



# Update

September 12, 2018

## Meet your 2018-19 LWEA Executive Committee

The LWEA Executive Committee is comprised of nine members. One each is chosen from our Primary, Intermediate, Middle School, and High School teachers. Three others are selected from our Special Services, Specialist educators, and minority members. The final two positions are President and Vice President.

This year, the members of your Executive Committee are:

- President – **Howard Mawhinney** – previously a Special Education and LA/SS teacher at Redmond, served in many positions on the Exec Committee, and as a WEA/NEA RA delegate.
- Vice President – **Gerry Wilson** – a 4<sup>th</sup> grade teacher at Muir and another former Special Education teacher who many of you will recognize as a frequent contributor to LWEA professional development classes.
- Ethnic Minority Rep – **Maryziel Galarpe** – a Kindergarten teacher at Blackwell, founder/ host of the LWEA's Wine and Wisdom meetings, and longtime Exec Committee member.
- Special Services Rep – **Sarah Cooper** – a Special Education Pre-School teacher, former LWEA bargaining team member, longtime member of the Exec Committee, and a multi-year WEA/NEA RA delegate.
- Specialist Rep – **Marilyn Hargraves** - a counselor at Lake Washington HS, longtime Exec Committee member, and a former LWEA bargaining team member.
- Primary Rep – **Patti Cook** – a Kindergarten teacher at Rush, a new Exec Committee member, and a member of our business/finance committee.
- Intermediate Rep – **Ben Corey** – a 5<sup>th</sup> grade teacher at Rockwell, long time building representative, and another new member of the Exec Committee.
- Middle School Rep – **Kyla Thompson** – currently a LA/SS teacher at Finn Hill MS, new to the Exec Committee, and a former LWEA bargaining team member.
- High School Rep – **Katie Badger** – an English teacher at Redmond HS who has served on the Exec Board for the last three years and served as a delegate to the last several WEA Representative Assemblies.

This group is responsible for fulfilling the programs and policies as determined by the Representative Assembly (our building reps) of the LWEA. The Executive Committee exercises the general authority of the Representative Assembly between its meetings. As defined by our Constitution and Bylaws, the term of office for these positions is one year and office holders may run for re-election. Next week – a look at what the Executive Committee does for you, our members.

**In  
this  
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## Answers to your questions about annual leave

**Q. How many annual (personal) leave days do I get each year?**

A. Each full-time employee is given three days of annual leave, which is front-loaded at the beginning of each school year. (Part-time employees have their 3 days prorated by their FTE.)

**Q. What happens if I don't use all three days?**

A. At the end of the school year, you can carry over unused days on a one-for-one basis by notifying Payroll. You can accrue up to 37.5 hours. If you don't notify Payroll that you want to carry over days, then your unused days will be automatically cashed out at the substitute rate of pay (currently \$180 per day) and paid to you on August 31.

**Q. Can I take annual leave anytime I want?**

A. No. Annual leave is not permitted on the first and last day of school. They're also not allowed on full-day LEAP days without prior approval.

**Q. Can I take annual leave for less than a full day?**

A. Yes, but only in half-day increments.

**Q. Is there a limit on how many people can take annual leave on any given day?**

A. Yes. On Fridays and the days adjacent to a holiday or vacation, the limit is 35. On all other days, the limit is 40. This is due to a shortage of substitutes.

**Q. I'm a specialist who doesn't get a substitute when I'm out. Does the daily limit apply to me?**

A. No. The only days you can't use annual leave if you're someone who doesn't get a sub (such as a psychologist, counselor, OT, PT, SLP, staff development, etc.) are the first and last days of the school year and full LEAP days without prior approval. Again, the reason for the limit on other days is a sub shortage, which doesn't affect certain specialists.

**Q. What if I really need to take an annual leave day and the limit has been reached?**

A. Whatever you do, don't call in sick---you could get into lots of trouble for doing that. What you should do is fill out a

leave request form explaining why you need the limit exceeded for you. Send the form to Human Resources for approval. If your request is denied, you can appeal the decision to the Deputy Superintendent.

**Q. If I run out of annual leave days, can I take unpaid leave?**

A. Unpaid leave is only granted for unanticipated significant life events that arise after you've used up all your annual leave. Unpaid leave will not be approved for a vacation. Our best advice is to use your annual leave days very carefully and continuously keep your accrual level at five days so you won't be in the position of needing to request unpaid leave.



## Parents in your classroom

While the District and the Association encourage parents to visit schools and classrooms, visitations do need to be planned in advance with the principal and the teacher. Whenever possible, the teacher should have an opportunity to meet with the parent before and after the observation.

In addition, no mechanical or electronic listening or recording device can be used in your classroom without your knowledge and permission.

