

Make sure your students are always supervised

It's important to understand that proper supervision of students is a professional responsibility required by the state's Code of Professional Conduct. While it's not always possible to watch every single student in your class 100% of the time, teachers and other school employees are expected to exercise good judgment in ensuring that students are never left unsupervised.

Here are some tips to make sure your students are safe, as well as helping to prevent you from being disciplined, sued, or possibly having your certificate revoked:

- Be in visual contact with your class at all times, especially when you step out of the room to meet with an individual student or other staff member.
- If you need to leave the room to run to the office or use the restroom, make sure you've arranged for another staff member to watch your class in your absence. Never leave students unattended in your classroom.
- If you teach subjects such as lab sciences, tech/ industrial arts, physical education or any other class in which student safety is of greater concern than in a regular classroom, the standards of supervision are higher for you.
- If you send students out of the classroom to work on projects, make sure they are clear as to what your expectations are for their behavior. Only send students who have demonstrated to you that they will behave responsibly. Be aware of equipment or other situations that might tempt students to get into trouble or cause them physical harm. Check on your students frequently.
- If the physical environment of your classroom or existence of other factors causes you to feel you're unable to adequately supervise your students, it's important to meet with your building principal to resolve these concerns as soon as possible. Document your concerns in writing to your building administrator and keep a copy for yourself. If you need help getting your concerns resolved, please contact the LWEA office.

Following these guidelines will likely prevent any problems from happening. If, however, you find yourself faced with an accusation that you've failed to properly supervise your class, especially if the injury of a student is involved, contact the LWEA office immediately (425-822-3388).

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Kevin Teeley,
President

In this issue

- Financial planning (2)
- Still working on taxes? (2)
- Scholarship deadlines (3)
- Private & home school evaluations (3)
- Last Newbie Night (4)

Financial planning program

The Partners Group is sponsoring a Financial Education series presented by MetLife. Regardless of your age or career stage, you may have questions about financial planning for your future. You are invited to join MetLife for informative workshops about making smart financial decisions. You will have access to these valuable resources:

- Four complimentary educational seminars
- A comprehensive resource workbook with worksheets, homework assignments and exercises
- A complimentary one-on-one consultation with a local MetLife representative

The Retirewise workshops will be held at LWSD Resource Center in Morton Johnson from 5 – 7 PM on April 13, April 20, April 27 and May 4.

Session 1: Building the foundation

Session 2: Creating and managing wealth

Session 3: Establishing your retirement income

Session 4: Making the most of what you have

For more information about the Retirewise program, see the information on the staff portal under Benefits/Retirement/General Information/Retirewise four-part workshop series. [Click here](#) for complete dates, times and locations. Space may be limited, so reserve your place now. If prompted for company name, enter Lake Washington, or call 866-801-3547.

What bargaining can do...

Then: Teachers had no way of finding out what was being kept in their building and district files.

Now: Teachers have a process for viewing their building and district files. Article 16 (pages 22-23 in the [LWEA/LWSD contract](#)) describes what can be placed in the files and the process that should be used to view a file.

Keep in mind that an appointment needs to be made in advance in order to review either file.



Still working on your taxes?

If you're planning to do your taxes this week, don't forget that you can deduct most (but not all) of your association dues from your income tax. The dues deduction amount for teachers is as follows:

.76 - 1.0 FTE	\$1,045.56	.51 - .75 FTE	\$913.44
.26 - .50 FTE	\$546.28	.1 - .25 FTE	\$373.29

Please remember that your 2016 dues for income tax purposes includes 8 months at the 2015-16 dues rate and 4 months at the 2016-17 dues rate.

If you changed FTE from last year, keep in mind that your dues amount will be different - you will need assistance in determining the correct dues amount.

If you have any questions, please contact [Sheila Hagerman](#) at the LWEA office.

LWEA Office

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425-822-3388

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Admin Assistant: [Sheila Hagerman](#)

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[Gerry Wilson](#)

Muir / 425-936-2640

Middle School Rep:

[Peggy Solum](#)

Kamiakin / 425-936-2400

High School Rep:

[Katie Badger](#)

RHS / 425-936-1800

Specialists Rep:

[Marilyn Hargraves](#)

LWHS / 425-936-1700

Special Services Rep:

[Sarah Cooper](#)

Juanita Elementary Preschool /
425-936-2570

Ethnic Minority Rep:

[Maryziel Galarpe](#)

Blackwell / 425-936-2520

LWEA Office:

425-822-3388

Deadlines are approaching fast!

