

UPDATE

Lake Washington Education Association

December 1, 2010

Have you checked your beneficiaries lately?

Remember all those forms you filled out when you were first hired by the school district? Probably not. For some of us, it's been many, many years. Even if you've only been with the district a few years, you've likely forgotten what all the forms were, much less what you put on them.

On some of the forms, you were asked to designate a beneficiary for life insurance and retirement. If you don't remember who you listed on each of these forms, then it's probably time to fill out new forms and send them to Payroll. **Please DON'T contact Payroll to find out who's listed on your forms.** They'd rather you just sent them a new form, even if the information ends up being the same.

Since you were first hired, have you:

- Become married?
- Legally separated?
- Divorced?
- Remarried?
- Entered into a domestic partnership?
- Dissolved a domestic partnership?
- Had children, or additional children?
- Adopted?
- Experienced the death of a parent who might be listed as your beneficiary?

If you answered yes to any of these questions, then you should fill out new beneficiary forms. Often times if employees are single with no dependents when they're hired, they'll designate their parents as their beneficiaries. They tend to forget, however, that when they experience a change in family status, they should consider revising their designation.

Here are the four plans for which you should submit new forms:

District Life (Cigna): As an employee of the district, you're automatically covered with a life insurance policy that's equal to your salary up to \$50,000.

Retirement: State retirement plan

Premera Life: If you have Premera Medical, you're automatically covered by a small life insurance policy.

Unum Optional Life: This is an optional life insurance plan that you pay for through payroll deduction. If you're unsure whether or not you have it, look on a recent pay stub under "Deductions." It will show up as "OPTL LI-UNUM P."

It's important to know that these plans will ONLY pay to the designated beneficiaries, REGARDLESS of what your will might say. The only way to guarantee that the funds will be paid out to the people you want is to list them on your beneficiary forms.

To get copies of these four forms, go to the Staff Portal and click on "Payroll and Benefits," then "Beneficiary Forms."



Information & News for Members

Planning on receiving the technology stipend this year?

Each year, all certificated staff can choose to participate in the [IT]² program and upon completion of the program requirements, receive a \$1,250 technology stipend in June.

In order to receive the stipend, the following process must be followed:

1. Complete a technology skills self-assessment based on your current use of this year's identified [IT]² focus.
2. Formulate an Individual [IT]² Growth Plan
3. Complete the [IT]² Growth Plan and program requirements
4. Complete the collaborative reflective process (formerly called the Check-off) through one of the following options:
 - Attend all sessions of a 5QL [IT]² Series class or,
 - Attend a 5QL [IT]² Sharing in Collaboration class or,
 - Meet with your building's [IT]² Facilitator during his/her scheduled [IT]² office hours or,
 - Meet with a PD specialist during his/her scheduled [IT]² office hours.

5. Receive technology stipend payment in June paycheck.

The deadline to complete this process is May 13, 2011. For specific details about this year's program, go to the [IT]² Portal page.

Note: K-6 elementary teachers working with the Skyward Gradebook must also follow these process requirements in order to receive the technology stipend.

Professional Fund money



Did you find your Professional Fund money in your November paycheck? If you selected materials or tuition, your money was direct deposited in your regular account - just like your normal paycheck. If you selected salary, your money was included in your November paycheck.

Reimbursement forms for those selecting materials or tuition will be sent to buildings for distribution.

LWEA Executive Committee

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LWEA

We have winners!

In our last Prize Puzzle, we asked what type of leave could be used to add an extra day to a break. We received quite a number of responses – and from those, we drew these three names to receive a \$10 Starbucks card.



Our winners are:

Michelle Briggs, Rush Elementary
Charlotte Plouse, Keller Elementary
Tena Kilroy, Blackwell Elementary

So what was the answer?

In the latest prize puzzle, we gave you a hypothetical scenario about a teacher who needed to take off one extra day following winter break. This teacher had put in for annual leave but the day was already full. We asked you to tell us what this person should do to cover the work day.

Nearly half of the responses we received were wrong so we thought we should clarify this for everyone.

A. Change the leave request to sick leave. Wrong. It would be inappropriate to use sick leave in this manner. Not only does the Access system know that you have changed your request (and reports it), abuse of sick leave can lead to serious discipline.

C. Just take the day and worry about it afterwards. Wrong. This action could result in serious discipline. Keep in mind that any time you make plans to be gone on a workday - you should not make non-refundable reservations before you have approval for the leave.

D. Take an unpaid leave day. Wrong. Unpaid leave is only to be used for extraordinary circumstances and requires a 30-day prior notice. The District is not obligated to grant all requests for unpaid leave.

B. Fill out a leave request form for annual leave and send it to HR. Correct! This is the process to be used when the limit of 25 has prevented you from using your annual leave. Keep in mind that this should be done early and before you book tickets.

Deadlines to keep in mind

- February 16 Requests for **transfer** for 2011-12 due in Human Resources
- February 16 Requests for **job shares** for 2011-12 due in Human Resources
- February 16 Requests for **leaves of absence** for 2011-12 due in Human Resources

LWEA strongly recommends you put in for a transfer if you think there's ANY chance you might want to change schools next year. You can always remove your name from the list if you change your mind, but you can't add your name after the deadline.

