Survival Guide

A reference guide for PSEA Northeastern Region leaders
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Organization & Structure

NEA
The National Education Association began as the National Teachers Association on August 26, 1857, at Philadelphia. Its purpose was to "elevate the character and advance the interest of the profession of teaching and to promote the cause of education in the United States." The name was changed to National Education Association on August 15, 1870.

PSEA
In 1852, twenty-four Pennsylvania educators met in Harrisburg and organized the Pennsylvania State Teachers Association.

In 1900, the Pennsylvania State Teachers Association met at Williamsport and reorganized with a new constitution which renamed the organization the Pennsylvania State Education Association.

In 1920, a third constitution was adopted and has continued to be the basis of PSEA's operation over the years. It was this constitution that recognized local associations, divided the state into regions, authorized the first delegate representation for annual conventions, and authorized the hiring of our first Executive Secretary (today called the Executive Director).

Region Governance

1. The Association shall be governed by its constitution, bylaws, standing rules, and such other actions as the House of Delegates and the board of directors, the two governing bodies, may take which are consistent with those governing documents.

2. The governance structure of the Association shall include regions and local associations. Region and local association constitutions and bylaws shall conform to the Association constitution and bylaws.

3. Local association officers and delegates to region houses of delegates and the Association House of Delegates shall be elected through open nominations, by secret ballot, by majority vote, and in conformity with the one-person one-vote principle.

4. Region officers shall be elected through open nominations, by secret ballot, by majority vote, and in conformity with the one-person one-vote principle.

5. The non-governance structure of the Association shall include councils, departments, affiliates, commissions, and committees as prescribed in the constitution and bylaws.

Region President – Jeff Ney
jney@psea.org
The president shall preside at meetings of the Executive Board, the Executive Committee, and the House of Delegates. The president may appoint special committees, is an ex-officio member of all committees, and shall be the executive officer of the region. The president shall appoint a parliamentarian who shall attend Executive Committee and House of Delegates sessions and serve as the parliamentary rules expert in the conducting of business.
represent the region before the public either personally or through delegates, and shall perform all other functions usually attributed to this office. The president shall be a member of the Board of Directors of the Pennsylvania State Education Association by virtue of this office.

**Region Vice President – Aaron Chapin**  
achapin@psea.org  
The vice president shall perform the duties usually attributed to this office. The vice president shall serve as the second representative, where eligible, on the Board of Directors of the Pennsylvania State Education Association by virtue of this office. In the absence of the president, the vice president shall assume the duties of that office.

**Region Secretary/Treasurer – Mary Yohe**  
myohe@psea.org  
The secretary-treasurer shall keep accurate minutes of all meetings of the Executive Board, the Executive Committee, and the House of Delegates, shall keep accurate files, assist the president with the region correspondence, collect all monies due to the region, keep permanent records of such collections, and pay out monies on the order of the president, the Executive Board or the Executive Committee. The secretary-treasurer shall serve as the third representative, where eligible, on the Board of Directors of the Pennsylvania State Education Association by virtue of this office.

**Region Coordinating Councils & Officers**  
In order that there may be coordination of interest and activity within the geographical area of the county or intermediate unit of which there is more than one local association, a coordinating council which shall include in its structure representatives of the local associations within the area of the county or intermediate unit may be organized with the approval of the executive committee of the region. The Northeastern Region is separated into the following Coordinating Councils:
**Council I**
Chairperson – Tammy Glowatski  
Secretary – Carol Kruskie  
Vice Chairperson – TBD  
Treasurer – Michael Freeborn

**Locals**
Benton Area  
Berwick Area  
Bloomsburg Area  
Central Columbia  
Central Susquehanna IU  
Columbia Montour AVTS  
Danville  
Line Mountain  
Millville Area  
Milton Area  
Mount Carmel Area  
Northumberland Cty Career & Tech Center  
Shamokin  
Shikellamy  
Southern Columbia  
Warrior Run

