Bridging the Gap to Success

2019 ESP CONFERENCE

MARCH 15–16, 2019
BLUE WATER CONVENTION CENTER
PORT HURON, MI

MEA
Michigan Education Association

ESP
MEA EDUCATION SUPPORT PROFESSIONALS
ESP Statewide 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 Statewide Conference Committee

Jim Webber, Chair
Charles Bacon
Theresa Dudley
Sue Federico
Bob Hanchek
Christine Kish
Jill McRoberts
Eursla Moore-Doyle
Terrie Rugg

For Further Information

Coordinator: Michele Israel misrael@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.
As MEA ESP Caucus President, it is my pleasure to invite you to attend our 2019 ESP Conference on March 15 & 16 at the Blue Water Convention Center in Port Huron. Education Support Professionals are always looking for ways of “Bridging the Gap to Success.” We will be offering and helping you to cross that bridge and identify many avenues to close that gap.

**General Opening Session** – Friday, 12:30 p.m. As we kick off our conference, we will begin by welcoming conference attendees; introducing everyone to the MEA ESP Caucus Executive Board, MEA leadership and staff; touching on a few key issues ahead of us as union members in 2019.

**Community Connections** – The ESP Caucus Executive Board celebrates its sixth year of giving back with our Community Connections Project. This year we have selected Port Huron Public Schools as the recipient of your generosity. (more information on page 6)

**Friday Night** is the ESP Banquet. This is the highlight of our conference where we come together with our ESP colleagues, family, friends and MEA staff to recognize the 2019 recipient of the ESP Caucus’ highest honor, the Leon A. Brunner Award.

Yvonne Williams, former MEA Northern Zone Director and Director of the ESP Caucus, will be our guest speaker. Yvonne continues to advocate and stand strong for ESP and will share her words of wisdom and suggestions for Bridging the Gap.

**Saturday at our conference luncheon**...Our keynote speaker will be MEA Secretary-Treasurer, Brett Smith, and we will close with our PAC prize drawing.

**Never forget...We as ESP members are never “JUST A.” We are professionals on a career path to enrich the lives of every student in our communities. As we Bridge the Gap to success, we will accomplish this with great results.**

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

Roy Freeman, MEA ESP Caucus President
Yvonne Williams
Former MEA Northern Zone Director

Yvonne M. Williams began her professional education career in 1977 as a substitute bus aide for her home school district, Baldwin Community Schools. Eventually, she was hired as a Special Education Teacher’s Aide, (the term Paraprofessional was not used at that time). She worked as an aide for several years until she was encouraged by her husband to go back to school to finish her degree.

In 1984, Yvonne graduated from Central Michigan University with a degree in Special Education and teaching certifications in Elementary Ed and K-12 Emotionally Impaired. She returned to Baldwin and taught in a middle school self-contained classroom for Emotionally Impaired students. During this time, Yvonne went back to CMU to obtain her Master’s degree in Learning Disorders. She continued to teach EI, LD and regular ed classes for eight years.

During her tenure at the Baldwin School District, Yvonne became active in the local association. First, as the treasurer for BESPA and as the Vice-President, grievance chair, bargaining team member and the chief bargainer for the BEA.

In 1992, Yvonne was selected as one of the MEA Women/Minority Interns and worked in the Ludington MEA office. This is where she gained valuable labor experience and fell in love with being a union advocate.

Yvonne was hired as a Temporary UniServ Director in the Grand Rapids MEA office in 1993. The position became a permanent assignment, Yvonne was hired and worked there for five years. In 1998, she was hired by the 13-B Coordinating Council and transferred to the Ludington MEA office. She worked five years there before taking the ESP/Higher Ed Consultant position at MEA HQ. Yvonne was offered the Northern Zone Manager’s position in 2009 and remained in that position until her retirement in 2018.

Yvonne has been supported and encouraged throughout her career by her husband, Abraham and her two children Breont and JaNel. She loves traveling, shopping, event planning and spending time with her family and friends, especially her five grandsons.

