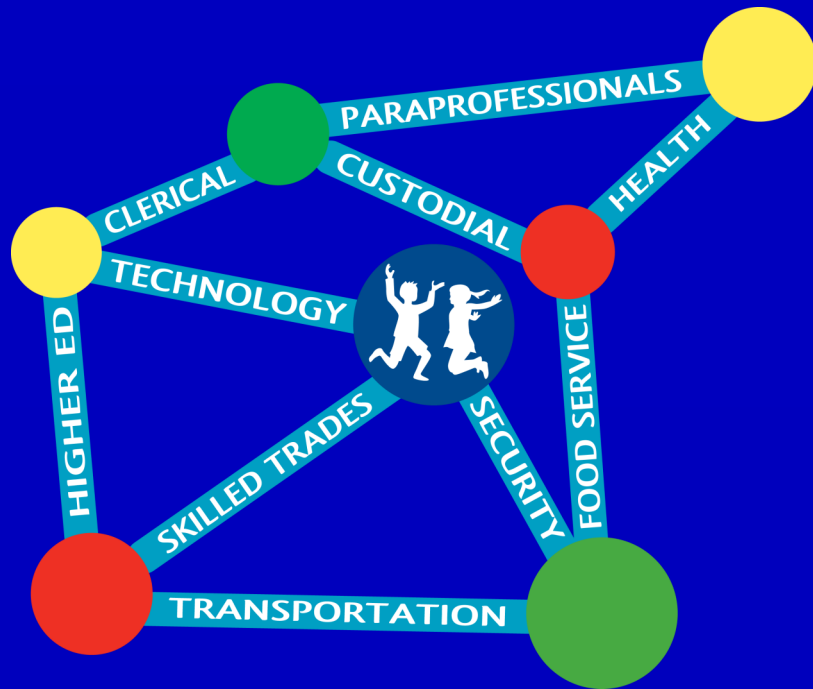


2017 MEA
ESP
CONFERENCE



Make Every **Connection** Matter

March 17-18, 2017
Crowne Plaza, Lansing

ESP Conference Purpose

This statewide conference is designed to serve the expressed needs of the Education Support Professional members of the Michigan Education Association. Individual workshop sessions have been structured to meet both the generic and specific needs of the group.

ESP Conference Committee

Jim Webber, Chair
Marti Alvarez, Co-Chair
Charles Bacon
Theresa Dudley
Bob Hanchek
David Hockaday
Eursla Moore-Doyle
Melinda Smith

For Further Information

Coordinator:	Yvonne Williams	ywilliams@mea.org
Registration:	Nancy Morrow	nmorrow@mea.org
Phone:	800-292-1934	517-332-6551
Fax:	517-336-4048	
Address:	1216 Kendale Blvd. P. O. Box 2573 East Lansing, MI 48826-2573	

You can also find more information online at www.mea.org.

This conference is underwritten in part by MESSA and MEA-Financial Services.





Drew Campbell
MEA ESP Caucus President

Greetings, My Fellow ESP Members:

As MEA ESP Caucus President, it is my pleasure to invite you to attend our 2017 ESP Conference. We will be offering sessions helping you to identify and “Make Every Connection Matter.” The conference will be in Lansing at the Crowne Plaza Lansing Hotel March 17-18, 2017

General Opening Session – Friday 12:30 p.m... As we kick off our 2017 conference, we will begin by welcoming conference attendees, introducing everyone to the MEA ESP Caucus Executive Board, MEA and NEA leadership, touch on a few key issues ahead of us as Union members in 2017 and hear about the highlights of our conference.

ESP Giving Back.....Our ESP Caucus Executive Board celebrates the fourth year of our **Community Connections** service project helping families who have fallen on hard times. As Education Support Professionals, we are keenly aware of the struggles our students, families and community members face daily. This year we are supporting Haven House of East Lansing which provides temporary housing, emergency housing and support services for one-parent and two-parent families with children. Please see the flyer for items we are collecting. You will receive a ticket for the prize drawing when making your donation. A representative from Haven House will be at the Friday night dinner to receive our donation.

Friday night is our ESP Dinner and Leon A. Brunner Award Ceremony, the highlight of our conference, where we come together with our ESP colleagues; family, friends and MEA staff to honor the 2017 recipient of the ESP Caucus’ highest honor. MEA President Steve Cook, will share his thoughts with us and our 2017 Leon A. Brunner Award presentation will follow immediately after our Community Connections presentation.

Saturday at our conference luncheon...Our Keynote Speaker will be NEA Executive Committee member Maury Koffman and we will close with our PAC prize drawing.

Never forget...We as ESP members are a vital part of our MEA and NEA family. *We are “exceptional members doing essential work each and every day.”* We are productive members of our communities and education family...each playing a vital role providing our fellow staff, students and families with a clean, safe, secure, warm and caring learning/teaching environment.

Along with my fellow ESP Officers and our ESP Caucus Executive Board, I look forward to seeing you in Lansing as we celebrate and honor our professions as MEA Education Support Professionals.

Proud MEA ESP Union Member

A handwritten signature in black ink that reads "Drew Campbell". The signature is written in a cursive, slightly slanted style.

Drew Campbell, MEA-ESP Caucus President



ESP Conference Keynote Speakers



Steve Cook
MEA President

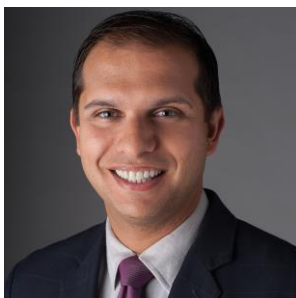
Steve Cook became the first education support professional ever to be elected MEA president in 2011, and he'll retire this August having achieved another distinction: longest-serving officer among all the state NEA affiliates in the country.

