what resources Education Minnesota offers, how to evaluate your community's climate on levies, and working with other community and labor organizations such as parent groups and AFL-CIO Area Labor Councils. Learn from other locals on the do's and don'ts of winning a referendum.

Bargaining/Negotiations

Building a strong local begins with a strong contract. These courses will allow either experienced and new members to a negotiations team, or members interested in supporting local bargaining, to be more inclusive and effective.

20. Bargaining Communications

In person, synchronous via live Zoom

Time: 60 minutes

Presenters: Public affairs staff

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.

21. Bargaining and Organizing for Workload Relief

In person, synchronous via live Zoom

Time: 75 minutes

Presenters: Negotiations staff

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.

22. Bargaining Laws, Rules and Regulations for ESPs

In person, synchronous via live Zoom

Time: 75 minutes

Presenters: Legal staff

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.

23. Conversational School Finance

In person, synchronous via live Zoom

Time: 75 minutes

Presenters: Negotiations staff

School finance is incredibly complex. Learn the basics of Minnesota's school funding system, state trends, 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.

24. Costing Education Support Professionals (ESP) Settlements

In person, synchronous via live Zoom

Time: 60-75 minutes

Presenters: Negotiations staff

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.

25. Costing Teacher Settlements

In person, synchronous via live Zoom, asynchronous via MEA Online

Time: 60-75 minutes

Presenters: Negotiations staff

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.

26. Identifying and Including Special Education Issues in Contracts

In person, synchronous via live Zoom

Time: 75 minutes

Presenters: Legal staff

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.

27. Internal Communication with Members during Bargaining

In person, synchronous via live Zoom

Time: 60 minutes

Presenters: Public affairs staff

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

28. Language Matters

In person, synchronous via live Zoom

Time: 60-90 minutes

Presenters: Legal staff

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.

29. Legal Issues in Bargaining

In person, synchronous via live Zoom

Time: 60-90 minutes

Presenters: Legal staff

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. Negotiating Equitable Benefits & A Family Friendly Workplace

In person, synchronous via live Zoom, asynchronous via MEA Online

Time: 60 minutes

Presenters: Field staff

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

31. Negotiations Resources: Online Data and Information to Support Bargaining

In person, synchronous via live Zoom, asynchronous via MEA Online

Time: 60 minutes

Presenters: Negotiations staff

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.

32. Preserving Statutory Protections

In person, synchronous via live Zoom

Time: 60-90 minutes

Presenters: Legal staff

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.

33. Rethinking Bargaining Surveys

In person, synchronous via live Zoom, asynchronous via MEA Online

Time: 60-90 min.

Presenters: Field staff

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, and we will also discuss how these methods can also build local organizing capacity. Participants will also examine how surveys can be used later in the bargaining process to create a cycle of communications between members and their bargaining team.

34. Taking Effective Notes in Bargaining and Member Meetings

In person, synchronous via live Zoom, asynchronous via MEA Online

Time: 60 minutes

Presenters: Field staff

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.

35. Unrequested Leave of Absence Strategies

In person, synchronous via live Zoom

Time: 60-90 minutes

Presenters: Legal staff

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

36. Using a Racial Equity Lens in Bargaining

In-Person and Synchronous via live Zoom

Time: 75 minutes

Presenter: Bernie Burnham

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.

37. Virtual Negotiating: Moving Bargaining Online

In person, synchronous via live Zoom, asynchronous via MEA Online

Time: 75 minutes

Presenters: Field staff

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.

Legal - Know Your Rights

Thinking of holding a staff walkout in your school? Frustrated by constant interruptions to your work by student cellphone use? Just want to know what you can and can't do as an educator? These classes are designed for all educators to better get to know their legal rights and responsibilities.

38. Blurred Lines: Addressing Boundaries

In person, synchronous via live Zoom

Time: 60-90 min.

Presenters: Legal staff

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.

39. Cellphones, Social Media and Student Safety

In person, synchronous via live Zoom

Time: 60-90 minutes

Presenters: Legal staff

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.