Brett R. Smith
MEA Secretary-Treasurer

Brett Smith assumed the office of MEA Secretary-Treasurer on Sept. 1, 2017. A 5th grade teacher from Linden Community Schools in Genesee County, Brett served as local president in Linden, as well as other local leadership roles. Brett has been an MEA member since 2000. Before becoming an educator, Brett gained business experience working for General Motors and Ameritech.

Brett has a Bachelor’s Degree in Business Finance from University of Michigan-Flint. Brett also earned a Master’s in Science of Administration from Central Michigan University, and an endorsement in Education Administration from Eastern Michigan University. Smith and his wife Tracey have four children—one attending Baker College, one at Kendall College, and two who are students at Linden Community Schools.

Keynote Speakers
Friday, March 15, 2019

Yvonne Williams
Former MEA Northern Zone Director

Saturday, March 16, 2019

Brett R. Smith
MEA Secretary-Treasurer
## 2019 ESP Conference Schedule

### FRIDAY  
**MARCH 15**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 a.m. - 6 p.m.</td>
<td>Registration</td>
</tr>
<tr>
<td>12:30 - 1:15 p.m.</td>
<td>Opening General Session</td>
</tr>
<tr>
<td>1:30 - 2:45 p.m.</td>
<td>100 Conference Sessions</td>
</tr>
<tr>
<td>3 - 4:15 p.m.</td>
<td>200 Conference Sessions</td>
</tr>
<tr>
<td>4:30 - 5:45 p.m.</td>
<td>300 Conference Sessions</td>
</tr>
<tr>
<td>6:30 p.m.</td>
<td>Dinner - Dressy Casual</td>
</tr>
<tr>
<td></td>
<td>Welcome: Roy Freeman, MEA ESP Caucus President</td>
</tr>
<tr>
<td></td>
<td>Keynote Speaker: Yvonne Williams, Former MEA Northern Zone Director &amp;</td>
</tr>
<tr>
<td></td>
<td>Director of ESP Caucus</td>
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<tr>
<td></td>
<td>Leon Brunner Award: Jim Sparapani, Chair</td>
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</tbody>
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### SATURDAY  
**MARCH 16**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>7 - 8:30 a.m.</td>
<td>Registration</td>
</tr>
<tr>
<td>7 - 8:30 a.m.</td>
<td>Breakfast</td>
</tr>
<tr>
<td>8:30 - 10 a.m.</td>
<td>400 Conference Sessions</td>
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<tr>
<td>10:15 - 11:45 a.m.</td>
<td>500 Conference Sessions</td>
</tr>
<tr>
<td>Noon - 1:15 p.m.</td>
<td>Luncheon</td>
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<tr>
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<td>Keynote Speaker: Brett R. Smith, MEA Secretary-Treasurer</td>
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<tr>
<td>1:30 - 3 p.m.</td>
<td>600 Conference Sessions</td>
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<tr>
<td>3:15 - 4 p.m.</td>
<td>700 Conference Sessions</td>
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</tbody>
</table>
This year we have chosen to help the Port Huron School District Kindergarten classes. We are asking participants of the MEA ESP Conference to bring a new book to the conference. We will have a presentation of our donations to a representative from the Port Huron School District at our Friday night banquet. When you make your donation, you will be entered in a drawing to win great prizes. Let’s give back to our community and help every kindergartner start off with a new book.
ESP Conference Registration Information

MEAL DESCRIPTIONS

**Friday Dinner: BBQ Buffet**
- Southern Style Pulled Pork
- Texas Style Smoked Beef Brisket
- Fire Roasted Corn on the Cob
- Smoked Gouda Baked Mac and Cheese
- Fresh Baked Corn Bread
- Garden Salad with House Dressing
- Seasonal Cubed Fruit
- Fresh Vegetables and Dip
- Assorted Relish Platter
- Assorted Salads
- Fresh Carrot Cake with Cream Cheese Frosting