5 Ways to Cut Your Heating Bill This Winter

Does the cost to heat your home keep giving you the chills? Although you can't control the weather or the price of fuel, there are several impactful things you can do to reduce your household energy consumption, save some hard-earned cash, and ensure you and your family stay warm this winter. [Click here](#) for more information.

Calendar

- Dec. 6 School Board Meeting
- Dec. 7 Executive Committee
- Dec. 14 Rep Assembly
- Dec. 20 – Jan. 2 Winter Break – Enjoy!



Marketplace

WANTED

Job share partner for 2011-12: Looking for a .2-.5 share position, K-4th grade. Started in LWSD 2002, taught preK-4th grade, previous job share experience in 2nd & 4th. Michelle Cody (Blackwell) 425-644-9939 or codyjm@comcast.net.

Apartment: I'm looking for 1-2 bedrooms or a studio on Eastside (Kirkland, Juanita, Bellevue, Bothell, etc). Rent limitations at \$900. Kirsten Dupart (Dickinson) kdupart@gmail.com.

Good home for Danika, 1 yr old kitty, likes attention – very affectionate. Fine w/ other cats. Petite, well behaved, litter box trained. Indoor only. Has all shots, spayed, w/ microchip. Cindy Buffa (Evergreen) 425-823-3148.

FOR SALE

Price reduced – **Rose Hill Rambler**, 2 bedroom, 2 bath, large patio area, hardwood, new roof. Price now \$309,950. Contact Angie for info on sale or for rental, 425-985-1552. (Ann Glassey, Mann).

Large "**bean-bag type**" chair, actual LUV SAC camouflage, perfect condition, \$75 OBO. **Lawn mowers**, 1 is manual w/ rotary blade, just sharpened, \$50 OBO; 2nd is gas powered, \$75 OBO. Jennifer Camara (Kamiakin) 425-885-3939 or 425-283-7911 or jenniferlke@msn.com.

Christmas special: 1994 **Mazda Miata convertible**, rare automatic, 103K miles. Great shape – fun car to drive. \$3,200 OBO. Matt Breyse (Kamiakin) 206-335-5310.

FOR RENT

Lake of the Woods custom **Rambler**, 4 bedrooms, 2.5 bath, formal living & dining, family room/kitchen combo, den, 3-car garage. Updated kitchen w/ granite, SS appliances, gas. 3,200 sq ft on close to an acre. LWSD schools. Tennis courts, lake, riding trails. \$2,700/mth. Need 1st month + \$2,500 refundable security deposit. Credit check required & good rental history. No smoking, pets on case by case basis. 12-month minimum lease – available 1/11. Marcia Kamaka (Retired) 425-869-8504.

SERVICES

Ultimate Christmas gift: Host a Healthy Chocolate Party – give the gift of health & wealth to those you love. Learn how to improve your health & make extra income by eating & sharing the world's 1st & only high antioxidant healthy chocolate. It's not candy! 100% natural w/ no refined sugar or trans fats. Caffeine free, gluten free, & diabetic friendly. Contact "Cocoa Bob" Havens at 425-330-4157. (Dianna Layton, Lakeview).

Crown Finish Construction: For all your home improvement needs, from windows to doors, ceilings to floors, we've got you covered. Specializing in home finishing work, also repair of electrical & plumbing. Free in home estimate. Licensed, bonded, insured, CROWNFC919J4. Call Jon Patterson at 425-750-8928. (Julie Sparks, Keller).

Home improvements, repairs, remodels: Skilled carpenter/handyman, specializing in siding, windows, doors, trim, crown, decks, wall repair, bath & kitchen remodels. Pics & references available. Free estimates. Get your home ready for winter. Awarded Angieslist 2009 Super Service award. Affordable, high quality, licensed. NW by NE Carpentry Services at 425-691-7000 or nwbyne@comcast.net. (Kathy Kier, RC).

Eastside Gym Redmond – now offering a corporate rate for LWSD employees. 1-year membership for \$150. Provides an environment that promotes positive attitudes & personal development. Call Lonny at 425-882-7764 or stop in at 15040 NE 95th St, Redmond. (Andy Sandbo, Sandburg).

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

Personal Trainer: Holiday special – 12 days of fitness – get a jump start on your workout. 12 hour sessions at \$30/session. I'll come to your office, apartment gym or home. Contact Sabrina Mercado Fitness Training at sabrina.fitnesstraining@gmail.com or 425-233-4618. (Linda Luna Rush).

OPPORTUNITIES

Robert Frost PTSA Annual Holiday Bazaar, Sat, 12/4, 10 AM – 2 PM. (Kimberly Beckwith, Frost).

Pending available space, ads are run in the Update on a first come, first served basis. Ads are accepted only in written form – send directly to Sheila Hagerman – shhagerman@lwsd.org. Ads are subject to approval by the Executive Committee and may be edited for length.