Cook first assumed statewide office in 1991 with his election as secretary-treasurer, a position he served in for 15 years. During that time, he worked to translate a previously hard-to-understand budget into "plain English," so directors could make better-informed decisions. He was elected vice president in 2006, where he served for five years until taking over the top post.

"Becoming the first support staff member to be president of this union has been a huge honor," he says. "It's also a strong symbol that all of us in public education stand together as union brothers and sisters."

His legacy will include a titanic shift in relations between MEA and AFT Michigan. Under his leadership, the state's two largest education unions transformed from adversaries to partners-combining the power of 185,000 preK-16 education employees from all corners of the state. "That's only going to help us going forward," he says. "Working together, we can improve learning conditions for students by helping ensure our schools get the resources they need and our education employees are treated as valued professionals."

President of the Lansing Educational Assistants from 1981 to 1993, Cook was a paraprofessional for 15 years in the Lansing Public Schools, working as a community school coordinator, home/school liaison in the elementary attendance project and in alternative education. He holds a bachelor's degree from Michigan State University with emphasis in history, economics and political science.



Maury Koffman
NEA Executive Committee

Maury Koffman, an educator, leader, and second-generation union activist from East Lansing, Michigan, was elected to the National Education Association (NEA) Executive Committee in July 2013. Maury is serving his sixth term as president of the 2,400-member Michigan State University Administrative Professional Association, the largest local affiliate in the Michigan Education Association. Maury's mother was also an ESP union president of a local MEA affiliate in Blanchard, Michigan.

Maury is in his seventh year as a member of the NEA Board of Directors. During his tenure, he has served as a member of the NEA Board Steering Committee, the State Media Advisory Committee, and an elected delegate to the NEA Representative Assembly. He earned a bachelor's degree and a law degree from Michigan State University and is a graduate of the NEA Emerging Leader Academy.

Maury has served an essential role organizing new bargaining units throughout the country and has displayed a strong and effective passion in recruiting, engaging, and retaining member involvement, particularly among younger and newer educators.

Helping Our Communities

Haven House East Lansing



Haven House provides emergency housing and support services for one-parent and two-parent families with children. The shelter helps families who are homeless prepare for permanent housing by developing and promoting self-sufficiency, stability, and financial responsibility.

In addition to housing, residents receive meals, crisis counseling, assistance with goal setting and referrals to other agencies as needed.

How Can You Help?

We are asking participants of the MEA ESP Conference to make a monetary donation. We are also collecting items from the list below. Please, no travel size products. We will have a presentation of our donations to the organization representative at the dinner. When you make a donation, you will be entered in a drawing to win great prizes. Let's give back to our community and help those who are in need!

.....

Urgent Needs

Dish Soap
Laundry Soap
Washcloths
Body Towels
Shampoo (NO travel size)
Conditioner (NO travel size)
Women's Deodorant
Glass & Window Cleaner
Toothpaste
Gas cards for Speedway
Gas cards for Marathon

Other Needs

Liquid Hand Soap
Chapstick
Baby Wipes
Diapers—all sizes (especially 5 & 6)
Toilet Paper
Kitchen Trash Bags
33-Gallon & 39-Gallon Garbage Bags
Paper Towel
Sponges/Scrubbing Pads
Kitchen Towels & Dish Clothes

Bar Soap (NO travel size)
Body Wash (NO travel size)
Hand Lotion (NO travel size)
Toothbrushes
Shaving Cream
Razors
Kleenex
Baby Wash & Lotion
Baby Powder
All-Purpose Cleaners

ESP Conference Schedule

Friday

March 17, 2017

10:00 a.m. - 6 p.m.	Registration
12:30 - 1:15 p.m.	Opening General Session
1:30 - 2:45 p.m.	100 Conference Sessions
3 - 4:15 p.m.	200 Conference Sessions
4:30 - 5:45 p.m.	300 Conference Sessions
6:30 p.m.	Dinner - Dressy Casual Welcome - Drew Campbell, MEA ESP Caucus President Keynote Speaker - Steve Cook, MEA President Leon Brunner Award – Jim Sparapani, Chair

Saturday

March 18, 2017

7 - 8:30 a.m.	Registration
7 - 8:30 a.m.	Breakfast
8:30 - 10 a.m.	400 Conference Sessions
10:15 - 11:45 a.m.	500 Conference Sessions
Noon - 1:15 p.m.	Luncheon Keynote Speaker - Maury Koffman, NEA Executive Committee
1:30 - 3 p.m.	600 Conference Sessions
3:15 - 4 p.m.	700 Conference Sessions

ESP Conference Registration Information

MEAL DESCRIPTIONS

Friday Dinner

Rolls and butter, freshly brewed coffee, iced tea and lemonade
Mixed Greens Salad - with dried cranberries, mandarin oranges, croutons and balsamic dressing
Chicken Marsala - topped with marsala mushroom sauce
Broiled White Fish - seasoned and topped with a chive balsamic lemon butter
Stuffed Portobello Mushroom - stuffed with spinach, garlic and white beans
Yukon Whipped Potatoes
California Vegetable Medley
Turtle Pie

Saturday Breakfast Buffet

Simply Orange, Apple and Cranberry Juices
Coffee and Tea
Sliced Seasonal Fresh Fruit
Fluffy Scrambled Eggs
Potatoes O'Brien
Crisp Apple Smoked Bacon
Breakfast Pastries

Saturday “Strolling” Lunch

Salad Bar
Carved Turkey Station
 Roast Tom Turkey
 Mayonnaise
 Cranberry Chutney
 Whole Grain Mustard
 Miniature Croissants and Rolls
Soup and Grilled Cheese Station
 Made to order grilled cheese. Selection of cheeses, breads and fillings to include: bacon strips, caramelized onions, sliced tomatoes, ham, salami and grilled bell peppers
 Homemade soup, fresh herbs, American, Swiss, blue, fresh mozzarella and gouda cheese.
Ice Cream Sundae Bar
 Assorted ice cream flavors with assorted toppings

Please note that only water will be served at the breaks between sessions.