**Saturday Breakfast: The Belgium Buffet**
- Scrambled Eggs Devonshire
- Breakfast Sausage Links
- Hickory Smoked Bacon
- Homestyle Potatoes
- Belgium Waffles with Fruit Topping
- Seasonal Cubed Fruit
- Assorted Danish Pastries
- Gourmet Bagels with Cream Cheese
- Fresh Baked Muffins
- Bakery Fresh Doughnuts
- Chilled Juices
- Fresh Coffee and Hot Tea

**Saturday Lunch: Southwestern Buffet**
- Chopped Iceberg Lettuce with Tomato, Cucumber, and Shredded Cheddar Cheese, Cilantro Ranch, or Italian Dressing
- Taco Bar with Warm Soft Flour Tortillas
- Marinated Strips of Fajita Chicken with Sautéed Bell Peppers and Onions
- Seasoned Taco Beef with Salsa, Sour Cream, Guacamole, Shredded Cheddar Cheese, and Sliced Jalapenos
- Spanish Style Saffron Rice and Vegetarian Refried Beans
- Crisp Tortilla Chips with Hot Chili Con Queso
- Chocolate Brownies
- Assorted Sodas and Water

Please note that only water will be served at the breaks between sessions.
ESP Conference Registration Information

<table>
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<tr>
<th>TYPE OF REGISTRATION</th>
<th>COST</th>
<th>DEADLINE</th>
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<tbody>
<tr>
<td>Registration</td>
<td>$110</td>
<td>February 22, 2019</td>
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<tr>
<td>Late/On-site registration</td>
<td>$125</td>
<td></td>
</tr>
<tr>
<td>Saturday only</td>
<td>$80</td>
<td>February 22, 2019</td>
</tr>
<tr>
<td>Saturday only Late/On-site registration</td>
<td>$90</td>
<td></td>
</tr>
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</table>

**ON-LINE REGISTRATION**

*30 Discount if you register online!

To register online:
- Go to [https://netforum.mymea.org/members](https://netforum.mymea.org/members)
- Find the conference registration information under Upcoming Events.
- Online registrations must be paid with a credit card.
- Online conference registration fees and deadlines:
  - Full conference registration: $80 Deadline is March 8, 2019
  - Saturday ONLY registration: $50 Deadline is March 8, 2019
- Online registration will no longer be available after midnight on March 8, 2019.

**TO MAIL IN OR FAX YOUR REGISTRATION FORM**

- Select your first, second and third choice for each 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, mark "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
  - 1350 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 22, 2019.** Registrations must be postmarked no later than February 22, 2019 to receive the reduced rate of $110. After that date the fee is $125.
- After March 8, 2019 registrations must be done on-site.
- All cancellations must be in writing. No refunds will be made for cancellations postmarked after March 8, 2019.

**REGISTRATION IS LIMITED—FIRST COME, FIRST SERVED.**
2019 ESP Statewide Conference Registration

March 15-16 | Blue Water Convention Center, Port Huron | Registration must be postmarked by February 22, 2019

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 #: ___________

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

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: ___________________________________________

Local/Unit: ___________________________________________

School Phone: ___________________________________________

Home Address: Street ___________________________________________

City ________________ State _____ Zip _________

Home/Cell Phone: ___________________________________________

Email you would like used to send registration confirmation: ___________________________________________

**TYPE OF REGISTRATION** | **COST** | **DEADLINE**
---|---|---
Online | $80 | March 8, 2019
Early Registration | $110 | February 22, 2019
Early Saturday ONLY | $80 | February 22, 2019
Late/On-site Registration | $125 | After February 22, 2019
Late/On-site Saturday ONLY | $90 | After February 22, 2019

Number of registrations included with payment _____ of _____

PAYMENT must accompany registration form.