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

In person, synchronous via live Zoom

Time: 60-90 minutes

Presenters: Legal staff

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.

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

In person, synchronous via live Zoom

Time: 60-90 minutes

Presenters: Legal staff

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.

42. Free Speech Rights of Educators

In person, synchronous via live Zoom

Time: 60-90 minutes

Presenters: Legal staff

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.

43. Gettin' Paid – Common Contract Cases and Economic Legal Issues for Educators

In person, synchronous via live Zoom

Time: 60 minutes

Presenters: Legal staff

The most common disputes that lead to grievances and arbitrations for locals relate to economic issues: how a district compensates educators for additional work, step and lane placement, and how a district addresses over- and underpayments to educators. This training will cover these topics with hypothetical situations for participants to discuss in groups.

44. Invisible Illnesses

In person, synchronous via live Zoom

Time: 45-60 minutes

Presenters: Legal staff

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.

45. Legal Basics

In person, synchronous via live Zoom

Time: 60-90 minutes

Presenters: Legal staff

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.

46. Legal Issues for ESPs

In person, synchronous via live Zoom

Time: 60-90 minutes

Presenters: Legal staff

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.

47. Legal Issues for Members Facing Disability

In person, synchronous via live Zoom

Time: 60-90 minutes

Presenters: Legal staff

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.

48. Maltreatment and Mandatory Reporting

In person, synchronous via live Zoom

Time: 60-90 minutes

Presenters: Legal staff

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.

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

In person, synchronous via live Zoom

Time: 60-90 minutes

Presenters: Legal staff

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.

50. Social Media, Legal Issues for Educators

In person, synchronous via live Zoom, asynchronous via MEA Online

Time: 60 minutes

Presenters: Legal staff

In this course, the learner will consider the do's and don'ts of using social media platforms both personally and professionally.

51. Staff Development: The Law, Your Contract and Your Committee

In person only

Time: 60-90 minutes

Presenters: Education issues staff

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.

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

In person, synchronous via live Zoom

Time: 60-90 minutes

Presenters: Legal staff

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.

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

In person, synchronous via live Zoom

Time: 60-90 minutes

Presenters: Legal staff

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.

54. Teacher Code of Ethics

In person, synchronous via live Zoom

Time: 60-90 minutes

Presenters: Legal staff

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.

55. Teacher Licensing Update

In person only

Time: 60-90 minutes

Presenters: Education issues staff

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.

56. Top 10 Reasons for Discipline

In person, synchronous via live Zoom

Time: 60-90 minutes

Presenters: Legal staff

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.

57. Unfair Labor Practices

In person, synchronous via live Zoom

Time: 60-90 minutes

Presenters: Legal staff

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.

58. What's New? Ask the Lawyer

In person, synchronous via live Zoom

Time: 60-90 minutes

Presenters: Legal staff

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.

Relicensure

59. Cultural Competency 1-4 Series

In person, asynchronous via MEA Online

(8 hours for complete series to satisfy relicensure requirement) (50 max. capacity)

This 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 and discussion 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.

The series can be offered in a variety of configurations (one eight-hour session is not an option due to the intensity of the material):

- Four two-hour sessions
- Two four-hour sessions (refreshments and a meal would need to be provided)

Our recommendation for best practice is to offer two 4-hour sessions in close proximity to one another. Participants will not receive relicensure credit for the Cultural Competency requirement until they have completed all four sessions.

This training is designed to meet the language and intent of the Minnesota statutory requirement. It is the only MEA PD training that meets all the required content. Culturally Responsive Teaching does not fulfill all requirements. Local continuing education committees have the authority to approve or deny submissions so please check with local leaders if you have questions.

Module 1: Expanding Your Equity Lens

(2 hours)

Equity work is a journey and in this session 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.

Module 2: Finding the 'I' in Equity

(2 hours)

Equity begins with an exploration of self. Participants in this session 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.