ESP Conference Registration Information

Type of Registration	Cost	Deadline
Registration Late/On-site registration	\$105 \$125	February 24, 2017
Saturday only Saturday only Late/On-site registration	\$80 \$90	February 24, 2017

On-line Registration



\$30 Discount if you register on-line!



To register on-line:

- Go to <https://netforum.mymea.org/members>
- Find the conference registration information under Upcoming Events.
- On-line Registrations must be paid with a credit card.
- On-line Conference Registration Fees and Deadlines:
 - Full Conference Registration - \$75 — Deadline is March 3, 2017
 - Saturday ONLY - \$50 — Deadline is March 3, 2017
- On-line registration will no longer be available after midnight on March 3, 2017.

TO MAIL IN OR FAX YOUR REGISTRATION FORM

- Select your first, second and third choice for each of the session series. This is to assure that if some sessions are filled before your registration request is processed, you will be assigned sessions that interest you. **PLEASE NOTE:** Some sessions continue into the next time block (e.g., 111-211); please check for conflicting times.
- If you do not plan to attend a session during a time slot or a meal, write in "Not Attending." **PLEASE DO NOT LEAVE ANYTHING BLANK.**
- Payment in full must accompany the registration form.

Make check or money order payable to Michigan Education Association and mail with the completed registration form to:

Michigan Education Association
ATTN: Nancy Morrow
1216 Kendale Blvd.
P.O. Box 2573
East Lansing, MI 48826-2573

- **Credit card registrations** – mail to the above address or fax to 517-336-4048.
- **Early registration deadline is February 24, 2017.** Registrations must be postmarked no later than February 24, 2017 to receive the reduced rate of \$105. After that date the fee is \$125.
- After March 3, 2017 registrations must be done on-site.
- All cancellations must be in writing. No refunds will be made for cancellations postmarked after **March 3, 2017.**

REGISTRATION IS LIMITED - FIRST COME, FIRST SERVED.

ESP Conference Registration Form

March 17 & 18 | Crowne Plaza, Lansing | Registrations must be postmarked by February 24, 2017

Please complete the **ENTIRE** registration form. All information is required to process the registration. All payment information must accompany this registration form.

PRINT CLEARLY

Member's Name: Last _____ First _____

Name to Appear on Name Tag: _____

Previous/Maiden Name: _____ Last 4 digits of Social Security Number: _____

Member Information: MEA member MEA-Retired Student MEA MEA Staff

Profession: EA Instructional EA Non-Instructional ESP Instructional ESP Non-Instructional Higher Ed

Current Occupation: Refer to codes on back, enter as many as applicable

1 _____ 2 _____ 3 _____ 4 _____ 5 _____

School District: _____ Home Address: Street _____

Local/Unit: _____ City _____ State _____ Zip Code _____

School Phone: _____ Home/Cell Phone: _____

Email you would like used to send registration confirmation: _____

Registration Type	Registration Fee	Deadline
Online	\$ 75	March 3, 2017
Early Registration	\$105	February 24, 2017
Early Saturday ONLY	\$ 80	February 24, 2017
Late/On-Site Registration	\$125	After February 24, 2017
Late/On-Site Saturday ONLY	\$ 90	After February 24, 2017

Number of Registrations included with payment: _____ of _____ Total Payment: \$ _____

PAYMENT must accompany registration form.

Payment Method:

Check (payable to MEA) Check # _____ Received From: _____

Credit Card VISA MasterCard Discover American Express

Card # _____ Print Name of Authorized Signer: _____

Expiration Date: _____ Authorized Signature: _____

Mail Form and Payment to:

Nancy Morrow
Michigan Education Association
1216 Kendale Blvd., PO Box 2573
East Lansing, MI 48826-2573

OR

FAX Credit Card Registrations to 517-336-4048.

Session and Meal
Registration next page.



Registration Coordinator: Nancy Morrow, 800-292-1934, extension 4040, nmorrow@mea.org

Conference information at: www.mea.org

Name: _____

Please complete this page for Meals and Session Selections.

Session Registration

Write in the NUMBER of the session you would like to attend in each series. (Many sessions continue for two or more time slots. Please sign up for the entire series.) **Please give 1st, 2nd, and 3rd choices as some sessions fill up quickly.**

SERIES Selection	100 Friday 1:30-2:45 p.m.	200 Friday 3-4:15 p.m.	300 Friday 4:30-5:45 p.m.	400 Saturday 8:30-10 a.m.	500 Saturday 10:15-11:45 a.m.	600 Saturday 1:30-3 p.m.	700 Saturday 3:15-4 p.m.
1 st Choice							
2 nd Choice							
3 rd Choice							

MEALS (MARK IF ATTENDING OR NOT ATTENDING)

Friday Dinner	6:30 p.m.	Choose One: <input type="checkbox"/> Chicken <input type="checkbox"/> Whitefish <input type="checkbox"/> Portobello Mushroom	<input type="checkbox"/> No – NOT Attending
Saturday Breakfast	7-8:30 a.m.	<input type="checkbox"/> Yes	<input type="checkbox"/> No – NOT Attending
Saturday Lunch	12-1:15 p.m.	<input type="checkbox"/> Yes	<input type="checkbox"/> No – NOT Attending