Amount Enclosed: $ ____________________________

**PAYMENT METHOD**

□ Check (payable to MEA) Check # __________________

Received from ___________________________________________

□ VISA □ MasterCard □ Discover □ American Express

Card Number __________________ Exp. Date __________________

Printed Name of Authorized Signer ___________________________________________

Authorized Signature ___________________________________________

MAIL Form and Payment to:
Michigan Education Association
Attn: Nancy Morrow
P.O. Box 2573
East Lansing, MI 48826-2573

OR

FAX Credit Card Registration to:
517-336-4048

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

For Accounting Use Only

ESP Conf

Conference information at: www.mea.org

SESSION AND MEAL REGISTRATION NEXT PAGE ➤
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 provide 1st, 2nd and 3rd choice for each session.

<table>
<thead>
<tr>
<th>SERIES Selection</th>
<th>100</th>
<th>200</th>
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<th>400</th>
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<th>600</th>
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<tbody>
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<td>1:30-2:45 p.m.</td>
<td>3-4:15 p.m.</td>
<td>4:30-5:45 p.m.</td>
<td>8:30-10 a.m.</td>
<td>10:15-11:45 a.m.</td>
<td>1:30-3 p.m.</td>
<td>3:15-4 p.m.</td>
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<td>1st Choice</td>
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<td>2nd Choice</td>
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<td>3rd Choice</td>
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</table>

MEALS (MARK IF ATTENDING OR NOT ATTENDING)

- Friday Dinner Buffet – 6:30 p.m.  □ I will attend  □ I will NOT attend
- Saturday Breakfast Buffet – 7 - 8:30 a.m. □ I will attend  □ I will NOT attend
- Saturday Lunch Buffet – Noon - 1:15 p.m. □ I will attend  □ I will NOT attend

OCCUPATION CODES

CUSTODIAL
CS09 Custodian
CS18 Freight, Stock & Materials Handler
CO21 Groundskeeper
CS23 Laborer
CS27 Maintenance Repairer/General Utility

FOOD SERVICE
FS07 Cook/Food Preparer
FS08 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

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
0800 Accreditation
0802 Attendance Officer
0803 Auditor – School
0902 Bookkeeper/Accountant
0906 Clerical/Secretarial
0916 File Clerk
0919 General Office Clerk
0926 Mail Clerk
0931 Office/Clerical/Administrative Support
0941 Purchasing Agent
0942 Receptionist
0943 Records Clerk
0947 Secretary
0951 Switchboard/PBX Operator

PARAPROFESSIONAL & AIDES
P403 Instructional Aide-Special Ed
P404 Aide-Special Ed
P901 Bilingual Aide
P904 Bus Monitor/Crossing Guard

SECURITY/GUARD
G815 Police Officer
G948 Security Guard

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

PLEASE REVIEW FORM FOR COMPLETENESS PRIOR TO MAILING
Conference attendees are invited to reserve accommodations directly with the conference venue, the DoubleTree by Hilton, Port Huron.

DoubleTree by Hilton, Port Huron  
800 Harker Street  
Port Huron, MI 48060  
Phone: 810-984-8000

MEA Group Rate: $99 + taxes  
Group Name: Michigan Education Association  
Group Code: MEA

Reservations can be made by going to www.porthuron.doubletree.com or by calling the hotel directly at 810-984-8000.

In order to receive the MEA group rate, individuals must identify themselves as a member of the group. Currently, a 6% state tax and 5% city occupancy tax is applicable (subject to change without notice).

The DoubleTree must receive reservations by February 14, 2019. 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.

MAP & DIRECTIONS

Directions to the Blue Water Convention Center & DoubleTree Hotel:

When entering Port Huron From I-94:

• Use right 2 lanes to take exit 275 toward Harker St.
• Continue onto Harker St.
• Continue straight
• Harker Street leads directly into the Blue Water Convention Center parking lot

When entering Port Huron From I-69:

• Use the left lane to take exit 199 for I-94 E/I-69 E Business Loop toward Canada/Downtown/Port Huron
• Keep left, follow signs for I-94 E/I-69 E/M-25/Canada/Lexington and merge onto I-69 E/I-94 E
• Use the right 2 lanes to take exit 275 toward Harker St.
• Continue onto Harker St.
• Continue straight
• Harker Street leads directly into the Blue Water Convention Center parking lot
PROCEDURES FOR RECEIVING MECPL CREDIT

If you would like to receive MECPL credit for attending approved sessions at the 2019 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. This means you must be on time and not leave the session early.