Module 3: The Power of Language

(2 hours)

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. Upon completion, participants will be able to acknowledge and respond to microaggressions, understand intent versus impact, and how to restore relationships using inclusive and recovery language.

Module 4: Next Steps for Equity Work

(2 hours)

Equity work is ongoing. This session will highlight important strategies as you continue on your equity journey. We will go over definitions and characteristics of equity literacy, go over pitfalls of activist burnout, and provide time for participants to develop an action plan to use in your learning community.

Presenters: Member trainers and policy staff

60. English Learners

In person, asynchronous via MEA Online

(35 max. capacity)

Time: 60, 90 or 120 minutes

Presenters: Member trainers and policy staff

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.

61. Positive Behavior Interventions and Instructional Strategies

In person, asynchronous via MEA Online

(35 max. capacity)

Time: 60, 90 or 120 minutes

Presenters: Member trainers and policy staff

This session focuses on effective strategies that lead to increased student engagement and achievement.

62. Reading

In person, asynchronous via MEA Online

(35 max. capacity)

Time: 60, 90 or 120 minutes

Presenters: Member trainers and policy staff

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

63. Student Mental Health

In person, asynchronous via MEA Online

(35 max. capacity)

Time: 60, 90 or 120 minutes

Presenters: Member trainers and policy staff

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.

64. Suicide Prevention

In person, asynchronous via MEA Online

(35 max. capacity)

(Please note: This training is presented by outside experts. Please submit your requests with ample lead time to give Education Minnesota the opportunity to obtain a trainer.)

Time: 60, 90 or 120 minutes

Presenters: Community partners

This session will focus on best practices in the area of suicide prevention. Note: Due to the sensitive nature of this training, facilitators will be licensed practitioners in the area of mental health. Please contact the Education Issues staff directly to coordinate a request for training.

Professional Practice in the Classroom

These courses are designed for classroom educators and ESPs who are looking to use best practices in their work. These sessions are mostly taught by current, active educators who have practical, hands-on experience to share. Participants in these sessions will earn relicensing clock hours (also called CEUs). Make sure to check out the new courses to help educators engage in racially equitable classroom practices. Offering these courses in your IO or local is a great way to build awareness of all that the union has to support them in their work.

65. Developing a Student-Centered Mindset

In person only

Time: 60 minutes

Presenters: Education issues staff

Students are a complex makeup of their cultural background, socio-economic status, maturation and mental health. This course will help you develop an awareness of these factors and provide you with additional resources to be more effective in working with all students.

66. Digital Learning Strategies

In person only

(35 max. capacity)

Time: 60, 90 or 120 minutes

Presenters: Member trainers and policy staff

Participants will learn about tools and strategies that will take instructional practice to a digital level and return to their classrooms with a new framework for supporting all students.

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

Synchronous via live Zoom only

Time: 60 minutes

Presenters: Policy staff

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.

68. Introduction to Restorative Practices

In person only

Time: 60-90 minutes

Presenters: Member trainers and policy staff

Educators will learn the history and seven guiding principles of restorative practices. Participants will have the opportunity to learn about the 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.

69. Meet and Confer

In person, synchronous via live Zoom, asynchronous via MEA Online

Time: 60 minutes

Presenters: Field staff

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.

70. Special Education Dilemmas

In person, synchronous via live Zoom

Time: 60-90 minutes

Presenters: Legal staff

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

71. Special Educators Working Together: Collaboration Strategies for Special Education Teams

In person only

Time: 60-90 minutes

Presenters: Education issues staff

The goal of this training is to introduce best practices for enhancing special education ESP and teacher 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 training with their ESP colleagues.

72. Trauma I: Understanding Trauma and the Developing Brain

In person, asynchronous via MEA Online

Time: 90 minutes

Presenters: Education Issues staff

This course provides an introduction on the relatively new field of understanding the consequences of childhood trauma and what that means for educators. The course provides an overview of the original

ACEs study, defines key terms and explores, at a basic level, how trauma impacts the developing brain. Understanding that dynamic opens up new doors for educators to stop causing further harm with traditional responses to behavior problems and to identify new ways to help students carrying high levels of toxic stress from exposure to childhood trauma to develop resiliency.