**Council II**
Chairperson – Jeannine Duncan  
Secretary/Treasurer – Becky Roof  
Vice Chairperson – Mary Hawthorne

**Locals**
Athens Area  
Blue Ridge  
Canton Area  
Elk Lake  
Montrose  
Mountain View  
Northeast Bradford  
Northern Tier Career Center  
Sayre  
Sullivan County  
Susquehanna Community  
Towanda Area  
Troy Area  
Wyalusing Area

**Council III**
Chairperson – Ellen Raguckas  
Secretary – Gretchen Israel  
Vice Chairperson – Todd Miller  
Treasurer – Christopher Piasecki

**Locals**
Abington Heights  
Carbondale Area  
Forest City Regional  
Lackawanna College  
Lackawanna Trail  
Lakeland  
Mid Valley  
NEIU #19  
North Pocono  
Old Forge  
Riverside  
Scranton  
Valley View  
Wallenpaupack Area  
Wayne Highlands  
Western Wayne
**Council IV**  
Chairperson – Michael Cherinka  
Secretary – Kevin Yurkanin  
Vice Chairperson – Sue Augello  
Treasurer – Mary Beth Zardus

**Locals**  
Crestwood  
Dallas  
Greater Nanticoke Area  
Hanover Area  
Hazleton Area  
Hazleton Area Administrators  
Lake Lehman  
Luzerne County Comm College  
Luzerne Intermediate Unit 18  
Northwest Area  
Tunkhannock Area  
West Side Career & Tech Center  
Wilkes-Barre Area  
Wilkes-Barre Career & Tech Center  
Wyoming Area  
Wyoming Valley West

**Council V**  
Chairperson – Jennifer Agolino  
Secretary – Shannon Beavan  
Vice Chairperson – Joseph Agolino  
Treasurer – Jennifer Angst

**Locals**  
Delaware Valley  
East Stroudsburg  
Monroe Career & Technical Institute  
Pleasant Valley  
Pocono Mountain  
Stroudsburg Area
Region Staff

Professional Field Staff
John Holland, Region Field Director  
Virginia Cowley, UniServ Rep  
Matt Gruenloh, UniServ Rep  
Stuart Karschner, UniServ Rep  
William Lydick, UniServ Rep  
Mark McDade, UniServ Rep  
Bernadette McHugh, UniServ Rep  
Jim Maria, UniServ Rep  
Deborah Zabielski, UniServ Rep  
Paul Shemansky, Region Advocacy Coordinator  
Jeff Huisian, Esquire, Region Counsel  
Walter Wojcik, Region Field Manager

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400 North Third Street  
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(800) 944-7732

www.psea.org
Local Association Positions

PSEA UniServ

President

Vice President

Secretary

Treasurer

Grievance Chairperson

Membership Chairperson

PACE Chairperson

Building Representatives


Executive Committee

Committees

ACE Committee  
Appointed  
The ACE program consists of PSEA members who are committed to working with their elected officials to advance public education in Pennsylvania. ACEs educate, advocate, and communicate regularly with legislators on behalf of students and the teaching profession.

Budget Committee  
Appointed  
The Budget Committee analyzes current budgets to ensure spending was accurately appropriated. The committee also provides advice to the executive council and committee to help prepare budgets for upcoming school years.

Collective Bargaining Committee  
Appointed  
The collective bargaining committee works throughout the region to improve the quality of bargaining. We do this by helping educate our members through training sessions on current bargaining issues. The committee also analyzes trends in bargaining throughout the regions and attempts to help locals navigate these bargaining issues. We bring attention to best practices in bargaining and work together to set bargaining goals for clusters, councils, and the region as a whole.