OCCUPATION CODES

CUSTODIAL

C909 Custodian
C918 Freight, Stock & Materials Handler
C021 Groundskeeper
C923 Laborer
C927 Maintenance Repairer/General Utility

FOOD SERVICE

F907 Cook/Food Preparer
F908 Cook Manager
F911 Dietitian
F917 Food Service Director/Supervisor
F944 Food Service Worker

HEALTH & STUDENT SERVICES

H2007 Dormitory Personnel
H384 Nurse-Registered
H388 Physician
H801 Athletic Coach
H804 Behavioral Management Specialist
H809 Curriculum Specialist
H810 Grant Developer
H813 Non-Instructional Program Coordinator
H814 Personnel Officer/Specialist

H816 Public Relations/Informational Officer
H817 Rehabilitation Counselor
H818 Research & Development Specialist
H900 Athletic Trainer
H915 Family/Community Support Coordinator
H946 Student Support/Health Services
H949 Student Activity Advisor/Non-Athletic Coach
H959 Volunteer Coordinator

MAINTENANCE

M912 Electrician
M914 Facilities Maintenance Worker
M920 Graphic Artist
M935 Painter & Paperhanger
M938 Plumber
M939 Printer
M945 Skilled Craft

MEDIA & TECHNICAL SERVICES

L805 Computer Operator
L806 Computer Programmer
L807 Computer Technician
L811 Librarian/Media Consultant

L812 Network Administrator
L819 Statistician
L820 Technology Coordinator
L910 Data Entry Clerk
L929 Media Technologist
L937 Photographer

OFFICE PERSONNEL

O800 Accreditation
O802 Attendance Officer
O803 Auditor – School
O902 Bookkeeper/Accountant
O906 Clerical/Secretarial
O916 File Clerk
O919 General Office Clerk
O926 Mail Clerk
O931 Office/Clerical/Administrative Support
O941 Purchasing Agent
O942 Receptionist
O943 Records Clerk
O947 Secretary
O951 Switchboard/PBX Operator

PARAPROFESSIONAL & AIDES

P403 Instructional Aide – Special Ed
P404 Aide-Special Ed
P901 Bilingual Aide

P904 Bus Monitor/Crossing Guard
P905 Instructional Aide – Chapter 1
P913 Extra-Curricular Activity Aide
P922 Instructional Aide – not Special Ed or Chapter 1
P924 Library Aide
P925 Library Media Aide
P928 Media Center Aide
P933 Cashier
P936 Paraprofessionals
P952 Teaching Assistant
P953 Teaching Intern
P954 Teaching/Classroom Aide
P957 Tutor

SECURITY/GUARD

G815 Police Officer
G948 Security Guard

TRANSPORTATION

T934 Other Vehicle Operator
T956 Transportation/Bus Driver
T958 Vehicle Mechanic

Please review this form for completeness prior to mailing.

ESP Conference Housing

Conference attendees are invited to reserve accommodations directly with the conference venue, the Crowne Plaza Lansing West.

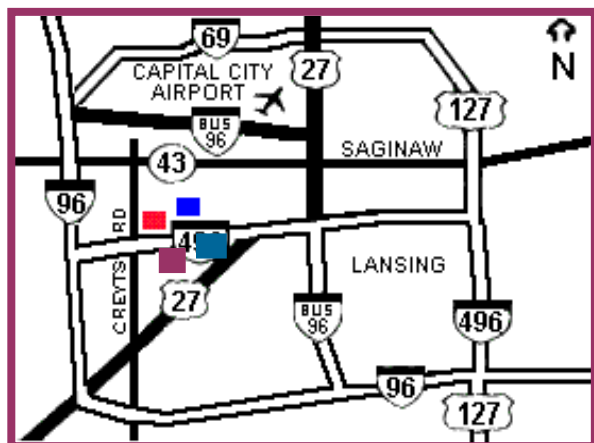
Crowne Plaza Lansing West
925 S. Creyts Road
Lansing, MI 48917
517-323-7100 | 887-322-5544

MEA Group Rate: \$119.00/night
MEA Group Access Code: ESP

In order to receive the MEA group rate, individuals must identify themselves as a member of the group. Currently, a 6% state tax and 6% room assessment is applicable (subject to change without notice).



The Crowne Plaza Lansing West must receive reservations by **February 24, 2017**. Reservation requests received after the cut-off date will be offered at the group rate based on availability, otherwise the best available rate will be offered.

Please go to www.crowneplaza.com/lansingwest and fill in your check-in/check-out dates and group code.




CROWNE PLAZA
LANSING WEST

925 S. CREYTS RD. LANSING, MI 48917
T 517.323.7100 F 517.323.2180
Toll-free 1.877.322.5544

 Crowne Plaza Lansing West
 Auto-Owners Insurance Co.

From The North -- St. Johns and Upper Peninsula

Follow US-27 South towards Lansing to I-69 west (Exit #89) continue on I-69 west. Continue to head towards Charlotte/Ft Wayne, I-69 West merges with I-96 east. Go to I-496 (Downtown Lansing Exit #95). Go one mile on I-496 to Creyts Road (exit #1). Turn left on Creyts Road; turn right at first light (Anacapi Blvd.) The Crowne Plaza is the second drive on the right.

From The South -- Jackson Area

Follow US-127 North towards Lansing to I-96 west (towards Gr. Rapids); continue on I-96 to I-496 east (downtown Lansing exit #95). Take Creyts road (Exit #1). Turn left on Creyts Road. Turn right at the first light (Anacapi Blvd.). The Crowne Plaza is the second drive on the right.