73. True Colors

In person only

Time: 120 minutes

Presenters: Field staff

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.

74. Understanding Students With Challenges Related to Homelessness, Mental Health and Adverse Childhood

In person only

Time: 60-90 minutes

Presenters: Field staff

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 issues facing homeless/highly-mobile youth, mental health and learning challenges. Participants will learn how these issues impact student learning and what resources educators can use to support students such as trauma-informed and restorative practice concepts, and behavior de-escalation techniques. The session will end with how to prepare an effective organizing plan to address student, building and community issues related to the union.

Racial and Social Justice

75. Culturally Responsive Teaching Through a Racial Justice Lens

In person, asynchronous via MEA Online

(35 max. capacity)

Time: 60-90 minutes

Presenters: Education Issues staff

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, you must take our four-part Cultural Competency offering which is available online or in-person.

76. LGBTQ+ Training: Part 1

In person, asynchronous via MEA Online

Time: 60 minutes

Presenters: Education Issues staff

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.

77. LGBTQ+ Training: Part 2

In person, asynchronous via MEA Online

(This training is Part 2 of LGBTQ+ Training. Please complete LGBTQ+ Training: Part 1 before enrolling in and taking this course.)

Time: 60 minutes

Presenters: Education Issues staff

In this continuation of LGBTQ+ courses, you will learn about LGBTQ+ history, the significance of coming out, addressing microaggressions directed toward the LGBTQ+ community, and create an action plan to be an ally to the LGBTQ+ colleagues, students, family and community members in your life.

78. Muslims in the Classroom

Islamic Resource Group is an educational nonprofit dedicated to building bridges of understanding. We believe that a deeper understanding of different religions and cultures contributes to peace and harmony in the world. To that end, IRG offers "Practical Advice for Educators," a professional development workshop meant to help educators understand Islamic cultures and provide them with tools to better interact with Muslim parents and students. In addition, IRG offers Muslim guest speakers to classrooms to provide an authentic learning experience for students as they study world religions. IRG's family of speakers are carefully vetted and trained to provide learning consistent with Minnesota social studies standards and First Amendment guidelines. Learn more or request a presentation at irgMN.org.

79. Race Talk Messaging: What, Why and How

In person

Time: 75 minutes

Presenters: Policy staff

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.

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

In person, synchronous via live Zoom

Time: 75 minutes

Presenters: Policy staff

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.

Personal Finance and Wellness

Did you know that being a member of the union also gives you access to financial planning, debt reduction and wellness resources? These courses are a great way to get to know the union-based opportunities for support for educators outside of their classrooms and in every part of their daily lives. Many will also provide strategies to activate yourself or colleagues to take action on these pressing issues.

81. Current Issues in Health Insurance

In person only

Time: 60-90 minutes

Presenters: Policy staff

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 topics, including wellness plans, medical spending accounts, PEIP and HITA.

82. Degrees, Not Debt: Dealing With Student Loan Debt

In person, synchronous via live Zoom, asynchronous via MEA Online

Time: 60 minutes

Presenters: Policy staff

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. 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.

83. Energize Yourself

In person only

Time: 60 minutes

Presenters: Field staff

Feeling a bit out of sync, overloaded and lacking in 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!

84. How to Find Balance in Work and Life

In person only

Time: 60 minutes

Presenters: Field staff

Don't let stress interfere with your ability to be successful! There are simple techniques that can easily be worked into your schedule that will help you deal with stress and lift your spirits. Techniques will be demonstrated in this session!

85. Mental Health Issues for Adults

In person, synchronous via live Zoom

Time: 60-90 minutes

Presenters: Legal staff

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.

86. Using Membership to the Max: Member Benefits

In person, synchronous via live Zoom, asynchronous via MEA Online

Time: 60 minutes

Presenters: ESI staff

Education 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.