Communications Committee  
Appointed  
The Communications Committee assists the Association with gathering and disseminating information related to teaching materials, and resources. The Committee’s major responsibilities are to serve as a reporting arm of the communications division for gathering information, promote PSEA and NEA goals, objectives, and programs in our region. Our primary objective is to support the PSEA Universal Charge. Activities include recruiting committee members to be signatories/senders of Letters to Editors with PSEA messages on top issues. Committee members also engage in Partners for Public Education recruitment and promotion, solicit feedback from committee members on challenges of member recruitment, recruit committee members to provide stories or leads for stories for the VOICE, and the PSEA website, and provide feedback for staff on production of membership materials. The committee also assists PSEA staff in planning and organizing the communication school at the Gettysburg Leadership Conference.
Leadership Development Committee

Appointed
The Leadership Development Committee is involved in the planning and execution of both the Region and Statewide (Gettysburg) LDC events. Committee members attend the Region LDC event in November each year in a support capacity. The members of the region LDC committee also participate in two statewide LDC committee organizational meetings, occurring in the fall (to review and summarize the previous year's Gettysburg conference) and in the spring (to plan and prepare for the upcoming year's conference). While in attendance at the statewide event, Region LDC members act in a support capacity in a variety of roles throughout the week and further assist with the planning and execution of the region social events. The committee consists of a Chair, Co-Chair and a number of alternates.

Legislative Committee

Elected
The Legislative Committee does an in-depth review of bills and resolutions from both the state house and senate that would impact anyone working in the public school system and Unions in general. The committee then makes a recommendation based upon Government Relations input and discussion among members of the committee. Recommendations are then passed onto the PSEA Board of Directors for their review.

Minority Affairs Committee

Appointed
The Minority Affairs Committee brings to the attention of the state committee any ethnic minority issues and concerns identified at the region level and works with region leadership to encourage the establishment of a Minority Affairs Committee in each PSEA local association.

PACE Committee

Elected
The Political Action Committee for Education (PSEA-PACE) funds bi-partisan education friendly candidates. PACE is more than collecting donations for these candidates. PACE is about getting involved politically from local school boards to state legislators to the governor's office.

Student PSEA
As a member of this committee I have been asked to be on other committees within the organization of SPSEA, but mostly what you do is "mentor" students who will be the future teachers of Pennsylvania. As the EA representative you are there to guide and aid the students in their meetings, projects, hopes and dreams for conference as well as help them to network for the future. It is a very rewarding position.
Resolutions Committee

Elected
The co-chairs of the Resolutions Committee meet with the committee three times a year in Harrisburg to create and edit PSEA's Resolutions. The resolutions are the belief statements of the Association. The committee reviews the current resolutions to be sure that they are up to date and looks at current issues to craft new resolutions. The committee brings its proposed resolutions to the floor at the House of Delegates to be formally adopted as the Association's beliefs.

Retirement and Welfare Committee

Appointed
The statewide Retirement & Welfare Committee meets three times annually in Harrisburg to consider applications for welfare grants to members that have fallen on financial hardship. We also discuss the procedures/topics/ideas for the Pre-Retirement seminars that are held in other regions of the state. During these meetings we are provided with updates on current legislative issues that affect PSERS as well. Each year our NER committee plans a Pre-Retirement seminar to educate our members.

Commissions

Intergroup Relations Commission

Appointed
The Intergroup Relations Commission promotes interactions and relationships between the diverse groups that make up PSEA and facilitates three major projects:

1. Vital Links: Members of the IRC can provide training to locals, regions, or other groups. Programs include Communication, Managing Conflict, Time Management, Basic Organizing, Engaging Members, and Understanding Differences between Generations. Presentation length can be adjusted to meet the needs of the audience and participants receive Act 48 credit.

2. Backpack Program: The IRC collects backpacks and school supplies at both House of Delegates meetings. These are then distributed to economically dis-advantaged students, usually at the Spring House, as a community service.

3. IRC Award: The IRC sponsors an annual award to a PSEA or community member or group who demonstrates dedication to those who foster the goals of the IRC. Applications for this award can be found on the PSEA website. The deadline is Mid February and those selected are recognized at the Spring House of Delegates.
Professional Rights and Responsibilities Commission
Appointed
The Professional Rights and Responsibilities Commission shall have the power to investigate cases of alleged violations of the PSEA Code of Ethics of the Education Profession. After investigation, due notice, and hearing, the Professional Rights and Responsibilities Commission shall have the power to recommend to the board of directors censure, suspension, or expulsion of any member for violation of the code. The Commission members assist in the establishment or revitalization of local PR&R committees through personal contact with local association leaders and members. They also support the handling and resolution of member-to-member conflicts.