From the South -- Battle Creek Area

Follow I-69 north towards Lansing. I-69 will merge with I-96 west. Continue to I-496 east (Downtown Lansing Exit #95) Take Creyts Road (exit #1) and turn left on Creyts Road. Turn right at the first light (Anacapi Blvd.). The Crowne Plaza is the second drive on the right.

From the East --Detroit Area

Take I-96 west towards Lansing to I-496 west (Exit # 106B). Continue on I-496 to Creyts Road North (Exit 1B). Take this exit and turn right on Creyts Road. Take a right at the first light (Anacapi Blvd.). The Crowne Plaza is the second drive on the right.

From the West -- Grand Rapids

Take I-96 east towards Lansing to I-496 east. Continue on I-496 to Creyts Road (Exit 1). Take this exit and turn left on Creyts Road. Take a right at the first light (Anacapi Blvd.). The Crowne Plaza is the second drive on the right.

From the Northeast -- Flint/Saginaw

Follow I-69 west towards Lansing. Head towards Charlotte/Ft. Wayne, I-69 merges with I-96 east. Go to I-496 east (Downtown Lansing Exit #95). Go one mile to Exit #1 (Creyts Road). Turn left on Creyts Road. Turn right at the first light (Anacapi Blvd.). The Crowne Plaza is the second drive on the right.



Michigan ESP Center for Professional Learning - ESP Certificate Program

PROCEDURES FOR RECEIVING MECPL CREDIT

If you would like to receive MECPL credit for attending approved sessions at the 2017 MEA ESP Statewide Conference, here are a few things you will need to do.

TIMING IS CRITICAL – The MECPL program requires that you attend each approved session for the full amount of time allotted, (be on time and do not leave the session early.)

SIGNATURES ARE REQUIRED – You will receive a purple MECPL attendance card in the registration packet you pick up at the MEA registration desk. Ask the presenter or facilitator to sign your card at the end of each approved session that you attend. These signatures must be obtained **BEFORE LEAVING** the session.

Return your completed card to the registration area at the end of the conference or before you leave the conference. Due to Michigan Department of Education regulations, **ALL ESP CERTIFICATION FORMS MUST BE TURNED IN BEFORE LEAVING THE CONFERENCE.** The forms will no longer be accepted via U.S. Mail after the conference.

ESP CERTIFICATE PROGRAM ELIGIBLE SESSIONS

The sessions listed below have been certified as part of the ESP Certificate Program.

CORE – Legal/Ethical

- 103 Hot Topics for ESP
- 507 Wage and Hour Laws
- 604 Navigating the Laws for the Administration of Medication

CORE – Behavior Management

- 105-205 True Colors
- 304 Understanding Workplace Bullying

CORE – Growth/Development/Psychology

- 105-205 True Colors

Elective – Technology

- 106 Basic Excel
- 206 Basic Excel
- 306 Advanced Excel
- 406-606 Weebly
- 605 How Not to Socialize Yourself Out of a Job

Elective – Safety

- 102-202 Stop School Pests – For Food Service Professionals
- 403-503 Stop School Pests – For Custodians
- 603 Stop School Pests – For Maintenance Staff

Elective – Work Environment/School Organization

- 102-202 Stop School Pests – For Food Service Professionals
- 103 Hot Topics for ESP
- 304 Understanding Workplace Bullying
- 403-503 Stop School Pests – For Custodians
- 603 Stop School Pests – For Maintenance Staff
- 607 Worker’s Comp
- 701 Paraprofessional/Aides
- 702 Media/Technical Services
- 703 Transportation
- 704 Secretarial/Clerical
- 705 Food Service
- 706 Higher Education
- 707 Custodial/Maintenance

Elective – Medical/Health

- 405-505 Heartsaver First Aid, AED and CPR Training
- 305 MESSA Road to Wellness

If you have any questions about the MECPL program or what is required of you, please contact Susan Zdybel at 517-333-6262.

ESP Conference Session Listings

Friday	1:30 - 2:45 p.m.		3:00 - 4:15 p.m.		4:30 - 5:45 p.m.
101-301	Treasurers and Membership Processing Training for Locals				
002-202	Stop School Pests – for FOOD SERVICE PROFESSIONALS			302	Let's Break the Ice
103	"Hot Topics" for ESP	203	MEA Budget: How Does it Affect You?	303	Representing Members, Fee Payers, and Non-Members
104	Developing a Local Member Engagement Plan for ESPs	204	What are Dick DeVos, the Koch Brothers & the Mackinac Center Really Up To?	304	Understanding Workplace Bullying
105-205	True Colors			305	MESSA's Road to Wellness
106	Basic Excel	206	Basic Excel	306	Advanced Excel

Saturday	8:30-10:00 a.m.		10:15 a.m.-11:45 a.m.		1:30-3:00 p.m.
401-501	Fighting Privatization: Through Meeting the Needs of the Whole Child/Student			601	MESSA – New Lower–Premium Plan Offerings
402-502	To Be or Not to Be a Leader			602	Grievance Processing
403-503	Stop School Pests – for CUSTODIANS			603	Stop School Pests – for MAINTENANCE
404-504	The Power of Communications in Organizing			604	The Administration of Medication
405-505	Heartsaver First Aid, AED and CPR Training			605	How Not to Socialize Yourself Out of a Job
406-606	Weebly				
407	Member Involvement	507	Wage & Hour	607	Worker's Comp

Saturday	3:15-4:00 p.m.
701	Paraprofessional/Aides Forum
702	Media/Technical Services Forum
703	Transportation Forum
704	Secretarial/Clerical Forum
705	Food Service Forum
706	Higher Education Forum
707	Custodial/Maintenance Forum

New Sessions

ESP Conference Sessions

GENERAL SESSION
FRIDAY 12:30 p.m.