87. When Can I Afford to Retire? (For members with a PERA pension)

In person, synchronous via live Zoom

Time: 90-120 minutes

Presenters: EFS Advisors, ESI retirement consultants and Educators Lifetime Solutions

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.

88. When Can I Afford to Retire? (For members with a TRA pension)

In person, synchronous via live Zoom

Time: 90-120 minutes

Presenters: EFS Advisors, ESI retirement consultants and Educators Lifetime Solutions

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.

Politics

Education is an increasingly political issue. These classes will help members and leaders understand how elected officials and the policies that they make impact our schools and students...and how to influence those decision makers.

89. Legislative Session Update/Preview

In person, synchronous via live Zoom

Time: 45-60 minutes

Presenters: Public affairs staff

What are the governor's and lawmakers' priorities likely to be in 2022? We will offer our predictions on what to expect in the 2022 legislative session and provide a brief overview of what happened last year.

Asynchronous Only Classes (self-guided classes via MEA Online)

These asynchronous only classes are in addition to the asynchronous classes included in the previous section. Self-guided trainings available at all times for members to complete on their own and at their own pace. Access these classes at meaonline.educationminnesota.org. If you need initial access, email meaonline@edmn.org and request access to MEA Online.

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

Time: 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 assessments 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 Oct. 15, and is hosted by Kendra Olsen, Outreach Specialist in Data and Reporting - Statewide Testing for the Minnesota Department of Education.

Classroom Mindfulness (Live Recording)

Time: 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 Oct. 15.

Engage Students With “Crossroads: An Anthology of Resilience and Hope by Young Somali Writers” (Live Recording)

Time: 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 Oct. 15, 2020.

ESP Costing Spreadsheet

Time: 60 minutes

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

Finding Our Way Through: Navigating the Mental and Emotional Challenges of Our Current World (Live Recording)

Time: 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 Oct. 15, 2020, for the virtual 2020 MEA Conference.

Google's Applied Digital Skills Workshop (Live Recording)

Time: 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 Oct. 15.

Jim Crow of the North: Bringing Minnesota's Diverse History Into the Classroom (Live Recording)

Time: 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 Oct. 15, and is hosted by Daniel Bergin, Katie Carpenter, Marguerite Mills and Kirsten Delegard.

Moving Lives Minnesota: Student-Driven Storytelling Around Immigration (Live Recording)

Time: 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, and 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 Oct. 15.

Public Employees Insurance Program (PEIP)

Time: 45 minutes

This course is an introduction to the Public Employees Insurance Program (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.

Wealth Inequality and the Impact on Race and Public Education

Time: 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.

Education Minnesota Core Training FAQs

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. A trainer must be assigned by Education Minnesota staff before a Core Training Request Form is submitted.

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-training). 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 up to \$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). Copies of expenditure receipts are required for reimbursement. The minimum of 10 participants to receive reimbursement has been removed.

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. Field OPS are responsible for confirming membership of reimbursable attendees. After the training, the IO/local president/chair must sign the form and return it to Education Minnesota's St. Paul office, Attn: Shirley Roeber, 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 are:

1. Certified Negotiator Program (CNP) Parts I and II (10 hours total)
 - Part I for teachers (5 hours)
 - Part II for teachers (5 hours)
 - Part I for ESPs (5 hours)
 - Part II for ESPs (5 hours)
2. Health Insurance Basics and Beyond
 - Health Insurance (5 hours)
3. Local and Community Action Team (LCAT) Parts I and II (10 hours total)
 - Part I (5 hours)
 - Part II (5 hours)
4. Member Rights Advocacy (MRA) Parts I, II and III (15 hours total)
 - Part I (5 hours)
 - Part II (5 hours)
 - Part III (5 hours)
5. Peer Review: Strategies for Success (5.5 hours total)
 - Peer Review (5.5 hours)

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)

In person, asynchronous via MEA Online

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/local 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

In person, asynchronous via MEA Online

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

In person only

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)

In person, asynchronous via MEA Online

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

In person only

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



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

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