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

Return your completed form to the registration area at the end of the conference or before you leave the conference. 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 CURRICULUM – LEGAL/ETHICAL
- 104 Federal and State Wage & Hour Laws
- 203 “Hot Topics” for ESP
- 506 Emergency Seclusion & Restraint
- 603 Understanding FMLA
- 604 Navigating the Laws for the Administration of Medication
- 606 Worker’s Compensation

CORE CURRICULUM – GROWTH/DEVELOPMENT/PSYCHOLOGY
- 105-205 True Colors

ELECTIVE CURRICULUM – MEDICAL/HEALTH/SAFETY
- 305 MESSA’s Stress Buster
- 405-505 Heartsaver First Aid, AED, and CPR Training
- 604 Navigating the Laws for the Administration of Medication

ELECTIVE CURRICULUM – SPECIAL NEEDS STUDENTS
- 506 Emergency Seclusion & Restraint

ELECTIVE CURRICULUM – WORK ENVIRONMENT
- 304 Understanding Workplace Bullying

ELECTIVE CURRICULUM – OTHER (SPECIALIZED)
- 701 Paraprofessional/Aides
- 702 Media/Technical Services
- 703 Transportation
- 704 Secretarial/Clerical
- 705 Food Services
- 706 Higher Education
- 707 Custodial/Maintenance

QUESTIONS

If you have any questions about the MECPL program or what is required of you, please call 517-333-6262.
### ESP Conference Session Listings

#### Friday

<table>
<thead>
<tr>
<th>Time</th>
<th>Session 1</th>
<th>Session 2</th>
<th>Session 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:30 - 2:45 p.m.</td>
<td>101-201</td>
<td>102</td>
<td>103</td>
</tr>
<tr>
<td>3:00 - 4:15 p.m.</td>
<td>201</td>
<td>202</td>
<td>203</td>
</tr>
<tr>
<td>4:30 - 5:45 p.m.</td>
<td>204</td>
<td>301</td>
<td>302</td>
</tr>
</tbody>
</table>

**101-201 Let it Grow! Teamwork of EA & ESP Working Together**

**102 Membership Processing Training for Locals**

**103 Union Leadership with Introverts**

**104 Federal and State Wage & Hour Laws**

**105-205 True Colors**

**301 ESP Certification: Because the “P” in ESP Stands for Professionals**

**302 Treasurer’s Workshop**

**303 “Hot Topics” for ESP**

**304 Representing Members, Non-Members, and Fee Payers**

**305 On Your Marks, Get Set, Go! Preparing Members for the Challenges of Bargaining**

**306 Understanding Workplace Bullying**

**307 MESSA’s Stress Buster**

#### Saturday

<table>
<thead>
<tr>
<th>Time</th>
<th>Session 1</th>
<th>Session 2</th>
<th>Session 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30-10:00 a.m.</td>
<td>401-501</td>
<td>402</td>
<td>403</td>
</tr>
<tr>
<td>10:15 a.m.-11:45 a.m.</td>
<td>502</td>
<td>503</td>
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</tr>
<tr>
<td>1:30-3:00 p.m.</td>
<td>601</td>
<td>602</td>
<td>603</td>
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</tbody>
</table>

