

# VSBIT U

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Course Catalog



## **Introduction:**

*VSBIT U* was founded with the express purpose of offering training specifically designed for school leaders. We encourage your SU/SD to send a team of building and central office administrators to trainings of interest.

Each session is designed to assist you with identifying potential issues early on so they can be addressed appropriately, thereby saving your school valuable time and money and allowing you to focus on your educational mission.

## **Cancellation Policy:**

*Once registered, funds are due and refunds will not be available.* Registrants may swap their position with another staff member at any time. Inquiries regarding special considerations should be directed to [don@vsbit.org](mailto:don@vsbit.org) (802-223-6132, ext. 202).

## **VSBIT's Mission/Values:**

### ***Mission:***

*VSBIT serves Vermont schools by assisting members in the area of risk management to protect and conserve educational resources.*

### ***Vision:***

*Driven by a commitment to respond to the needs of Vermont Schools, and guided by our values, we shall offer cost effective and innovative risk management services to member organizations in areas where our presence in the market place can make a meaningful difference.*

## Course Offerings:

<b>Title</b>	<b>It's time for your HR Tune Up – (Part #1 – Routine Maintenance)</b>
Description	This course will review HR Best Practices from a school perspective. Are your major HR functions compliant? Do you have the basics down? Attendees will leave better able to scrutinize their present HR operations and to recognize what preventive maintenance is needed.
Speaker	Susan Graham – Interim HR
Target Audience	Superintendents, Principals, HR staff, staff with HR responsibilities
<i>Date</i>	<b>9/15/16</b>
Time	10:00 AM to 3:00PM
Location	VSBIT Offices – 52 Pike Drive, Berlin, VT
Cost	\$95
Amenities	Lunch, coffee, tea and water



**Susan Graham -- Interim HR**

## Course Offerings:

<b>Title</b>	<b>Workers' Compensation Certificate Program – Parts 1 and 2 (Day One)</b>
Description	This two day course will review best practices in the prevention of workplace injuries, initial reporting and investigations, as well as the school's role in each stage of the claim's process.  <i>Participants must attend each session to obtain a certificate.</i>
Speaker	VSBIT Staff
Target Audience	WC coordinators, principals, business managers, nurses and anyone involved with the reporting of workplace injuries.
<b>Date</b>	<b>9/26/16</b>
Time	10:00 AM to 3:00PM
Location	VSBIT Offices – 52 Pike Drive, Berlin, VT
Cost	\$95
Amenities	Lunch, coffee, tea and water



## Course Offerings:

<b>Title</b>	<b>Workers' Compensation Certificate Program – Part 3 (Day Two)</b>
Description	This two day course will include a review of best practices in the prevention of workplace injuries, initial reporting and investigations, as well as the school's role in each stage of the claim's process.  <i>Participants must attend each session to obtain a certificate.</i>
Speaker	VSBIT Staff
Target Audience	WC coordinators, principals, business managers, nurses and anyone involved with the reporting of workplace injuries.
<b><i>Date</i></b>	<b><i>10/12/16</i></b>
Time	10:00 AM to 3:00PM
Location	VSBIT Offices – 52 Pike Drive, Berlin, VT
Cost	\$95
Amenities	Lunch, coffee, tea and water



## Course Offerings:

<b>Title</b>	<b>It's time for your HR Tune Up – (Part #2 – Major Maintenance)</b>
Description	So you have the basics of HR down and suspect you need to make a few changes to policies/procedures/practices but aren't sure where to start? This course will assist you in conducting a thorough assessment of your HR operations and provide you with tools on how to efficiently move forward.
Speaker	Susan Graham – Interim HR
Target Audience	Superintendents, Principals, HR staff, staff with HR responsibilities
<i>Date</i>	<i>10/19/16</i>
Time	10:00 AM to 3:00PM
Location	VSBIT Offices – 52 Pike Drive, Berlin, VT
Cost	\$95
Amenities	Lunch, coffee, tea and water



## Course Offerings:

<b>Title</b>	<b>Hazing, Harassment &amp; Bullying Training – Designees.</b>
Description	This forum will be comprised of two sessions. A morning session which will review all aspects of the AOE’s HHB policy/procedures and an afternoon session that will tackle all aspects of HHB investigations.
Speaker	Heather Thomas Lynn – Lynn, Lynn, Blackman & Manitsky
Target Audience	Designees, Superintendents, Principals, Investigators
<i>Date</i>	<b><i>10/26/16</i></b>
Time	10:00 AM to 3:00PM
Location	VSBIT Offices – 52 Pike Drive, Berlin, VT
Cost	\$95
Amenities	Lunch, coffee, tea and water



