

# Contract Ratification Meeting

- Who:** All LWEA members
- What:** Contract Ratification Meeting - find out what is in the Tentative Agreement!
- Where:** Lake Washington High School gym
- When:** Wednesday, May 24, at 4 PM
- Why:** To see what has been negotiated and how it will affect you!

## In this issue

- Review your files (2)
- Ballots are coming (2)
- Annual leave cash-out (3)
- Bargaining calendars (3)
- Discount tickets (4)

## Good idea to review those building files!

It's a good practice to review your building file at least once a year to ensure that the information in it is accurate, up-to-date, and relevant to your current assignment. In fact, our contract provides for this by stating, "Each year, during the summary evaluation conference, the principal and the employee will review, at the employee's request, the building file and remove anything that they mutually agree is no longer pertinent."

For those of you who have been with the district for many years, your building file has the potential of containing very old information that may not be particularly helpful to have around. For example, a complaint letter from one disgruntled parent 15 years ago is not likely to be reflective of your career accomplishments, so it would make sense to remove it.

You should be aware of the contents of your building file. In other words, there shouldn't be anything in your file that you haven't seen and that you don't know is in there. Our contract states that employees will be requested to sign each document kept in their building files. Your signature acknowledges that you've seen the item—not necessarily that you agree with its contents.

One way you can ensure that your file is well-rounded is to give your principal representative samples of positive parent letters, commendations, and accomplishments. That way any reader of your file will have a clear picture of your overall performance from a variety of sources.

Your current principal will be in a much better position to decide whether or not certain information in your file is relevant than your new principal (who may want to keep everything simply because he/she doesn't know you yet).

If you disagree with the contents of a document, and your principal does not agree to remove it, you have the right to attach a written rebuttal to it. Another option is to contact LWEA for assistance in working with you and your principal to see if some kind of common ground can be reached.

While your district file (your permanent file kept at Human Resources) is much more likely to have only pertinent information contained in it, you have the right to review that file as well. If you want to see your district file, you need to make an appointment with HR. Human Resources will not be able to remove anything from your district file, so if there's something in it that concerns you, please contact LWEA for advice and assistance.

You also have the right to have a copy of anything in either of your files, so you may want to make copies and maintain a file at home for your own records.

**Bottom line**—review your building file every year, ask to have items removed that are no longer pertinent, and add items that will ensure that your file reflects your accomplishments.

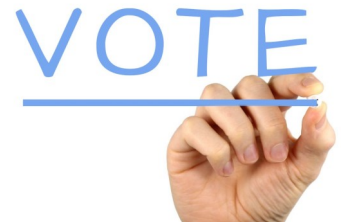
## Ballots – it's time to vote

Ballots for the Tentative Agreement for the LWSD/LWEA contract for 2017-21 and the LWEA Officer and Executive Committee Reps will arrive Wednesday via e-mail at 7 PM. The e-mail invitation will contain instructions and a link to the actual ballot.

Please keep in mind that the ballots can only be opened one time – so please make sure you are ready to vote when you open the link.

Voting will close at 5 PM on Wednesday, May 31.

If you have any problems with voting, please contact [Sheila Hagerman](#) in the LWEA office.



### LWEA Office

10604 NE 38th Place, Suite 212

Kirkland, WA 98033

425-822-3388

UniServ Rep: [Jennifer Silves](#)

Admin Assistant: [Sheila Hagerman](#)

Admin Assistant: [Ila Rhea Morrow](#)

## LWEA Officers and Executive Committee

President:

[Kevin Teeley](#)

LWEA Office / 425-822-3388

Vice President:

[Howard Mawhinney](#)

RHS / 425-936-1800

Primary Rep:

[Ken Egawa](#)

Blackwell / 425-425-936-2520

Intermediate Rep:

[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

## Don't miss this deadline!

Your unused annual (personal) leave will be **automatically cashed out** at the sub rate of pay (\$159). If you want to carry over days to next year, you must notify the district prior to June 30, indicating that you want to carry over your unused days on a 1-for-1 basis.

