

## TRAINING MENU PROGRAM 2011-2012

### PURPOSE

PSEA has allocated funds in the Field Operations budget for the purpose of providing training and awareness programs **for members at the local, county, and cluster or division levels** to further the Strategic Objectives of the Association. The objective is to provide these programs at a reduced cost or no cost to the member. Through this Program, PSEA's goal is to have a more informed and highly trained membership. These funds are not intended to replace or supplement Region governance budgets.

### GUIDELINES

- Programs being proposed for funding must be submitted by RFD's to Field Headquarters **in advance** of the scheduled activity to allow sufficient time for review and approval before any funds are committed or spent. Requests must be submitted with an **event date and should not routinely be submitted more than 90 days prior to the event**. Items submitted prior to 90 days of the event or with a TBD date may not be approved.
- RFD's will be notified promptly after receipt of the Program Request Form by Field Headquarters if there are any questions regarding compliance with these guidelines.
- The Program Request Form from each Region should reflect which of the following programs will be presented and include an agenda, estimated cost to PSEA within the Guidelines, identified audience, form of presentation and presenter(s), signature of the RFD, and sign-off by the Region President. **ONLY Programs on the CORE Menu list will be approved within the Guidelines.**
- **New Programs** (not on the following CORE Menu list) must be submitted at least 6 weeks in advance with a Program descriptor and agenda for pre-approval to determine if the new program will be considered for funding.
- Actual Expenses for pre-approved Training Menu Programs are to be submitted to Field Headquarters on the completed Detail Voucher Input Sheet with receipts, a copy of the pre-approved Program Request Form, and the number of actual participants indicated. **Do not direct-bill Training Menu Program expenses to HQ.**
- Expenses must be submitted within 30 days following the event unless an extenuating circumstance precludes prompt submission. A school cafeteria that is negligent in providing an invoice may be an extenuating circumstance. Someone forgetting to submit a bill until May when the training occurred in September is NOT an extenuating circumstance.

- Training Menu Programs that involve a meal should be arranged in a manner that requires the local to share the cost. It is recommended that the local obligation be one-half the cost of the meal. **PSEA will fund 50% of the meal cost up to ten dollars (\$10) per participant for Training Menu Programs when meals must be included as part of the training session.**
- Each Region will receive a Training Menu allocation for the year prorated for their membership as a ratio of PSEA membership. Such Region allocation will be reserved to each region until March 1. Effective March 1, 50% of all unencumbered Region allocation balances will be made available to other Regions that have exhausted their allocations on a first-come, first served basis through a statewide account. The remainder of Region allocations will continue to be unencumbered Training Menu funds and will become part of the statewide account.
- Any money remaining or unencumbered as of June 15<sup>th</sup> will be consolidated and used to fund requests received without regard to region. On July 1, remaining Menu Money Training Funds will be used to fund additional scholarships for attendance at the Annual Summer Leadership Conference conducted at Gettysburg College.

## **CORE TRAINING MENU PROGRAMS AVAILABLE TO LOCALS**

**NEW BARGAINING REALITIES** – A program that will advise and assist locals on all aspects of bargaining compensation. This includes, but is not limited to:

- Designing salary schedules which allow salaries the “easiest path” to reaching the professional level deserved by the members of the profession
- Designing health care packages which assure the care of members while attempting to mitigate the ever increasing cost of such plans
- Educating members on school district budgets, including, but not limited to: revenue sources and how they are increased; mandatory expenditures; and discretionary expenditures.

**FULL CAPACITY LOCALS** – By design, this is a broad category which will allow staff and locals to design programs necessary to assist in building capacity in local associations. While some of these topics are specifically listed in this document, this category allows for programs yet to be developed.

**HEALTH CARE BENEFITS AWARENESS** - to afford members information on the continuing health care crisis, trends in health care coverage, types of health care coverage, and how to best evaluate optional health care systems.

**REFERENDA PROGRAMS** – provide awareness and training to local associations in support of efforts related to Referenda.

- **COMMUNITY OUTREACH TRAINING**
- **TARGETED COMMUNICATIONS TRAINING**
- **BARGAINING STRATEGIES TRAINING**

**DEFINED BENEFIT / DEFINED CONTRIBUTION** – Retirement awareness program

**MEMBERSHIP AWARENESS** - to give members recognition of the large and varied number of programs and services available to them through their Association membership.