GENERAL SESSION

12:30 – 1:15 p.m.

Meet the MEA leadership and get an update on the state of the organization. Be introduced to your ESP Caucus board and hear their plans for the future for Education Support Professionals.

100 SESSIONS
FRIDAY 1:30 p.m.

101-301 - Treasurers and Membership Processing Training for Locals

1:30 – 5:45 p.m.

NOTE: This session is an all-day session and continues into the 500 and 600 series. Participants signing up for this session must attend the entire time.

Want to learn more about membership processing? What do IBL and LBL mean? Are you a new local treasurer and would like some advice on keeping your books? This session is designed to cover topics related to membership AND treasurer training. **WANTED: local association treasurers, new and seasoned, and Local Membership Chairs (LMC's).** Presidents are encouraged to attend, too. We'll cover what it means to be a member in good standing and billing reports. There will be in-depth discussion on local budgeting, internal controls, and state & federal governmental reporting.

Presenters: Cynthia McCurtis, MEA Membership Supervisor
Will DePeel, MEA Accounting Supervisor



NEW! Session 002-202 – Stop School Pests – for FOOD SERVICE PROFESSIONALS: Healthy, High-Performing and Pest-Free Schools through IPM, Professional Development Training

12:30 – 4:15 p.m.

NOTE: This is a 3-hour session and continues into the 200 series. **Participants signing up for this session must attend the entire time and will NOT attend the General Session.**

Food Service professionals play a key role in preventing problems with flies, ants, cockroaches and other pests that threaten student health and performance! Did you know cockroaches, mice and dust mites can cause asthma and trigger asthma attacks? Food service staff can learn how to keep common pests out of kitchens and pantries by “thinking pests” as they go about their regular duties. Clean and well-maintained food service areas are critical for the health and well-being of everyone in the school. This training is designed for busy food service staff to contribute to the effort to keep schools and their homes pest free with a minimum of pesticides. **LEARNING OBJECTIVES ALINE WITH ServSafe® Food Handler STANDARDS**

Presenter: Dr. Tom Green, IPM Institute of North America



Session 103 – “Hot Topics” for ESP

1:30 – 2:45 p.m.

The legal landscape is changing on nearly a daily basis with the passage of new laws and court interpretations of laws that directly affect ESP members. This session will review those new laws and court decisions and explain how they affect you.

Presenter: Mike Shoudy, MEA General Counsel

NEW! - 104 – Developing a Local Member Engagement Plan for ESPs

1:30 – 2:45 p.m.

In this session, the presenters will share member engagement activities and trainings that have been effective and well received by Education Support Professionals. We will outline how to analyze local membership, communications, connecting and signing up new members, casual member connections, branding your local, and available resources to support local member engagement.

Presenters: Maury Koffman, MSU APA, NEA Executive Committee
Melanie Waltz, MEA UniServ Director

Session 105-205 – True Colors

1:30 – 4:15 p.m.

NOTE: This is a 2 ½-hour session which continues into the 200 series. Participants signing up for this session must attend the entire time.

Is your leadership team a team? Do you spend too much time trying to resolve internal disputes? True Colors teaches basic personality types and how they interact. This hands-on workshop will change the way you see yourself and others AND provide tips for getting the most out of your members.

Presenter: Tanya Pratt, MEA UniServ Director

Session 106 – Basic Excel

1:30 – 2:45 p.m.

Limited to 14 participants.

Participants will receive a basic understanding of Excel – how to add, subtract, multiply, divide, create basic charts, insert rows, columns, filter, freeze planes, etc. Learn how Excel can help you at work and at home. No prior knowledge of Excel is required.

Presenters: Jovita Davis, Retired Media/Computer Specialist
Jerilyn Lynn, Retired Technology Specialist

**200 SESSIONS
FRIDAY 3:00 p.m.**

Session 203 - MEA Budget: How Does It Affect You?

3:00 - 4:15 p.m.

Here is your chance to have a say in the development of the MEA budget. Attend this session and have your voice heard.

Presenter: Rick Trainor, MEA Secretary-Treasurer

NEW! - Session 204 – What are Dick DeVos, the Koch Brothers and the Mackinac Center Really Up To? (The Corporate Takeover of Your Public School.)

3:00 – 4:15 p.m.

How did Right to Work suddenly become law? Why does the ban on payroll dues deduction only apply to public schools? Right to Work, the banning of dues deduction, expanding charter schools, ever-more cyber schools, are all steps toward converting public schools to for-profit corporations. Learn about the corporate interests that were behind all of this and what they intend to do next. And most importantly, find out what you can do about it.

Presenters: Greg Steimel, MEA Reach Consultant
Christina Canfield, MEA Lobbyist

Session 206 – Basic Excel

3:00 – 4:15 p.m.

Limited to 14 participants.

This session is a repeat of session 106

Presenters: Jovita Davis, Retired Media/Computer Specialist
Jerilyn Lynn, Retired Technology Specialist

300 SESSIONS
FRIDAY 4:30 p.m.

Session 302 – Let’s Break the Ice

4:30 – 5:45 p.m.

The “Resuscitate Your Local Using CPR” series continues: In this session you will add tools to your toolbox that when used, will encourage thought, creativity, self-disclosure, respect for others and their opinions, and humor within your Executive Board and General Membership. Come prepared to have fun!!