WEA-Retired is offering up to eight \$1,000 non-renewable scholarships for the purpose of assisting WEA members to enhance skills in specific education areas and/or attain a teaching certificate. Certificated, classified (ESP) or student WEA members are eligible to apply. Use this [link](#) to access the applications (scroll down the page).

Applications for the 2017 scholarships are now being accepted. Complete an application form and submit a letter of application using the criteria in the addendum for certificated members, classified (ESP) members, or student WEA members.

The deadline to apply for the 2017 scholarships is **April 16, 2017**.

LW PTSA Council is offering at least two \$500 scholarships to LWSD certificated staff for continuing education programs, professional development courses, or National Board Certification (or recertification) and are available exclusively to LWSD Certificated Staff Members.

Applications can be accessed by contacting [Sheila Hagerman](#) in the LWEA office or on the LWPTSA Council [website](#). The application deadline is **6 PM on April 12, 2017**. For additional information, contact [Irene Neumann](#), LWPTSA Council Scholarship Chair.

ADK Scholarship: The Beta Iota Chapter of Alpha Delta Kappa, the international honorary organization for women educators, is pleased to announce a \$500, non-renewable scholarship for a certificated female staff currently employed in LWSD.

The scholarship must be used for courses that are required for professional employment or advancement with either a Bachelor's degree in the field of education that is different from any previous area of study for previously earned degrees, a certification program (CTE), ProTeach, National Board), or a Master's degree in education.

The deadline to submit applications for the 2017 scholarship is **12 PM on April 14, 2017**. The winner of the scholarship will be awarded at the annual Retirement Tea on June 14 at the LWSD Resource Center.

Scholarship applications are available by contacting [Sheila Hagerman](#) in the LWEA office.

Private & home school evaluations

Did you know that Special Ed teachers and specialists (psychologists, SLP, OT, PT, VOM) who complete private and homeschool evaluations outside of their regular school day are compensated at their per diem rate for this extra time? Time sheets need to be submitted to the Special Ed Department office within 30 days of the completion of the evaluation.

WEA Rep Assembly

Twenty nine LWEA delegates to the WEA RA will be heading to Spokane on April 13 to represent you at the annual business meeting for our state organization. We'll capture some of their impressions in the Update over the next weeks.

OPPORTUNITIES

Lake Washington Spring Bazaar: April 15, 10 AM - 4 PM, at LWHS (12033 NE 80th St, Kirkland, 98033). Great shopping - toys, gifts, body products, jewelry, clothing, décor, kitchen items, team logo items, bags, accessories, skincare, wellness items, seasonings & spices, gardening items, items for baby, & much more! Raffle prizes. (Concha Lapuente, Redmond Elem).



SERVICES

FIT4MOM Eastside new teacher special! **Unlimited Stroller Strides/Stroller Barre classes** over all school breaks, holidays, weekends & more at a discounted rate! Email ericaspear@fit4mom.com for more info. (Erin Houg).

Pretty tile – ugly grout? **Let the Grout Doctor take care of all your grout & tile needs.** For a free estimate, call John Start at 425-947-0060. (Ila Morrow, LWEA).

This could be your ad! Do you have something to sell...rent...or do you want to offer a service? You can place your ad here at no cost. All ads are run on a first-come, first served basis and are accepted in written form from any LWSD employee. Of course, all ads are subject to the approval of the LWEA Executive Committee and may be edited for length. Send ads to [Sheila Hagerman](mailto:Sheila.Hagerman@lwsd.org) via e-mail or to the LWEA office in the district mail.

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Last Newbie Night

April 27



Pathways to Certification: You have your residency certificate but now you need to find the right path for you to move onto your professional certification. We'll have experts who will work with you to unravel the options that you have to choose from.

When: April 27, 2017 (4:30 – 7 PM)

Where: LWEA Meeting Room (directions [here](#))

Register: Contact Sheila Hagerman in the LWEA office (shhagerman@lwsd.org)

Marketplace

Ads are run in the Update on a first come , first served basis. All ads need to be in written form. Send directly to Sheila Hagerman at shhagerman@lwsd.org.

Ads are subject to approval of the LWEA Executive Committee and may be edited for length.

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LWEA Website

Lakewashingtonea.org

[Facebook](#)

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Calendar

April 13-15

WEA RA in Spokane

April 18

Executive Committee

April 24

School Board Meeting

April 25

Rep Assembly

April 26

Administrative Professionals Day

April 27

Newbie Night 4:30 - 7 PM
Pathways to Certification