

## 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.

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*"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."*

*Kevin Teeley,  
President*

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## In this issue

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## Certificate expiring in June?

Did you know that maintaining your certification is your responsibility? That also means that you are also responsible for the renewal of your teaching certificate.

OSPI has an online procedure where educators can manage their certifications and endorsements. The OSPI e-Certification service enables educators to:

- Apply for credentials online
- Monitor application status
- Receive expiration and renewal reminders
- Print certificates
- Update contact information

OSPI provides online training and information about the e-Certification service. Educators can access these [at this link](#). Anyone renewing their certificate will need to maintain the required certification and/or endorsements completely online.

Please note:

- ◇ Certificated staff with an expiration date of June 30, 2019 on their certificate must start the renewal process ASAP to guarantee maintenance of a valid certification before the certificate expires.
- ◇ Do not wait until the last minute as you might not be able to complete the requirements prior to the expiration date.
- ◇ **YOU MAY BE REMOVED FROM THE CLASSROOM WITHOUT PAY IF YOUR CERTIFICATE EXPIRES.**
- ◇ National Board Certified teachers (NBCT) are still required to renew their certificates prior to the expiration date. Being a NBCT does not change your responsibility for renewing your certification.

The District will make its best effort to notify teachers of expiring certificates; however, it is the sole responsibility

## What bargaining can do...

**THEN:** Bargaining was a positional and adversarial process. Each side brought their issues and lists of demands, and negotiations were often heated and prolonged.

**NOW:** Bargaining is conducted in an interest-based process. Both the Association and District teams work together collaboratively to solve problems.

The Association and District have been working to create a tentative agreement on salary that works for both sides.

LWEA members should plan to attend the Contract Ratification meeting at 4 PM on Wednesday, June 6 at LWHS gym. This will be a great way to find out what has changed for compensation for next year.

### Deadlines to keep in mind

- May 31 Professional Fund Reimbursement forms and receipts due to Liz Elliott in Accounting
- June 30 Last day to carry over unused Annual leave to prevent total cash out of remaining days



### LWEA Office

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Kirkland, WA

425-822-3388

UniServ Rep: [Jennifer Silves](#)

Office Manager: [Sheila Hagerman](#)

Admin Assistant: [Terri Neely](#)

## LWEA Officers and Executive Committee

President:

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LWEA Office / 425-822-3388

Vice President:

[Howard Mawhinney](#)

RHS / 425-936-1800

Primary Rep:

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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

## Plan to attend!

You're invited to join in celebrating the retirement of district staff on June 13. The reception will begin at 4 PM in the Resource Center Board Room. Refreshments will be served, and musical entertainment will be provided. The program to honor retirees and local scholarship winners will begin at 4:30 PM.

This reception is open to the public. Plan to join us as we pay tribute to those who have given many years to education.

## Elementary teachers moving classrooms?

Have you been notified that you will change classrooms for the 2018-19 school year? In elementary buildings, if you also moved for the 2017-18 school year, you will be entitled to 7.5 hours of compensation at the curriculum rate of \$40 per hour. This is contract language that helps elementary teachers who are required to change classrooms two years in a row.

Teachers changing rooms for 2018-19 (who also changed rooms for 2017-18) should submit a time card to their office manager.

## What vehicle can I afford?

The NEA Member Benefit website has a great tool to help you determine the best way to purchase a vehicle. [Click this link](#) to calculate the amount of a vehicle loan you can obtain, based on your down payment, vehicle purchase price, and loan terms.

## Thinking about lifting that box?

As the school year comes to a close, many of you may find yourselves faced with moving to a different building or a different classroom within the same building. Please remember that it's extremely important that you not lift or move heavy boxes, furniture or equipment, since doing so can put you at risk for serious injuries. It is also important to keep this in mind when you are dealing with the elementary science kits.

District-owned items will be moved to your new location over the summer. Make sure you label clearly so that the items make it to their destination without any problems.

You're responsible for moving all of your own personal items but we strongly encourage you to use extreme caution in doing so. Pack boxes lightly and lift only what you can reasonably handle. Enlist the help of others for heavier objects. For those who have to move personally-owned larger items like sofas, bookcases, and other furniture, consider using a professional moving service.