- **NEW MEMBER AWARENESS**
- **KNOW YOUR CONTRACT**
- **WEINGARTEN RIGHTS**

**BARGAINING AWARENESS** - Review of alternative processes and methods to strengthen the traditional approach to bargaining, including but not limited to the following items:

- **SURVIVING THE STRIKE** - helping members deal with the stresses of a strike or other acute crisis in the workplace.
- **SUBCONTRACTING OR PRIVATIZATION**
- **TAX ISSUES – IRS 403(b) and 409 (A)**

**FAMILY/COMMUNITY PARTNERSHIPS** - how can members become involved in building coalitions, family and community partnerships in the community with the goal of preserving public education and enhancing the image of the profession.

**SAFE SCHOOLS** – topics to address maintaining a safe environment in the school setting, including the Crisis Response Team presentation and other approved programs.

**COFFEE KLATCHING** - a training program for local activist members who wish to do something hands-on about enlisting support for Association positions.

**SCHOOL LAW AND PDE REGULATIONS – Act 48, Act 50, PSSA Testing, IDEA**  
Training topics as well as the following:

- **CHILD PROTECTIVE SERVICES ACT (ACT 151)** -- what are members' responsibilities and liabilities under this and related statutes?
- **SEXUAL HARASSMENT AWARENESS**

**POLITICAL ACTION TRAINING** - involving members in political campaigns or fund-raising and operating effective PACE programs as well as the following topics:

- **LOBBYING (LEGISLATORS, SCHOOL BOARD, AGENCIES, CONGRESS, EXECUTIVES)**

**PROFESSIONAL COMPENSATION PROJECT** – provide information to locals about PSEA’s plan to:

- (a) Increase PA teacher salaries relative to the national average and to other comparable professionals.
  - (b) Implement the \$40K Right Away Campaign
  - (c) Implement “Best Salary Practices” in local salary negotiations
- **COMPENSATION AWARENESS (CAP)** - analysis of current trends and threats  
to our compensation systems with a view toward bargaining realities and compensation designs.

**ESP Living Wage Compensation Program**

**BACK TO SCHOOL PROGRAM** - preparing members to invite and receive community members into school classes to teach or observe for a full day to better appreciate the efforts of and demands upon members in the schools.

**LOCAL OFFICER/ ASSOCIATION REP TRAINING**

- **GRIEVANCE ADMINISTRATION TRAINING**
- **EFFECTIVE USE OF THE PRESIDENTS’ RESOURCE MANUAL**
- **ASSOCIATION REP TRAINING**
- **LOCAL LEADER TRAINING/PRM TRAINING**
- **NEW LEADER PROGRAM (e.g. CARPE’)**

**INTERNAL COMMUNICATIONS**

**LOCAL WEBSITE INTRODUCTION**

**SUBCONTRACTING OR PRIVATIZATION AWARENESS**

**ESEA/NCLB AWARENESS**

**NATIONAL BOARD CERTIFICATION**

**IDEA**

Revised 9/12/11

# Menu Money Allocation 2011-2012

**Money Available** **\$ 84,447.00**

<u>Region</u>	<u>Aug-11</u>		<u>Region</u>
<u>Region</u>	<u>Members</u>	<u>% of Total*</u>	<u>Allocation</u>
Central	9,118	5.8%	\$ 4,886
Central-West	5,372	3.4%	\$ 2,879
Eastern	15,932	10.1%	\$ 8,537
ESP	36,478	23.1%	\$ 19,547
Mideastern	15,647	9.9%	\$ 8,385
Midwestern	7,048	4.5%	\$ 3,777
Northeastern	12,786	8.1%	\$ 6,851
Northwestern	5,249	3.3%	\$ 2,813
Southeastern	12,286	7.8%	\$ 6,584
Southern	20,999	13.3%	\$ 11,252
Southwestern	8,205	5.2%	\$ 4,397
Western	8,472	5.4%	\$ 4,540
	157,592	100.0%	\$ 84,447

\* This column reflects the region's percentage of total membership for EA and ESP membership. The region allocation of the menu money budget is based on percentage of total membership that is within that region.