**Heather Thomas Lynn, Esq.**

## Course Offerings:

<b>Title</b>	<b><i>OSHA General Industry Safety and Health Training Program – Parts 1 &amp; 2 (Day one)</i></b>
Description	<p>This offering is an OSHA authorized training where participants will learn to identify, abate and prevent job related hazards. It will also teach attendees about employer responsibilities and workers’ rights.</p> <p><i>Each participant will receive a student course completion card.</i></p>
Speaker	VSBIT Staff
Target Audience	Principals, Facility Managers/Directors, Heads of Maintenance
<b>Date</b>	<b><i>11/16/16</i></b>
Time	10:00 AM to 3:00PM
Location	VSBIT Offices – 52 Pike Drive, Berlin, VT
Cost	\$95
Amenities	Lunch, coffee, tea and water





# Course Offerings:

<b>Title</b>	<b>Legal Environment of Schools – Emerging Issues</b>
Description	This forum will discuss emerging issues facing VT schools. Items such as FLSA overtime changes, Public Records Act compliance, “Ban the Box” law, civil rights of transgender students, and hazing will be discussed. <i>Topics are subject to change.</i>
Speaker	Pietro Lynn Esq. – Lynn, Lynn, Blackman & Manitsky
Target Audience	Superintendents, Principals, Business Mgrs., Supervisors and HR staff
<i>Date</i>	<i>11/30/16</i>
Time	10:00 AM to 3:00PM
Location	VSBIT Offices – 52 Pike Drive, Berlin, VT
Cost	\$95
Amenities	Lunch, coffee, tea and water



**Pietro Lynn, Esq.**

## Course Offerings:

<b>Title</b>	<b>ADA/FMLA – A Deep Dive</b>
Description	This course will dive into the depths of two issues that generate the most questions to the Multi-Line Program, <i>ADA and FMLA</i> . Do you feel that your knowledge resides on the surface and you are always faced with scenarios that require more detailed knowledge? If so, this is the course for you!
Speaker	Pietro Lynn Esq. – Lynn, Lynn, Blackman & Manitsky
Target Audience	Superintendents, Principals, Business Mgrs., Supervisors and HR staff
<i>Date</i>	<i>1/11/17</i>
Time	10:00 AM to 3:00PM
Location	VSBIT Offices – 52 Pike Drive, Berlin, VT
Cost	\$95
Amenities	Lunch, coffee, tea and water



**Pietro Lynn, Esq.**

## Course Offerings:

<b>Title</b>	<b>Unemployment: Best Practices, Hearings and Regulatory Compliance</b>
Description	This course will teach participants how to prepare and present a winning case before the VT Department of Labor as well as providing a detailed overview of the unemployment process. Participants will also learn about Equifax's role in UE claims and services available to members.
Speakers	Eric Jones, Esq., WrightJones, PLC and Matt Reilly of Equifax.
Target Audience	Superintendents, Principals, Business Mgrs. HR staff and Supervisors.
<i>Date</i>	<i>1/25/17</i>
Time	10:00 AM to 3:00PM
Location	VSBIT Offices – 52 Pike Drive, Berlin, VT
Cost	\$95
Amenities	Lunch, coffee, tea and water



**Eric Jones, Esq.**

## Course Offerings:

<b>Title</b>	<b><i>OSHA General Industry Safety and Health Training Program – Parts 3 &amp; 4 (Day two)</i></b>
Description	This offering is an OSHA authorized training where participants will learn to identify, abate and prevent job related hazards. It will also teach attendees about employer responsibilities and workers’ rights.  <i>Each participant will receive a student course completion card.</i>
Speaker	VSBIT Staff
Target Audience	Principals, Facility Managers/Directors, Heads of Maintenance
<b><i>Date</i></b>	<b><i>2/22/17</i></b>
Time	10:00 AM to 3:00PM
Location	VSBIT Offices – 52 Pike Drive, Berlin, VT
Cost	\$95
Amenities	Lunch, coffee, tea and water