The risk of injury is not worth it – when in doubt, don't move it!

## WANTED

**Looking for Rental Housing:** Female LWSD middle school teacher looking for long-term single MIL/apartment rental starting mid-June (very flexible). Non-smoker. Have well-behaved, clean cat (can provide landlord references). Hattie Midboe (Stella Schola) 360-927-4871 or [hmidboe@gmail.com](mailto:hmidboe@gmail.com).

**Large rolling duffel bags** (30 to 36") to use for travel to Kibera, Kenya in June. I will be working at an elementary school & need them to pack school supplies. Beth Weaver (McAuliffe) [beth4340@comcast.net](mailto:beth4340@comcast.net).

**Help w/ yardwork** as I recover from broken foot. Small yard, big & little projects – take your pick. Excellent pay. Linda Thompson (Rose Hill MS) 425-486-7052 or [lindythomp@comcast.net](mailto:lindythomp@comcast.net).

## FOR RENT

**Studio apartment** in Finn Hill area (close to schools, Denny Park & St Edward Park). Fresh paint, carpet, newly tile in shower. 450 sq ft, rolling fireplace/heater private entrance, parking. Quiet wooded area, close to shopping & medical. \$1,300/month (includes cable TV/computer, heat, garbage & water. Available 6/1. Marc Antal (Kirkland) 425-820-6188.

## FOR SALE

**Kitchen table**, sturdy wrought iron, Formica wood top, 41"x59" (including 17" leaf) w/ 4 castor rolling rocking chairs w/ white wrought iron herculon fabric, cushion w/ neutral color (mostly med tan) w/ blends of burnt orange. Great condition, \$100. George Walker (Retired) 425-883-7183.

**Bathroom sinks** (2), off white china, round, top mounted, great condition. \$20 ea or 2 for \$30. George Walker (Retired) 425-883-7183.

Rifton Model R137 **Adaptive Trike**, medium size, suitable for 22-28" inside leg length. Includes trike plus trunk support system, abductor & stationary stand - converts trike to stationary trainer. New is over \$2,000, sell for \$550. Contact Don Routh at [drrouth@hotmail.com](mailto:drrouth@hotmail.com). (Pam Drake RHS).

Adaptive Star Axiom Improv 2 **Special Needs Jogger**, weight capacity - 150 pds, seating area: back 28"H x 15"W x 15"D, leg length 17", head height 32". New is over \$1,000 selling for \$300. Contact Don Routh at [drrouth@hotmail.com](mailto:drrouth@hotmail.com). (Pam Drake RHS).

Handcrafted **vanity/make-up table**, \$100. Oak **china hutch** w/ back lighting, 5'W x 6.5'H x 18.5"D, good shape, \$200. Oak **dining table**, 6 high back cushioned chairs (2 are captain's chairs), 20" leaves (2), w/o leaves - 4' x 3.5', w/ both leaves - 7'4" x 3.5', good shape, \$200. Softride HD **bike rack**, \$100. **Longaberger baskets** (7) - variety of shapes & sizes, \$100. **Pfaltzgraff Tea Rose dishes**, setting for 8, w/ casserole dishes, serving plates/bowls, gravy boat, sugar/creamer set, \$200. **Ladders** - Keller's 8' Fiberglass \$75 & Krause Multimatic 12' Industrial Model 121482, \$95. Pictures available. Terri Neely (LWEA) 425-443-2619 (text).

**Student Loan Forgiveness workshop:** No cost workshop features information on addressing student loan debt via both forgiveness & refinancing options. 2 sessions on 5/22 (3-4 PM & 4-5 PM). To register go to Eventbrite.com, search Lk Wash Student Loan Solutions. Questions, contact Kelly Cooley at Horace Mann Insurance, 425-939-6862.

## 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.

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LWEA Website

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

[Facebook](#)

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## Calendar

### May 16

Wine and Wisdom  
Blu Sardinia

### May 21

School Board Meeting

### May 22

Rep Assembly - 4:15 PM  
Kevin Teeley Reception - 5 PM

### May 23

Educators of Color (4:30 PM)

### May 28

Memorial Day – time to remember

### May 31

Deadline for Professional Fund receipts