**401-501 Pre-Retirement Information Meeting for MIP and Basic Plan Members**

**402 Governance Structure and Constitution and Bylaws**

**403 MEA Budget: How Does It Affect You and Where Does Your Dues Dollars Go?**

**404 PART 1 – Save Your Dues Using MEA and NEA Benefits**

**405-505 Heartsaver First Aid, AED and CPR Training**

**406 Personal Finances You Don’t Want to Ignore**

**501 The Nitty Gritty of Creating a Get in the Green Membership Plan**

**502 Tips for New Leaders**

**503 MEA & MESSA – “M”portant Partnership in Insurance Bargaining**

**504 PART 2 – Give Yourself a Raise by Maximizing Your “Member Bennies”**

**505 Navigating the Laws for the Administration of Medication**

**506 Emergency Seclusion & Restraint**

**507 MESSA – Insurance 101**

**508 Worker’s Comp**

#### New Sessions

**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**
2019 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.

NEW! – 101-201 – LET IT GROW! TEAMWORK OF EA & ESP WORKING TOGETHER
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.
Let It Grow! Learn the TEAM concept of organizing with EA and ESP locals working together. You will learn ways to nurture your locals to grow together. Find out organizing techniques that allow these relationships to work to the advantage of both groups. We all know there is Power in Numbers! Joining EA and ESP members to take action, organize, and work together can be more powerful than people working apart. This session will include an opportunity to hear from four different EA and ESP teams that will share how they work together to achieve more – TEAM! Former EA President from Linden, Brett Smith will also join us to talk about his positive experiences with EA and ESP working together. Maintain what your individual local group does best, but supplement it by combining efforts with the other local and/or locals in your district. “It’s not about what it is, it’s about what it can become!” The Lorax

Presenters: Renaye Baker, MEA UniServ Director
Sandy Grier, MEA UniServ Director

NEW! – 103 – UNION LEADERSHIP WITH INTROVERTS
1:30 – 2:45 p.m.
How to be in a leadership role as an introvert, how to read social cues to identify that a member may be an introvert and how to engage introverts in your local to get them more involved. We promise, you will be entertained!

Presenters: Ginny Bollwahn, MEA UniServ Director
Jessica Fowler, MEA Field Membership Assistant
Heather Traxler, MEA Field Assistant
Cyndi Ward, MEA Field Assistant

102 – MEMBERSHIP PROCESSING FOR LOCAL LEADERS
1:30 – 2:45 p.m.
Want to learn more about membership processing? What do “IBL” and “LBL” mean? This session is designed to cover topics related to membership processing including how MEA calculates dues and how your role as a local leader makes all the difference in getting things right regarding your unit’s membership records.
WANTED: Local Officers & Local Membership Chairs (LMCs) – rookies and veterans! We’ll cover what it means to be a member in good standing and billing questions. You’ll also have the opportunity to access the LMC site to see what membership reports are available to assist you as a local leader.

Presenters: Cynthia McCurtis, MEA Membership Supervisor
Melissa Kale, MEA Business Analyst

104 – FEDERAL AND STATE WAGE & HOUR LAWS
1:30 – 2:45 p.m.
This session will provide an overview of the Fair Labor Standards Act, and issues that often arise under this federal law, such as what constitutes hours worked, unauthorized work, waiting time, meal and break periods, trainings, overtime, and much more. This session will also review Michigan’s wage and fringe benefit law and its requirements, and discuss ways to bargain and otherwise protect our support staff members.

Presenters: Doug Wilcox, MEA Staff Attorney
Burt Burleson, MEA UniServ Director

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.

Presenters: Maureen McCallister, MEA UniServ Director
Keith Sauter, MEA UniServ Director

ESP Certification
202 – TREASURER’S WORKSHOP
3 – 4:15 p.m.
Plan to attend this session if you’re a first-time treasurer or would like a refresher on bookkeeping, budgeting, financial reporting and the importance of internal controls.

Presenter: Will DePeel, MEA Associate Manager Accounting

203 – “HOT TOPICS” FOR ESP
3 – 4:15 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: Dan Zarimba, MEA Staff Attorney

NEW! – 204 – ON YOUR MARKS, GET SET, GO! PREPARING MEMBERS FOR THE CHALLENGES OF BARGAINING
3 – 4:15 p.m.
The session will assist beginning bargainers raise the awareness of their local members to the bargaining process and the issues that impact bargaining. Fundamentals for messaging members before, during and after bargaining will be presented.

