

IEA-ESP Southern Professional Conference

April 10, 2010

**Sponsored By IEA Regions 4, 5, 6, 45,
Service Area C**

**FOUR POINTS BY SHERATON
@ FAIRVIEW HEIGHTS**

319 Fountain Parkway
Fairview Heights, Illinois

Illinois Education Association-NEA





**Illinois Education Association
ESP 2010 Southern Professional Conference**

Four Points by Sheraton
Fairview Heights, Illinois

ESP CONFERENCE GUEST SPEAKER

**Audrey Soglin
IEA Executive Director**



Audrey Soglin began her teaching career working with self-contained special education students. Over 25 years, she also taught first, second, fourth and fifth grades in Evanston and was three times elected president of the District 65 Educators Council, a local IEA affiliate.

Audrey joined the IEA staff in 2006 as Director of the Center for Educational Innovation and served as Executive Director of the Consortium for Educational Change (CEC). The Consortium is a network of Illinois school districts and professional organizations designed to improve student achievement by assisting member districts and schools to become collaborative, high performing organizations.

Audrey was named IEA Executive Director of the Illinois Education Association in October 2009. The Illinois Education Association is Illinois' largest education employees' organization with 133,000 members. IEA represents elementary and secondary teachers, higher education faculty and staff, educational support professionals, retired educators and college students preparing to become teachers.



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SPECIAL NOTES

- ◆ Please register as early as possible to help us in our planning to make this conference the very best ever.
- ◆ There is **NO** registration fee for this conference.
- ◆ Deadline for registration is March 26, 2010. This date is important in order to assure that we can place you in your 1st Choice Session, to confirm the number of people who will be eating breakfast and lunch, and securing hotel rooms for those who will be staying Friday night.
- ◆ An email confirmation will be sent to participants who have registered online. Please provide your email address when registering on line and by mail.
- ◆ We encourage online registration.
- ◆ The room rate at the Sheraton will be \$85.00 plus tax per room. Please indicate on the registration form the names of the individuals in each room and the type of room desired — 1-King Bed or 2-Double Beds (Rollaways are not available). Only one person should register for the room.
- ◆ Please make your hotel reservations through the IEA-ESP Office. The IEA has reserved a block of rooms for this Conference. Indicate on your registration form the type of room you need and the IEA Staff will make your hotel reservation for you. **You will pay for your hotel room at check out.** A confirmation letter will be sent to you. If you have questions please call 1-866-690-3876, Ext. 2316.

SCHEDULE:

- ◆ Registration will be available starting at 8:00 a.m.
- ◆ There will be a Breakfast Buffet provided from 8:00 – 8:45 a.m.
- ◆ Lunch will be provided.
- ◆ The Conference will end at 3:00 p.m.

Notes and Highlights



**Illinois Education Association
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IEA-ESP Professional Conference, April 10, 2010

8 – 9 A.M. – REGISTRATION

8 – 8:45 A.M. – BREAKFAST

9 – NOON – DOUBLE SESSION

1. Microsoft Word

William Dusenbergh, SIU-Edwardsville, Computer Distance Learning Specialist
Tom Kulmacz, Computer Specialist, Illinois Education Association

People attending this session will **need to be familiar** with using the Windows Operating System on a computer and should possess some degree of Mouse Marksmanship. This session will cover the fundamentals of using Word, including setting margins, line spacing, tabs, editing, formatting, text selection, selecting fonts and colors, how to use and adjust Word's Auto Correct options, creating tables, drawing and graphics, creating and using templates, understanding and using the Ribbon Screen, and others as time permits. **This will be a hands on session and will be limited to the first 24 that register.**

9:00– 10:30 A.M.

2. IEA-101 – Alphabet Soup

Cindy Cassens-Mickle, IEA Board of Directors, Region #45 Chairperson
Freddy Hatfill, IEA Board of Directors, Region #6 Chairperson
Kathy Vigardt, Illinois Education Association Invest In Excellence Project Staff

This session will attempt to cover everything you ever wanted to know about the Illinois Education Association. This session will help you to understand:

- how the IEA functions
- the structure of the IEA, (who's who)
- the history of the IEA
- why the IEA exists
- what are its functions
- the various departments within the IEA and their responsibilities
- functions and responsibilities of Region Chairs, Region Councils and staff
- how ESP members can be more effective in making their voice heard



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3. Building An Effective Local Association

Cynthia Overby, Edwardsville District #7, H. S. Teacher, IEA Grassroots Political Activist
Ric Stephenson, IEA UniServ Director Region #6
Kathy Vigaradt, Illinois Education Association Invest In Excellence Project Staff

This session will be helpful for any new or potential association leader. This session will cover many of the basic fundamentals that are necessary to be an effective association leader. This session will cover such issues as: How to conduct an effective meeting; delegating responsibility; recruiting volunteers; developing an association program; developing an association membership, and creating ownership on the part of the membership. ***Participants are asked to bring a copy of their Association Constitution and By Laws.***

