

# TRAINING MENU PROGRAM 2018-2019

## 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. **PLEASE NOTE: Funding for Organizing Projects/Trainings is available through the separate Organizing Grant process.**

## GUIDELINES

- Programs being proposed for funding must be submitted by RFDs to Field Headquarters **in advance** of the scheduled activity **with a minimum of fourteen (14) days** for review and approval **before any funds are committed or spent**. Requests must be submitted with an **event date**.
- RFDs 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 May 15<sup>th</sup> will be consolidated and used to fund requests received without regard to region. On June 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**

**BUILDING STRONG 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.

**COMPENSATION AWARENESS (CAP)** - analysis of current trends and threats to our compensation systems with a view toward bargaining realities and compensation designs aimed at implementing “Best Salary Practices” in local salary negotiations.

**ESP COMPENSATION PROGRAM** – ESP version of CAP.

**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 (BELONG)**
- **KNOW YOUR CONTRACT**
- **WEINGARTEN RIGHTS**
- **ELLIOTs**
- **ISSUE ORGANIZING**

**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**

**COMMUNITY ORGANIZING AND ENGAGEMENT (including the former Coffee Klatching training)**- how can members become involved in building coalitions 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.

**SCHOOL LAW AND PDE REGULATIONS** – Training topics including, but not limited to:

- **CHILD PROTECTIVE SERVICES ACT (ACT 151)** -- what are members' responsibilities and liabilities under this and related statutes?
- **SEXUAL HARASSMENT AWARENESS**
- **EDUCATOR DISCIPLINE ACT**
- **TEACHER EVALUATION - including Living in Distinguished and Living in Distinguished II - Impact and Pitfalls of the SLO Process**

**POLITICAL ACTION TRAINING** - involving members in political campaigns or fund-raising, operating effective PACE programs, and **LOBBYING (LEGISLATORS, SCHOOL BOARD, AGENCIES, CONGRESS, EXECUTIVES)**

**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**

**ESSA/NCLB AWARENESS**

**IDEA AWARENESS**

# Menu Money Allocation 2018-2019

2018-19

Money Available

\$88,000.00

<u>Region</u>	<u>Aug-17 Members</u>	<u>% of Total*</u>	<u>Region Allocation</u>
Central	8,346	5.8%	\$5,098.88
Central-West	4,798	3.3%	\$2,931.28
Eastern	14,640	10.2%	\$8,944.12
ESP	32,537	22.6%	\$19,878.06
Mideastern	15,143	10.5%	\$9,251.42
Midwestern	6,491	4.5%	\$3,965.59
Northeastern	11,312	7.9%	\$6,910.92
Northwestern	4,499	3.1%	\$2,748.61
Southeastern	12,322	8.6%	\$7,527.97
Southern	19,145	13.3%	\$11,696.39
Southwestern	7,383	5.1%	\$4,510.55
Western	7,425	5.2%	\$4,536.21
	144,041	100.0%	\$88,000.00

\* 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 the percentage of total membership that is within that region.

**TRAINING MENU PROGRAM REQUEST**

1. FROM *(Staff Responsible)*

2. TO (AED for Field Services, PSEA HQ)

DATE FILED

3. PROPOSED ACTIVITY

4. LOCALS REQUESTING PROGRAM (Specify EA/ESP or HC)

5. GOAL OF PROGRAM

6. METHOD OF DELIVERY

7. OTHER STAFF / LEADERS INVOLVED

8. LOCATION

DATE and TIME

9. FUNDING REQUESTED

EST # OF PARTICIPANTS

- FOOD - 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.

\$ \_\_\_\_\_

OTHER (Equipment / Room Rental)

\$ \_\_\_\_\_

**TOTAL**

\$ \_\_\_\_\_

10. PAYMENT TO WHOM?

**REQUESTING SIGNATURES**

\_\_\_\_\_  
RFD

\_\_\_\_\_  
DATE

\_\_\_\_\_  
REGION / AFFILIATE PRESIDENT

\_\_\_\_\_  
DATE

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**PRE-APPROVAL (TO BE COMPLETED AT PSEA HQ)**

\_\_\_\_\_  
AED FOR FIELD SERVICES

\_\_\_\_\_  
DATE

**PAYMENT APPROVAL (TO BE COMPLETED AT PSEA HQ)**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
AMOUNT(S)

\_\_\_\_\_  
CHECK(S) TO

\_\_\_\_\_  
ACCOUNT NUMBER(S)

**\*Requests must be submitted a minimum of 14 days prior to the event for review and pre-approval**