Presenters: George Przygodski, MEA UniServ Director
Linda Kato, eDues SNAP

300 SESSIONS – FRIDAY 4:30 P.M.

NEW! – 301 – ESP CERTIFICATION: BECAUSE THE P IN ESP STANDS FOR PROFESSIONALS
4:30 – 5:45 p.m.
This is an introduction to the MEA’s ESP Certification and Professional Development program. It provides an overview of ESP Professional Learning concepts and the importance of ESP professional development. The current professional development offerings, both face-to-face and virtual learning, will be showcased.

Presenter: Paul Helder, MEA Field Services Consultant

NEW! – 302 – THE 10 MINUTE MEETING
4:30 – 5:45 p.m.
No one has time for long drawn out meetings but everyone can find 10 minutes. How to increase attendance at your meetings and add some fun and pizazz! Lots of tips and ideas to make your meetings more fun and informative.

Presenter: Sandy Paesens, MEA UniServ Director

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.

Presenter: Dan Zarimba, MEA Staff Attorney

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 overt, it can be subtle or even concealed. This session provides information on recognizing bullying in the workplace, as well as tips on protecting your members and yourself if victimized by a bully on the job.

Presenter: Chad Williams, MEA Professional Issues Organizer

NEW! 305 – MESSA STRESS BUSTER
4:30 – 5:45 p.m.
Join this session to help identify the main source of stress in your life and explore the harmful effects of stress, including its impact on your physical and mental health. Learn stress reduction strategies, as well as tips on nutrition, fitness and sleep.

Presenter: Rhonda Jones, MESSA Health Promotion Consultant
NEW! – 401-501 – PRE-RETIREMENT INFORMATION MEETING FOR MIP AND BASIC PLAN MEMBERS
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.
Members in the MIP and Basic Plan Retirement Plans (hire dates prior to 7-01-2010) can find out about the details of their plan and see how ready they are for retirement. Topics include Social Security, Medicare, MPSERS pension, MPSERS health benefits, applying for retirement with ORS, and working after retirement.
Presenter: Paul Helder, MEA Field Services Consultant

402 – GOVERNANCE STRUCTURE AND CONSTITUTION AND BYLAWS
8:30 – 10 a.m.
This workshop will help leaders and members learn how the MEA structure is designed to ensure rank and file members’ voices are heard and represented. Standards for local constitutions and bylaws will be reviewed to assist in ensuring local associations are in compliance and operating democratically. Prototype Constitution and Bylaws and checklist for reviewing your local governance documents will be distributed and explained.
Presenter: Tim Russ, MEA UniServ Director

403 – MEA BUDGET: HOW DOES IT AFFECT YOU AND WHERE DOES YOUR DUES DOLLARS GO?
8:30 – 10 a.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: Brett Smith, MEA Secretary-Treasurer

404 – PART 1 – SAVE YOUR DUES USING MEA AND NEA BENEFITS
8:30 – 10 a.m.
If you have a computer or cell phone, you should be saving money by using your MEA and NEA benefits. Come join us and see how easy it is to save money. If you go out to restaurants or if you are buying a car, you absolutely should attend!
Presenters: Jason Diotte, MEA Financial Services Manager
Amy Lothschutz, MEA Financial Services, Senior Manager, Insurance Products

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 two-year certification from the American Heart Association (AHA).
Presenter: Cathy Scott-Lynch, MESSA HCR Nurse Coordinator
Health Care Relations

500 SESSIONS – SATURDAY 10:15 A.M.

NEW! – 502 – TIPS FOR NEW LEADERS
10:15 – 11:45 a.m.
This session will cover:
• Quick Tips on how to be an effective leader in your association.
• General understanding of each of the leadership roles in your local.
• Leadership manual.
• The nuts and bolts of this session are Communication, Know your Rules, Listening, Delegation, and Consistency.
Presenters: Michael McGee, MEA UniServ Director
Capalene Howse, MEA UniServ Director