Departments

Department of Administration and Supervision
Appointed
Administrators and supervisors who are PSEA members are represented in PSEA’s non-governance structure by the Department of Administration and Supervision. The Department’s executive board deals with concerns of these members and recommendations for actions are directed to the PSEA Board of Directors. The Department president sits as a nonvoting member on the PSEA Board of Directors.

Department of Higher Education
Appointed
The mission of PAHE, the Pennsylvania Association of Higher Education, as a Department of PSEA, focuses on the furtherance of advancing higher education in Pennsylvania. We monitor political and budget impacts, adjunct issues; collective bargaining concerns at all organized institutions and the status of education programs. We also stay connected to the NEA HE department and NCHE (National Council for Higher Education), the independent voice of higher education in NEA. We recognize that changes in one segment of the educational community are felt by all its members – from pre-K through graduate education. We believe it is important for all of us to work together to improve education for all students in Pennsylvania's public education institution.

Department of Pupil Services
Appointed
The Department of Pupil Services (DPS) focuses on the concerns of 5 sections which comprise of school psychologists, guidance counselors, school dental hygienists, school nurses and home and school visitor/school social worker. DPS works closely with the Department of Health.

Department of Career and Technical Studies
Appointed
The mission of the Department of Career and Technical Studies is to advocate for DCTS members by providing a voice on career and technical education issues in the areas of agriculture, business, distributive, family and consumer science, health occupations, technical and trade and industrial education
Councils

Instruction and Professional Development

Elected
The PSEA Council on Instruction and Professional Development includes professional and support staff members throughout the state. Council members are the PSEA group that is tasked with professional issues. Northeastern Region has two seats on the IPD Council. Representatives are elected at the Region House of Delegates to two year terms. IPD Council is responsible for studying emerging professional issues and making recommendations on those issues to the PSEA Board of Directors. IPD also plans and executes the Professional Issues School at Summer Leadership Workshop at Gettysburg as well as Professional Issues sessions at each PSEA House of Delegates. Finally IPD Council members solicit nominees for PSEA Innovative Teaching Grants, evaluate the applications, and recommend recipients to the PSEA Board of Directors. IPD meets 5 times per year and at both Houses of Delegates.

Boards

Special Education Board

Appointed
The Special Education Board meets four times a year, with the highlight being our February/March meeting which is a conference at Bedford Springs. We discuss all current issues occurring within our regions and try to problem solve those issues. We also collaborate on how to inform members on hot topics and new regulations. Our Bedford Springs conference features multiple breakout sessions to further educate and field questions on Special Education topics, such as Co-teaching and Assistive Devices. We also go over legal issues in the world of Special Education. It is a highly informative and productive committee that works for the good of all educators.

Member Benefits Board

Appointed
The aim of the Member Benefits Board is to maximize the value of PSEA membership. The Board identifies and solicits bids for products and services members want or need. The suppliers go through an intensive screening process, after which the Board decides upon services and products that will be recommended for PSEA endorsement. The Board then monitors the endorsed products and services to make sure they meet high standards. The Member Benefits Board also helps members achieve financial goals by providing financial education programs.
PSEA-Retired
PSEA-Retired is an all-inclusive organization encompassing all retired educational personnel. Our mission is to promote great public schools in the Commonwealth and support PSEA in its endeavors to accomplish its goals. Besides this PSEA-Retired is the watch dog for all retiree issues, pensions, Social Security, Medicare. PSEA-Retired advocates for pertinent legislation on the State and National fronts.

Education Support Professional Association
Education Support Professional Association, PSEA/NEA (ESPA) is an organization that represents school service employees (bus drivers, cafeteria workers, custodians, maintenance personnel, secretaries, teacher aides, and health support staff located in hospitals) in school districts all over the state of Pennsylvania.