**Send your request to [leave@lwsd.org](mailto:leave@lwsd.org) – keep a copy of your e-mail and the auto-reply response from the District for your records.**

Important – please note:

- You may only have a total of 5 days of annual leave in any school year. Since you get 3 new annual leave days in the fall, only 2 days can be carried over from any year. Any excess days should be cashed out.
- If you already have days that you've carried over from prior years, you **MUST** indicate that you want to continue to carry them over. **If you do NOT notify the district, your carryover days will be cashed out.**
- If you are interested in a combination (some cashed out and some carried over), you also **MUST** notify the district.
- **Please don't contact the District to find out how much unused annual leave you have remaining – you can easily check your balance on Employee Access.**
- You'll receive your annual leave cash out in your August paycheck.
- Keep a copy of your e-mail and the auto-response from the District for your records.

## Staff Scholarships announced

Congratulations to Suzan Carder (Twain Elementary) and Kate Allender (Tesla STEM) are this years recipients of LW PTSA Council Scholarships. They will receive their scholarship at the LW PTSA Council and LW School Board Reception and Awards presentation. Kudos to both Suzan and Kate!



## What bargaining can do...

**THEN:** Before unions got involved in working condition and employee rights, teachers worked at the discretion of the district. The number of days in the school calendar was totally under their control.

**NOW:** Members give input to the bargaining process and the calendar is created jointly. LWEA members vote on the school year calendar as part of the contract ratification.

## SERVICES

**Pressure Washing:** Sidewalks, driveways, patios. College Student – reasonable rates – free estimates. Call/Text Adam Lovin 425-577-0500 or at [adamlov-in423@me.com](mailto:adamlov-in423@me.com) (Lisa Lovin, McAuliffe)

## FOR SALE

Wooden **futon w/ mattress**, queen size, excellent condition, \$100 OBO. **Keurig Vue** w/ cup for your own coffee, uses VUE cups only, \$30 OBO. Near Twain Elem. Annemarie Smith (JHS) [annemarie.edmonds@gmail.com](mailto:annemarie.edmonds@gmail.com) or 559-930-3419 (call/text).

## SPECIAL EVENT

**JHS Volleyball & Football Mattress Fundraiser:** Sunday, 6/4, 10 AM - 5 PM in the JHS gym. \$100 off for LWSD employees & their families. Top quality, new, name brand mattresses w/ full warranties, delivery & haul away options. Nancy Morawski. [More information](#). (Sharlene Durbin, Keller).

\* \* \* \* \*

## Discount tickets for LWSD educators

Village Theatre is offering LWSD educators \$10 preview tickets to ***String***, a new musical. *String* is part of The Beta Series, a testing ground for new musicals in development. Each preview will be followed by a talkback with one of the writers – they're finessing the show before its world premiere on our Mainstage and want to hear your thoughts!

**WHEN:** *String* Previews – June 2, 3, 4, 7, and 8

**WHERE:** First Stage Theatre, 120 Front Street North, Issaquah, WA 98027

**HOW:** Use promo code ATROPOS to access \$10 preview tickets – we'll also waive the \$4 convenience fee!\* To purchase tickets, [use this link](#).

**About *String*:** After falling out of favor with Zeus, three sisters – goddesses known as the Greek Fates – find themselves stuck spinning, measuring, and snipping the String of Life in a drab modern skyscraper. When the eldest sister falls in love with a mortal, her destiny gets all tangled up in this musical fable about fate and the fragile fabric of the universe. Music & Lyrics by Adam Gwon, Book by Sarah Hammond. Directed by Brandon Ivie. [More Info](#)

**About The Beta Series:** This program gives new musicals the chance to be tested in a fully staged, designed, and executed production free from the pressures of press and reviewers. The Beta Series is designed to give shows a production that is also flexible enough for authors to make changes during the process based on audience feedback and response. [More Info](#).

\* Offer is subject to availability. Not valid on previously purchased tickets and may not be used with any other offer.

## 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](mailto:shhagerman@lwsd.org).

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

\* \* \* \* \*

LWEA Website

[Lakewashingtonea.org](http://Lakewashingtonea.org)

[Facebook](#)

\* \* \* \* \*

## Calendar

### May 24

Contract Ratification - 4 PM

Ballots sent out - 7 PM

### May 29

Memorial Day - It's a 3 Day Weekend!

### May 31

Ballot deadline - 5 PM

Growing Family Class  
4:30 - 7 PM

### June 8

Executive Committee

### June 14

Retirement Tea - 4 PM