4. Legal Rights

Wanda Van Pelt, IEA Associate General Counsel

All K-12 Support Professionals have certain rights and responsibilities created by federal and state statutes. In this session we will review some of the protections and pitfalls for public employees and how they can expand on these statutory rights through collective bargaining. Topics include: mandated reporting of child abuse and employees being subjected to DCFS investigations; discipline and dismissal rights; dangers of an electronic workplace; overtime law; property rights to a public job; medical issues, student records; violence in the workplace; illness and incapacity; leaves; disabilities; liability protections and more. **1 CPDU**

5. The Role of the Association Representative

Jerry Harrison, IEA UniServ Director, Region #11

The Association Representative (or Building representative) is one of the most important positions in the Local Association. These individuals work at the building or work site where members face day-to-day employment issues. In this session, you'll learn the importance of good communication skills, how to be a good listener, dealing with difficult people, effective decision-making, problem solving techniques, and the AR's role as an advocate, communicator and organizer. How to assist your members with potential grievances including how to tell them that they are wrong.



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10:40 A.M. - 12:10 P.M.

6. Living Wage

Susan Hickey
Tina Pizzitola

It's an organizing tool...
It's a bargaining strategy...
It's higher wages...
It's a Living wage!!!

ESPs will learn practical tips on how to improve wages, benefits and working conditions for their members. This workshop teaches what a living wage campaign is and how to implement it, how to figure what a living wage is for your area and the politics of bargaining for a living wage. Useful tactics will be discussed, such as: community outreach, member involvement and adapting these strategies across social and economic spectrums. ESPs – You're Worth It!

7. Illinois Municipal Retirement Fund

Jean Parsons, Field Staff, Illinois Municipal Retirement Fund

IMRF has always been an Advocate for both its active participants and retired annuitants in introducing, supporting and/or opposing legislation critical to the interests of IMRF and its members. This session will cover the past and future IMRF Legislative efforts and how you can assist these efforts.

This session will also cover all aspects of the IMRF including such topics as: Who is covered by IMRF; Retirement Benefits; Death Benefits; Disability Benefits; Reciprocity; Definition of Salary; Review of pertinent forms; a glimpse at the IMRF Pre-Retirement Workbook, and pending legislation affecting IMRF. There will also be an opportunity for Q & A.

8. State University Retirement System

To Be Determined

This session will also cover all aspects of the SURS including such topics as: Who is covered by SURS; Retirement Benefits; Death Benefits; Disability Benefits; Reciprocity; Definition of Salary; Review of pertinent forms; a glimpse at the SURS Pre-Retirement Workbook, and recent and future legislation affecting SURS. There will also be an opportunity for Q & A.



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9. Bargaining Basics

Shawn Cooper, IEA UniServ Director, Service Area L
Angela Williams, IEA UniServ Director, Region #45

This session will assist K-12 and Higher Education local association leaders in preparing for bargaining; surveying the members; involving and communicating with the membership; explore different bargaining processes; how to handle the first meetings with the employer; explore different bargaining processes, and strategize on how to handle difficult communication styles.

10. Just Because You Think That They Are Out To Get You, Doesn't Mean That They Aren't

Carolyn Sloan, IEA UniServ Director, Region #11

Every employee needs to keep every document (good, bad and indifferent) forever. This session will discuss what type of record keeping is important and why. Someday you may need these documents for a salary dispute, placement on the salary schedule, job promotion and/or transfer, potential discipline problem, job evaluation, Who said what, professional development questions, etc.

12:15 – 1:30 P.M. – LUNCH AND PROGRAM

Program Moderators

Sharon Heindricks, Special Education Bookkeeper, Alton School District
Susan Martin, Para-Educator, Jersey Unit School District #100



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1:30-3:00 P.M. ROUNDTABLE SESSIONS

These sessions will be programmed so that all participants attending the conference will have an opportunity to meet with fellow participants of the same employee classification. The facilitators will structure these Roundtable Discussion Groups so that topics common to your employee classifications will be discussed and possible solutions explored. Facilitators will make an effort to explore topics of interest and concern as generated by the participants, as well as an opportunity to do "networking" among the participants from other school districts.

Custodian/Maintenance

Dave Arnold, Custodian/Maintenance, Brownstown C.U. School District #201
Dave Massena, Custodian/Maintenance, Bond County C.U. School District #2

Food Service

Nadine Harlan, Food Service Employee, Alton Community Unit School District #11
Jimmie Weirich, Food Service Employee, Alton Community Unit School District #11

Higher Education

William Dusenbery, Southern Illinois University-Edwardsville, Computer Distance Learning Specialist

Para-educator

Freddy Hatfill, Region #6 Chairperson, Illinois Education Association
Tonda Pegue, Para-educator, Jerseyville School District #100
Margaret Taylor, Para-educator, Jerseyville School District #100
Sheri Vanausdoll, Para-educator, Jerseyville School District #100

Secretary

Carla Burger, Accounts Payable Analyst, Decatur School District #61
Joni Knierim, Secretary to Elementary Principal, Decatur School District #61

Transportation

To Be Determined



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CONFERENCE PLANNING COMMITTEE