Presenters: Helen Brish, MEA Field Services Consultant
Chris Dusich, MEA UniServ Director
Nancy Rutkowski, MEA UniServ Director

Session 303 – Representing Members, Fee Payers, and Non-Members

4:30 – 5:45 p.m.

This session is designed to inform local leaders of the requirements for dealing with non-members and members in arrears. It will dispel myths regarding what we are required to provide for non-members. Helpful information on engaging non-members will also be provided.

Presenters: Mike Shoudy, MEA General Counsel
Barb Cameron, MEA UniServ Director

Session 304 – Understanding Workplace Bullying

4:30 – 5:45 p.m.

Bullying in the workplace can come in many forms, and although such misconduct can sometimes be easily seen, it can also be subtle or even hidden from others. This session provides information on recognizing bullying in the workplace, as well as tips on protecting your members and yourself from being bullied on the job.

Presenter: Chad Williams, MEA UniServ Director

NEW! Session 305 – MESSA Road to Wellness

4:30 – 5:45 p.m.

Join MESSA’s Health Promotion Consultants along the path of health-discovery. They will share what it will take for you to experience optimal health, wellness and be the best you.

They will address the many components of WELL-BEING, including physical activity, stress, nutrition and sleep.

Presenters: Rhonda Jones, MESSA Health Promotion Consultant
Mona Trof, MESSA Health Promotion Consultant

NEW! - Session 306 – Advanced Excel

4:30 – 5:45 p.m.

This session is a continuation of Basic Excel. You will learn more advanced skills such as more advanced calculations and tables.

Presenters: Jovita Davis, Retired Media/Computer Specialist
Jerilyn Lynn, Retired Technology Specialist

400 SESSIONS
SATURDAY 8:30 a.m.

Session 401-501 – FIGHTING PRIVATIZATION: Through Meeting the Needs of the Whole Child/Student

8:30 – 11:45 a.m.

NOTE: This is a 3-hour session and continues into the 500 series. Participants signing up for this session must attend the entire time.

Come learn how to recognize the threat of privatization, how to fight privatization battles, how to defend members' careers and steps to take in protecting your own local. We will share ways local ESP and EA associations, along with the SWAP team and MEA, work together to combat local and state-wide threats by presenting the NEA endorsed ASCD Whole Child approach and messaging of how all educators, EA and ESP alike are critical members of the education workforce, and how we can work together to build community support, gaining respect for our roles in education. We will cover what the role of the MEA Anti-Privatization Committee (SWAP) is; our organizing strategies, research and communication resources; and our victories and challenges." By the end of this presentation, attendees will be able to:

1. Understand the threat of privatization for all educators in Michigan.
2. Understand the strategies the Michigan Anti-Privatization Committee use to combat privatization.
3. Visualize elements of an anti-privatization campaign.
4. Walk away with valuable resources to use back home.

Presenters: ESP Caucus Board/Statewide
Anti-Privatization Committee
Percy Brown
Andrew Campbell
Roy Freeman
Maury Koffman
Melinda Smith
Statewide Anti-Privatization Committee
Jen Almassy
Troy Beasley
Frank Burger

Session 402-502 - To Be or Not to Be a Leader

8:30 – 11:45 a.m.

NOTE: This is a 3-hour session and continues into the 500 series. Participants signing up for this session must attend the entire time.

This session is designed to assist school employees and union leadership how to become a better local leader and a powerful advocate for public schools at the state and local levels.

Presenters: Joe Washington, MEA UniServ Director
Deb Lotan, MEA UniServ Director
Melvina Gillespie, MEA UniServ Director
Tim Smith, MEA UniServ Director

NEW! - Session 403-503 – Stop School Pests – for CUSTODIANS: Healthy, High- Performing and Pest-Free Schools through IPM, Professional Development Training

8:30 – 11:45 a.m.

NOTE: This is a 3-hour session and continues into the 500 series. Participants signing up for this session must attend the entire time.

Custodians and cleaning staff play a key role in preventing problems with cockroaches and other pests that threaten student health and performance! Did you know cockroaches, mice and dust mites can cause asthma and trigger asthma attacks? Custodians can learn how to correct conducive conditions for pests in schools by “thinking pests” as they go about their regular duties. This training is designed for busy custodians to contribute to the effort to keep schools and their homes pest free with a minimum of pesticides.

Presenter: Dr. Tom Green, IPM Institute of North
America

NEW! - Session 404-504 – The Power of Communications in Organizing

8:30 – 11:45 a.m.

NOTE: This is a 3-hour session and continues into the 500 series. Participants signing up for this session must attend the entire time.

In this session, participants will receive the basic components on developing a communications plan as a strategic tool in organizing. Some of the topics will include: building effective relationships with media and community leaders, the basics of planning special events, effective use of social media and the importance of internal communications (i.e. newsletters, email blasts, etc.). Each of these topics could be a 90-minute session, but the goal is to give a framework of ideas and leave the participants with resources and a basic knowledge of how communications works to increase awareness of issues and helps to persuade members and the external community to activism.

Presenter: Debra Garner, ESP Organizer and Special Projects Coordinator, Maryland State EA

Session 405-505 – Heartsaver First Aid, AED and CPR Training

8:30 – 11:45 a.m.

NOTE: This is a 3-hour session and continues into the 500 series. Participants signing up for this session must attend the entire time.

After this course, all who complete the training and the skills check-off will receive a 2 year certification from the American Heart Association (AHA).

Presenter: Cathy Scott-Lynch, MESSA HCR Nurse Coordinator Health Care Relations

Session 406-606 – Weebly

8:30 a.m. – 3:00 p.m.