### LWEA Office

10604 NE 38th Place, Suite 212  
Kirkland, WA

425-822-3388



### Office Staff

Office Manager: [Sheila Hagerman](#)  
Admin Assistant: [Terri Neely](#)

UniServ Rep: [Jennifer Silves](#)

## LWEA Officers and Executive Committee

### President:

[Howard Mawhinney](#)  
LWEA Office / 425-822-3388

### Vice President:

[Gerry Wilson](#)  
Muir / 425-936-2640

### Primary Rep:

[Patti Cook](#)  
Rush / 425-425-936-2690

### Intermediate Rep:

[Ben Corey](#)  
Rockwell / 425-936-2670

### Middle School Rep:

[Kyla Thompson](#)  
Finn Hill / 425-936-2340

### High School Rep:

[Katie Badger](#)  
RHS / 425-936-1800

### Specialists Rep:

[Marilyn Hargraves](#)  
LWHS / 425-936-1700

### Special Services Rep:

[Sarah Cooper](#)  
Juanita Preschool /  
425-936-2570

### Ethnic Minority Rep:

[Maryziel Galarpe](#)  
Blackwell / 425-936-2520



## You MUST report suspected child abuse

It's important to know that under Washington state law, you are required to report any suspected child abuse or neglect to Children's Protective Services (CPS) or law enforcement. Failure to do so could result in your teaching certificate being revoked, which would prevent you from teaching in any public school in Washington. (District policy requires a report be made to both CPS **AND** law enforcement.)

District policy directs principals or their designees to make the report, but under the law, employees are not relieved of their responsibility to report if the principal does not act upon the employee's request.

Therefore, it is extremely important that teachers obtain documentation that a report has been made. Reports to CPS must be made as soon as possible, but in no case later than 48 hours after first suspecting that abuse/neglect has occurred – even if this means you have to call CPS yourself in order to meet the deadline.

Be sure that a report form has been filled out with one copy retained in the building office and one kept for your files. Keep your report in a confidential, locked filing cabinet and not left out for others to see or access.

## No subs available?

Each building needs to have a plan in place for the equitable assignment of specialists and other staff to cover unfilled absences. Teachers who are asked by an administrator to cover a class in an emergency will be compensated at their timecard rate for any missed planning time.

## New LWEA members

If you are a new LWEA member this year, you have just been automatically covered by the NEA Complimentary Life Insurance. Although the coverage is automatic, you still need to take a moment to register a beneficiary of your choice.

To do this, simply log on to the NEA Member Benefits [website](#) or call 1-800-637-4636. Questions? Contact [Sheila Hagerman](#) in the LWEA office.

## Building Reps earn clock hours/credit

B Team is back! LWEA will offer an educational leadership class (the B Team) for any member serving as a building rep. Utilize the time you spend at Rep Assembly meetings, building meetings, and assisting members in your building to earn 10 clock hours or 1 credit from SPU.

More information about the B Team will be presented at the Rep Assembly meeting on September 18.

## 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](#) in the LWEA office.

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



**Sept. 12**

First early release LEAP Day

**Sept. 17**

School Board Meeting

**Sept. 18**

First Rep Assembly

**Sept. 22**

1<sup>st</sup> day of Autumn

**Oct. 1**

School Board Meeting

**Oct. 2**

Executive Committee



### WANTED

Looking for a **Lexus to purchase**, a 350 or 450 RX model w/ reasonable mileage. Mike Gilluly (RC) [mggilluly@msn.com](mailto:mggilluly@msn.com).

### FOR SALE

**Barrell chairs** (2), brown leather, rarely used, good condition. \$25 each. U-haul. Sheila Hagerman (LWEA) 425-822-3388.

### YOUR AD HERE!

**Do you have something you want to sell, give away, rent, or share a special event?** Why not list it here in the Update? Simply submit a brief ad that includes your name, work location, and either your home e-mail or home phone. Send your ads to [Sheila Hagerman](#) in the LWEA office by e-mail. Ads will run one time but can be resubmitted at any time.



## New grant program benefits public school music and arts programs

K-12 schools in Washington can apply for up to a \$500 grant at [www.calcasmusicartsgrant.com](http://www.calcasmusicartsgrant.com). The deadline is September 30, 2018.

California Casualty (NEA Member Benefits home and vehicle insurance program) has partnered with education associations for nearly 70 years and we understand the importance of music and arts education for children. Numerous studies have concluded that sharing a love of the arts enhances students':

- Brain development
- Enhanced creativity
- Classroom involvement
- Music and art curriculum have been shown to reduce disciplinary issues and dropout rates.

K-12 schools in Washington can apply for up to a \$500 grant at [www.calcasmusicartsgrant.com](http://www.calcasmusicartsgrant.com). The deadline is September 30, 2018.

Awards - \$100, \$250, or \$500 (project or needs based). Grants can be awarded for a variety of projects or needs – choir, band, dance, film, theater, computer graphics, any K-12 NEA member that is using a form of art in their lesson, and more.