## Course Offerings:

<b>Title</b>	<b>HR – Employee Leave</b>
Description	This forum will discuss the alphabet soup associated with employee leave. Attendees will leave with working knowledge of the ADA and how/when to accommodate employees. The intersection of ADA, FMLA and worker’s compensation laws will be explored in detail as well as how all of the above mesh with collective bargaining agreements.
Speaker	Pietro Lynn Esq. – Lynn, Lynn, Blackman & Manitsky
Target Audience	Superintendents, Principals, Business Mgrs., Supervisors
<i>Date</i>	<b>3/8/17</b>
Time	10:00 AM to 3:00PM
Location	VSBIT Offices – 52 Pike Drive, Berlin, VT
Cost	\$95
Amenities	Lunch, coffee, tea and water



**Pietro Lynn, Esq.**

## Course Offerings:

<b>Title</b>	<b>Hazing, Harassment &amp; Bullying Training – Designees</b>
Description	This forum will be comprised of two sessions. A morning session which will review all aspects of the AOE’s HHB policy/procedures and an afternoon session that will tackle all aspects of HHB investigations.
Speaker	Heather Thomas Lynn – Lynn, Lynn, Blackman & Manitsky
Target Audience	Designees, Superintendents, Principals, Investigators
<i>Date</i>	<b>3/22/17</b>
Time	10:00 AM to 3:00PM
Location	VSBIT Offices – 52 Pike Drive, Berlin, VT
Cost	\$95
Amenities	Lunch, coffee, tea and water



**Heather Thomas Lynn, Esq.**

## Course Offerings:

<b>Title</b>	<b><i>OSHA General Industry Safety and Health Training Program – Part 5 (Day three)</i></b>
Description	<p>This offering is an OSHA authorized training where participants will learn to identify, abate and prevent job related hazards. It will also teach attendees about employer responsibilities and workers’ rights.</p> <p><i>Each participant will receive a student course completion card.</i></p>
Speaker	VSBIT Staff
Target Audience	Principals, Facility Managers/Directors, Heads of Maintenance
<b><i>Date</i></b>	<b><i>4/12/17</i></b>
Time	10:00 AM to 3:00PM
Location	VSBIT Spring Conference
Cost	Included in Spring Conference Registration fee
Amenities	Lunch, coffee, tea and water



## Course Offerings:

<b>Title</b>	<b><i>Schools and Risk Management</i></b>
Description	Attendees will learn about the risk management process and how it applies to their schools, especially in the ever evolving world of community based learning, PLPs etc.  Property and Casualty coverage will be reviewed in the context of frequently asked questions to VSBIT’s Multi-Line Program.
Speaker	VSBIT Staff
Target Audience	Principals, Facility Managers/Directors, Heads of Maintenance
<b><i>Date</i></b>	<b><i>5/17/17</i></b>
Time	10:00 AM to 3:00PM
Location	VSBIT Offices – 52 Pike Drive, Berlin, VT
Cost	\$95
Amenities	Lunch, coffee, tea and water







## Summary of Course Offerings

Title	Date
<b>HR Tune Up – Part 1</b>	<b>9/15/16</b>
<b>Workers’ Compensation Certificate Program Part 1 and 2</b>	<b>9/26/16</b>
<b>Workers’ Compensation Certificate Program Part 3</b>	<b>10/12/16</b>
<b>HR Tune Up – Part 2</b>	<b>10/19/16</b>
<b>HHB Training for Designees</b>	<b>10/26/16</b>
<b>Facilities Fall Forum / OSHA General Industry Safety and Health Training Program – Part 1 &amp; 2</b>	<b>11/16/16</b>
<b>Emerging Legal Issues for VT Schools</b>	<b>11/30/16</b>
<b>ADA/FMLA – A Deep Dive</b>	<b>1/11/17</b>
<b>Unemployment – Best Practices, Hearings and Regulatory Compliance</b>	<b>1/25/17</b>
<b>OSHA General Industry Safety and Health Training Program – Part 3 and 4</b>	<b>2/22/17</b>
<b>Employee Leave</b>	<b>3/8/17</b>
<b>HHB Training for Designees</b>	<b>3/22/17</b>
<b>OSHA General Industry Safety and Health Training Program – Part 5</b>	<b>4/12/17</b>
<b>Schools and Risk Management</b>	<b>5/17/17</b>