NEW! – 503 – MEA & MESSA – “M”PORTANT PARTNERSHIP IN INSURANCE BARGAINING
10:15 – 11:45 a.m.
Members will be presented with tactics and information to build a strong proposal to acquire and maintain MESSA insurance. Building a strong team with your MESSA representative, UniServ Director and bargaining team, will be the focus of the session as well as including personal stories of Jackson College in acquiring MESSA insurance. It will be a “sweet” session.
Presenters: Julie Berryman-Adams, MESSA Field Services Representative
Maureen McCallister, MEA UniServ Director
504 – PART 2 – GIVE YOURSELF A RAISE BY MAXIMIZING YOUR “MEMBER BENNIES”

10:15 – 11:45 a.m.

This session will be hands-on and interactive so please bring your cell phone, membership number and text yourself the email address you use to receive your membership information. The goal of this session is to enable you to quickly access your UNION PERKS from your cell phone through your union app.

MAKE SURE YOU KNOW YOUR APPLE I.D. OR DRIOD I.D. AND PASSWORD to permit your phone to download the APPS. Please ask a tech person to help you reset your ID/password PRIOR to attending to make sure you maximize the learning and activities from this session. Multiple streams of SAVINGS is the key to improving your financial future.

Presenter: Jima Thomas-Gilbert, MEA UniServ Director

506 – EMERGENCY SECLUSION & RESTRAINT

10:15 – 11:45 a.m.

This session will provide an overview of the new seclusion and restraint law and provide basic contract language to ensure members are protected.

Presenter: Aesha Baldwin, MEA Field Services Consultant

601 – THE NITTY GRITTY OF CREATING A GET IN THE GREEN MEMBERSHIP PLAN

1:30 – 3 p.m.

Participants will be guided through the details of a Get in the Green membership plan for their local. They will leave with a plan they can implement in their locals as well as examples from units that have seen success in the past two years. Prior experience with Get in the Green training is helpful but not necessary.

Presenters: Jake Louks, MEA UniServ Field Organizer
            Mary Aldecoa, MEA UniServ Field Organizer

602 – GRIEVANCE PROCESSING

1:30 – 3 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: Tonya Karpinski, MEA UniServ Director

NEW! – 603 – UNDERSTANDING FMLA

1:30 – 3 p.m.

Some of the things you will learn are:
- Eligibility
- Leave Entitlement
- “Serious health condition” defined
- Service member leave
- Employer responsibilities
- Employee responsibilities
- Certification, recertification, fitness for duty
- Maintenance of health benefits
- Job restoration/instructional employee issues
- Substitution of paid leave

Presenter: Christine Anderson, MEA UniServ Director

604 – NAVIGATING THE LAWS FOR THE ADMINISTRATION OF MEDICATION

1:30 – 3 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.

Presenters: Lisa Harrison, MEA General Counsel
            Melanie Waltz, MEA UniServ Director

605 – MESSA – INSURANCE 101

1:30 – 3 p.m.

Learning about insurance can be overwhelming. In this session, MESSA professionals will help you learn the basics about medical, dental, vision, life and LTD insurance. Leave with a clearer understanding of what you need to know to bargain a good insurance plan for your members.

Presenters: Mark Middlewood, MESSA Field Services Representative
            Matt Zimmerman, MESSA Field Services Representative

606 – WORKER’S COMP

1:30 – 3 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, MEA UniServ Director
700 SESSIONS – SATURDAY 3:15 P.M.

ESP CLASSIFICATION FORUMS
3:15 – 4 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 the following list:

701 - PARAPROFESSIONAL/AIDES
702 - MEDIA/TECHNICAL SERVICES
703 - TRANSPORTATION
704 - SECRETARIAL/Clerical
705 - FOOD SERVICE
706 - HIGHER EDUCATION
707 - CUSTODIAL/MAINTENANCE
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.