Carla Burger, Accounts Payable Analyst, Decatur School District #61
Stacy Burroughs, ESP Program Director, Illinois Education Association
William Dusenbery, Southern Illinois Univ.-E, Computer Distance Learning Spec.
Freddy Hatfill, Region #6 Chairperson, Illinois Education Association
Sharon Heindricks, South/Central Alternate Representative - ESP Council
Ranae Hill, Associate Staff, Illinois Education Association, Edwardsville
Joni Knierim, Secretary to Elem. Prin., Decatur School District #61
Susan Martin, Para-educator, Jerseyville School District #100
Michael McDermott, UniServ Director, Service Area C, Illinois Educ. Assn.
Cindy Cassens-Mickle, Region #45 Chairperson, Illinois Educ. Assn.
Paula Moad, Sp. Ed. Assistant, Dorris Intermediate School, Collinsville, Illinois
Cynthia Overby, High School Teacher, Edwardsville School District #7,
Grassroots Political Activist – Region #45
Tonda Pegue, Para-educator, Jerseyville School District #100
Ric Stephenson, UniServ Director Region #6, Illinois Education Association
Margaret Taylor, Para-educator, Jerseyville School District #100
Sheri Vanausdoll, Para-educator, Jerseyville School District #100
Kathy Vigardt, Illinois Education Association, Invest In Excellence Project Staff
Angela Williams, IEA UniServ Director Region #45

IEA-SPONSORING REGIONS

<u>Region</u>	<u>Chairperson</u>	<u>UniServ Director</u>
4	Terry Waldron	Tammy Houghland
5	Jeanne Johnson	Marcus Albrecht
6	Freddie Hatfill	Ric Stephenson
45	Cindy Cassens-Mickle	Angela R. Williams
C		Michael McDermott



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2009-2010 IEA-ESP COUNCIL

Max Bochmann, Chairperson
Linda Sales, Vice-Chairperson
Sharon Heindricks, South/Central Sectional Representative
Carol Gunn, Northern/Central Sectional Representative
Judi Voller, Suburban Sectional Representative
Robin Hastings, South/Central Representative Alternate
Ardeen Harris, Northern/Central Sectional Rep. Alternate
Vera Gill, Suburban Sectional Rep. Alternate

Denise Brown	John Piechocinski	Alex Wallace
Kathy Jesuit	Tina Pizzitola	Karen Westerman
	Debra Reuther	Kellie Spears

Dr. Stacy R. Burroughs – IEA-ESP Program Director

**ILLINOIS EDUCATION ASSOCIATION
EDUCATION SUPPORT PROFESSIONAL
OF THE YEAR**

1996	NANCY KALLENBACH	1997	CHUCK VOLKER
1998	CONNIE HELM	1999	SHIRLEY PARKS
2000	VICKIJO ALMGREEN	2001	MAX BOCHMANN
2002	CAROLYN TALLEY	2003	DAVE ARNOLD
2004	KATHIE LANGE	2005	JOHN PIECHOCINSKI
2006	JESSYE SKORICH	2007	KATHY JESUIT
2008	JOYCE SEVARINO	2009	CARL CHAPMAN



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Registration Form

or

Register on-line at www.ieanea.org

There is no registration fee for this conference.

Registration Deadline is March 26, 2010

- African American
- Caucasian
- Hispanic
- Other _____

PARTICIPANT:

Name _____

Address _____

H Phone: (____) _____

City _____ State _____ Zip _____

S Phone: (____) _____

Local Assn. _____

Region _____

E-mail _____

Fax Number (____) _____

YOUR JOB CLASSIFICATION:

- | | |
|--|--|
| <p>_____ Teaching Assistant/Paraprofessional
(Regular Education)</p> <p>_____ Secretary/Clerical</p> <p>_____ Custodian/Maintenance</p> <p>_____ Health Aides</p> <p>_____ Other (Please List Job)
_____</p> | <p>_____ Teaching Assistant/Paraprofessional
(Special Education)</p> <p>_____ Food Service</p> <p>_____ Transportation</p> <p>_____ Technology</p> |
|--|--|

RETURN TO:
IEA-ESP Conference
3440 Liberty Drive
Springfield, IL 62704-6520

HOUSING:

- _____ Yes, I will need a room Friday evening at the Sheraton.
 Single _____ Double _____ Smoking _____ Non-Smoking _____
 Room rate is \$85.00 plus tax (includes tax) Single or Double **(Payable to the Sheraton at check out.)**
- _____ I will be commuting and will not need a hotel room.

Roommate(s) if double occupancy is desired. (Rollaways are not available.)

1. Name: _____ Local: _____

MEALS:

Please include me in the meal count for: _____ **Saturday Breakfast** _____ **Saturday Lunch**

SESSION REGISTRATION:

SKILL CENTER SELECTION: Use the Skill Center description pages found in the brochure to select a 1st and 2nd choice for the sessions. Every effort will be made to schedule you in the skill center of your first choice, but selections will be scheduled as they are received.

	Saturday 9 a.m. - 10:30 a.m.	Saturday 10:40 a.m. - 12:10 p.m.	Saturday 1:30 p.m. - 3:00 p.m.
1ST CHOICE <i>(Enter Skill Center #)</i>			
2ND CHOICE <i>(Enter Skill Center #)</i>			

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