Meetings & Events

Region Meetings and Events

Executive Committee Meetings
The Executive Committee shall meet at least three (3) times during the school year. Special meetings of the Executive Committee may be held at the call of the president, or at the call of the president as mandated by twenty different local associations. The business to come before special meetings must be stated in the call, which shall be sent in writing to each Executive Committee member. Only business stated in the call shall be included on the agenda.

The Executive Committee shall consist of the Executive Board, one representative from each local association, the elected and/or appointed regional presidents of each department, the elected and/or appointed regional standing committee chairpersons, the elected regional student PSEA President, the elected regional PSEA-Retired president and the elected Northeastern ESP Division President.

The legislative and policy-reviewing and interpreting body of the region shall be the Executive Committee.

Local association delegates, the elected region president, vice president, and secretary-treasurer, and the elected members of the IPD Council, Resolutions Committee, and Legislative Committee shall have full voting rights. All other members of the Executive Committee shall have voting rights on all issues except adoption of the budget and approval of appointments to fill vacancies.

Executive Board Meetings
The Executive Board may meet monthly during the school term, at the call of the president, or at the mandate of the majority of the members of the board.
The Executive Board shall consist of the offers of the region and at least one (1) representative from each coordinating council, the elected regional PSEA-Retired president and the elected Northeastern ESP Division President. Should the combined membership as of August 31st of any coordinating council exceed 1900, that body shall elect a second executive board representative. The representative serving on the executive board shall be the chairman or president of the council mentioned. The Northeastern Region Field Director will be an ex-officio non-voting member of the Executive Board.

Council Meetings
The Northeastern Region is divided into five separate councils; each council is comprised of geographically similar Associations and is the most local governance structure of PSEA. Councils meet once a month during the school year to discuss pertinent state and region wide information and activities/events. Councils will also schedule time for coordinated bargaining and contract issues within each local and to provide training in various areas. Generally the assigned UniServ Rep and the Region Advocacy Coordinator will also attend the meetings.

Northeastern Region Leadership Conference
The NE Region Leadership Conference is held during the fall months. It is an overnight conference held for new, current, and future PSEA local leaders and members to acquire skills they need to best represent their local. There are numerous session topics presented by our professional PSEA staff. These sessions can be used to further knowledge and/or acquire 48 hours. This conference is a great opportunity for local leaders to send ANY of their members to get involved in the association.

Northeastern Region House of Delegates
March - The Northeastern Region House of Delegates is held every spring. Each local association can send representatives to this conference based upon PSEA rules (one representative for every 67 local members or major fraction thereof). At each House of Delegates, a number of actions are done, including: elections for regional governing positions, discussion and voting on new business items, and updates by region committees. But just as important, this gathering provides each local association the opportunity to be informed with the latest news from the region and state, as well as an opportunity for locals to share ideas and help problem solve the latest crisis affecting you and your local.

Northeastern Region Pre-Retirement Seminar
This program provides information beneficial to retirement planning. Topics such as, PSERS benefit options, Social Security, Health Option Program (HOP), Elder Law, and PSEA Retired are featured at this annual seminar.

Coordinated Bargaining Meetings
A minimum of three times a year the region Collective Bargaining Committee runs coordinated bargaining trainings. The trainings start at 5:30 pm and run until approximately 7:00PM. These training are free to attendees and dinner is provided. The trainings focus on current relevant topics that local associations across the region are facing at the bargaining table. Recent topics
presented include how to bargain health care, how to keep your salary schedule healthy, and how to early bird a contract. Please contact the region office to get on the e-mail list for upcoming training. Every local is encouraged to send at least one member.

**Resolutions Meetings**  
The Northeastern Region Resolutions Committee meets 3 times a year at the PSEA office in W-B. During these dinner meetings, the committee reviews the proposed changes to the resolutions that will be brought to the House of Delegates for adoption. The members present vote to support these changes and/or share concerns or changes they would like to be addressed by the co-chairs at the state committee meetings. The region resolutions committee consists of the three resolutions co-chairs along with representatives from ESP, Retired, every council in the region, and region officers.