NOTE: This is an all-day session and continues into the 500 and 600 series. Participants signing up for this session must attend the entire time.

Limited to 14 participants.

Requirements: You must have an email account. Please bring ideas for your web page, pictures, videos and information to place within your site.

Participants will create a 3-4 page website using Weebly. Participants should have an idea as to the type of information they want to publish on their site as well as what type of pages they want to create. Some page ideas are: (a). home page, (b). contact page, (c). About Us (d). Page of their choice. Bring any pictures they wish to place on their site and any background ideas they may have.

Presenters: Jovita Davis, Retired Media/Computer Specialist
Jerilyn Lynn, Retired Technology Specialist


NEW! - Session 407 – Member Involvement

8:30 – 10:00 a.m.

How do we sign up new members and what do we do with them once we have them? This session looks at strategies to get new members and keep them. We will discuss ways to engage our membership and learn how to advocate for them. There will be opportunities to network and share ideas with others.

Presenters: Rebecca Drayton, Gobles E
Julie Boes, Gobles E

500 SESSIONS
SATURDAY 10:15 a.m.

 **Session 507 – Wage & Hour**

10:15 – 11:45 a.m.

This session will cover the Fair Labor Standards Act, Michigan Minimum Wage Law, Michigan Payment of Wages and Fringe Benefits Act, and their interaction with a collective bargaining agreement. This session will provide useful information on what protections each of these statutes provide and how to use them to protect your members.

Presenters: Michelle Pollok, MEA Staff Attorney/
Arbitration Specialist
Burt Burleson, MEA UniServ Director

600 SESSIONS
SATURDAY 1:30 p.m.

NEW! - Session 601 – MESSA – New Lower-Premium Plan Offerings

1:30 – 3:00 p.m.

If your group is exploring ways to reduce the amount deducted from employee paychecks for health care, you'll want to attend this session to learn about MESSA's newest options. We have options with lower premiums, including new deductible options, coinsurance riders and prescription drug riders.

Presenters: Mark Middlewood, MESSA Field Rep
Matt Zimmerman, MESSA Field Rep

Session 602 – Grievance Processing

1:30 – 3:00 p.m.

What is a grievance? Why grieve? Who can file a grievance? Why are timelines important? These are just a few of the questions that will be answered in this session that will provide a step-by-step guide to processing a grievance.

Presenter: Ted Iorio, MEA SNAP Bargainer &
Attorney-Kalniz, Iorio, Feldstein

 **NEW! - Session 603 - Stop School Pests – for MAINTENANCE STAFF: Healthy, High-Performing and Pest-Free Schools through IPM, Professional Development Training**

1:30 – 3:00 p.m.

School maintenance pros play a key role in preventing problems with bed bugs, cockroaches and other pests that threaten student health and performance! Did you know cockroaches, mice and dust mites can cause asthma and trigger asthma attacks? Maintenance staff can learn how to keep pests out of schools by “thinking pests” as they go about their regular duties ensuring that the school building is functioning at peak performance. This training is designed for busy maintenance professionals to contribute to the effort to keep schools and their homes pest free with a minimum of pesticides.

Presenter: Dr. Tom Green, IPM Institute of North America

 **Session 604 - Navigating the Laws for the Administration of Medication**

1:30 – 3:00 p.m.

Non-medical school personnel are increasingly being asked to dispense medication and, under some circumstances, perform medical procedures. Learn what employees should and should not do under the law.

Presenter: Lisa Harrison, MEA Staff Attorney/
Arbitration Specialist

 **Session 605 – How Not to Socialize Yourself Out of a Job**

1:30 – 3:00 p.m.

Technology is continually changing and we need to be educated on how technology and our use of technology both privately and through our jobs may affect our employment. This session will review the relevant laws and protections for employees regarding internet and social media use.

Presenter: Jennifer Miller, MEA UniServ Director

Session 607 – Worker’s Comp

1:30 – 3:00 p.m.

If injured on the job, you will likely become enmeshed in the Workers’ Disability Compensation system. This session deals with basic provisions of the act, common problems and issues, and what you need to know to protect your rights.

Presenters: Michelle Pollok, MEA Staff Attorney/
Arbitration Specialist
Burt Burleson, MES UniServ Director

**700 SESSIONS
SATURDAY 3:15 p.m.**

ESP Classification Forums

3:15 – 4:00 p.m.

Each classification will have at least one ESP Caucus Director in attendance to facilitate an open forum discussion around any topic related to the duties, responsibilities and any other items presented for discussion. Please select the classification you want to attend from below:

Session 701 - Paraprofessional/Aides

Session 702 - Media/Technical Services

Session 703 – Transportation

Session 704 - Secretarial/Clerical

Session 705 - Food Service

Session 706 - Higher Education

Session 707 - Custodial/Maintenance

Your MESSA field representative — making every connection matter



Andrew Lavendusky



Viola Collin



Tara Wilbur



Renee Szurna



RaeAnn Loy



Terry Scharf



Heather Scott



Grace Benedict



Matt Zimmerman



Monica McKay



Mark Middlewood



Julie Berryman Adams



Robert Kwiatkoski



Jacqueline Mast

Our field representatives can explain MESSA plan options, help members with claims questions, attend association meetings and more. Contact your representative at 800.292.4910.



MEA

Michigan Education Association

PO Box 2573, East Lansing, MI 48826-2573

517-332-6551 or 800-292-1934

www.mea.org

Steven B. Cook, President • Nancy L. Strachan, Vice President • Richard S. Trainor, Secretary- Treasurer • Gretchen Dziadosz, Executive Director

*The mission of the MEA is to ensure that the education of our students and
the working environments of our members are of the highest quality.*