**Constitution & By-Laws Review**  
The Constitution and By Laws Committee meets once a year, usually spring time. It consists of region officers a few region members to look over some C&B of local associations. A local's C&B is reviewed every 5 years to ensure it complies with PSEA's Constitution. The committee makes recommendations to some locals to improve their C&B. They then send those recommendations to the local President for review by the entire local.

**State Meetings and Events**

**House of Delegates**  
**May and December** – Held twice a year, the House of Delegates is a state wide general membership meeting where decisions are made and voted on regarding practices and policies that affect every member in PSEA.

**Local Association Presidents/Collective Bargaining Conference**  
**October** – The Collective Bargaining Conference is a yearly event for all associations that are currently or soon to be bargaining. The conference covers bargaining law changes, current bargaining issues that have arisen across the state and provides strategies and tactics for bargaining.

**Urban Conference**  
**February**  
The PSEA Urban Conference is an annual symposium focused on supporting local capacity growth and the current legislative and educational issues being experienced by urban and “urban-like” locals. Attendance is by invitation only. Locals that are invited to attend receive funding to send two local members to the conference.

**Minority Leadership Training/Women’s Leadership Training**  
**March**  
By attending this annual conference, participants distinguish themselves as potential leaders who want to be involved in directing the course of their organization and profession. Unlike a professional development conference, the MLT is designed to provide PSEA members, especially ethnic minorities, with the training and support they need to become effectively involved in the leadership of PSEA at every level.
Summer Leadership Conference at Gettysburg College

July - The Summer Leadership Conference is the place where new, current, and future PSEA local leaders acquire the skills they need to best represent our members.

National Meetings and Events

National Education Association – Representative Assembly – (NEA-RA)

The RA is the primary legislative and policymaking body of the National Education Association (NEA) and derives its powers from, and is responsible to, the membership. Various committees, constituencies, caucuses, leadership groups, and delegates from state and local affiliates gather to set policy and chart the direction of NEA business. The RA is held each year during the last week of June and/or first week of July.

Additional Information

Available Resources

PSEA Local Leader Tools

www.psea.org/leaders (member login required). Local Leader Tools Home Page contains Important Updates, Forms Library, Reminders and Frequently Asked Questions (FAQ). Important Updates may include announcements about PSEA workshops, IRS reporting requirements, available grants and other information that local association officers may find helpful. Links are provided when available.

Presidents Resource Manual

This resource manual has been written to enable the user to locate specific information and relevant topics by using the table of contents and cross-referenced index. It will provide a single source from which the president can

- secure answers to members' concerns;
- review the history, structure, and policies of the Association;
- find contact names, resource materials, and commonly used forms (forms included in this manual are the latest available at time of printing);
- store local association documents;
- and determine where to go for additional assistance.

The manual is revised and distributed on an annual basis.

Association Rep Manual

This Association Representative Manual was developed, and improved over a period of years, with assistance from local leaders, governance and staff. It is designed to provide each local Association Rep, whether newly elected or experienced, with a reference manual containing information often needed.
This resource manual has been written to enable the user to find specific information and to locate relevant topics by using the cross-referenced index. It will provide a single source from which the representative can secure answers to members' concerns; review the history, structure, and policies of the Association; find contact names, resource materials, and commonly used forms (Note: the forms included in this manual are the latest available at time of printing); store local association documents; and determine where to go for additional assistance.

This manual is revised and distributed every two years.

Professional Publications Library
www.psea.org (Your Profession, Professional Publications). PSEA produces a number of publications dealing with education issues, tips for parents of children in public schools, and other resources for members.

Available Publications:
- Advisories
- Booklets
- Brochures
- In Briefs
- Informational Publications

All PSEA publications in the library are available in PDF format. A number of PSEA publications can be ordered by members.

Important Web Sites
National Education Association (NEA) www.nea.org
Pennsylvania State Education Association (PSEA) www.psea.org
Northeastern Region PSEA www.psea.org/ner
Public School Employee’s Retirement System (PSERS) www.psers.state.pa.us
Roberts Rules of Order www.rulesonline.com