



# Update

October 3, 2018

## Here's everything you need to know about the Professional Fund

Soon you'll be receiving a form from the district asking you to let them know how you'd like to include in your Professional Fund designations. We thought we'd take this time to answer the most commonly asked questions about the fund. It's important for you to read and save this information for future reference.

**Q. What is the Professional Fund?**

A. Each full-time employee covered under the LWEA contract receives \$2,000 per year to use at their discretion for professional purposes.

**Q. Can I take the money as salary?**

A. No – you can no longer take this as salary due to new regulations from the state regarding compensation.

**Q. What uses of the fund qualify for professional purposes?**

A. The fund can be used for anything that is professionally related to your job. Some examples are:

- Tuition, clock hours, workshop/conference fees and materials (but not for subs, hotel, or travel)
- Home internet service up to \$50 per month (\$600 per year)
- Cell data service (not text messaging) up to \$41.67 per month (\$500 per year)
- Memberships fees to professional organizations (including LWEA dues)
- Subscriptions to professional publications
- Classroom materials and supplies you purchase
- Repayment of student loans incurred after employment
- Other items that are related to your current or potential assignment

**Q. How much can I count from my dues?**

A. If you are currently working at the same FTE now as you were in June of last year, then read the chart below to determine the amount you can include:

FTE	3 MONTHS IN 2017-18	9 MONTHS IN 2018-19	TOTAL
.76 - 1.0	270.84	835.56	1106.40
.51 - .75	237.03	732.60	969.65
.26 - .50	141.27	430.92	572.19
.1 - .25	97.17	296.46	393.63

Continued on page 2

**In  
this  
issue**



- More Q & A (2)
- Clock hours or credits? (3)
- Retirement calculator (3)
- ADK month (3)
- PD for you (4)

## Professional Fund (continued from page 1)

**Q. If my FTE was different or I was not working in 2017-18, how will I determine my dues amount?**

A. You should contact Sheila Hagerman in the LWEA office for assistance.

**Q. Will I get a receipt to include with my reimbursement form?**

A. Yes, you will receive a receipt from the LWEA in the Spring to use for this purpose.

**Q. What if I select money for materials and I don't spend all of it?**

A. You will have to either spend the money on professional items or return the unspent money to the district. So, it's really important to select an amount you know you're going to spend.

**Q. Can I change my mind later in the year once I make my selection?**

A. No. You need to make a final decision by the October 15 deadline as to how much you want to claim in \$500 increments (for example, \$500, \$1,000, \$1,500 or \$2,000).

**Q. If I purchase instructional materials, who owns them?**

A. The District. Otherwise, the IRS would tax you on their value. You can take the items with you to another building in the district as long as they are not permanently affixed or are part of a bigger whole that would cause a hardship if your piece was removed. (This is for situations in which teachers pool their money to make a large purchase.)

**Q. What about using the fund to buy technology?**

A. You can purchase accessory technology (keyboards, monitors, mice, etc.) on the district's approved list.

**Q. Can I use the fund for travel to a conference?**

A. No. The fund can't be used for meals, lodging, mileage, transportation, or substitute costs for attending workshops or conferences.

**Q. Do I have to save receipts for purchases?**

A. Yes. Also, the state auditor prohibits personal items from being on the same receipts as those you turn in for your Professional Fund. Make sure you get a separate receipt for your purchases, and don't co-mingle your personal purchases with Professional Fund purchases. You'll be asked to turn in all your receipts once you've spent all the money, but no later than May 31, 2019.

**Q. How do I get receipts for high-speed internet when it's on my phone or cable bill?**

A. Provide a complete bill for the first month you're claiming, and summary bill for the number of months afterwards that you're also claiming when you submit receipts by May 31, 2019.

**Q. When can I start spending money on materials and other items?**

A. Any expenses incurred from June 1, 2018 through May 31, 2019 qualify for the fund.

**Q. What if I still have questions?**

A. As always, feel free to e-mail or call any of us in the LWEA office.

We'll be happy to help!



### LWEA Office

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## Clock hours or credits?

Often when you take a class, you're given a choice between clock hours or credits. Which one should you choose? Here are some points to consider when deciding:

Choose clock hours if:

- You're not planning on using the class towards an advanced degree.
- You only need the clock hours for certification renewal.
- You don't plan on teaching in another state that might not accept clock hours.
- You want to advance on the salary schedule while spending as little money as possible.

Choose credits if:

- You might be able to use the class towards an advanced degree.
- You might teach out-of-state in the future and want to make sure your classes are recognized.
- You want to advance on the salary schedule and the cost of doing so isn't a concern.

## Retirement calculator

NEA Member Benefits is offering a great way to determine if you are taking the right steps to be ready for retirement. Answer a series of questions, and your retirement forecast is quickly calculated for you. The [Retirement Calculator](#) can also help with concrete steps you can take to improve your retirement future.

If you find that you need more in-depth help with your retirement plans, you may want to attend the LWEA-sponsored "Taking Charge of Your Future Pre-Retirement Seminar." This 10-hour class has been specially designed for people who are within 5 years of retirement. To register, see this [flyer](#) for more information.

## ADK month

**Alpha Delta Kappa (ADK)** is an international organization for women educators. Each chapter performs altruistic projects while providing friendships, support and association with professional peers. The Beta Iota chapter represents the LWSD by providing personal growth and leadership opportunities in addition to promoting altruistic endeavors within and outside the community. If you are interested in the Beta Iota chapter, please contact Diane Fabish ([dfabish@comcast.net](mailto:dfabish@comcast.net)) or Julie Firth ([jfirth@lwsd.org](mailto:jfirth@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](#) in the LWEA office.

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



**Oct. 6**

Doorbelling – join us!

**Oct. 9**

Rep Assembly

**Oct. 15-16**

Elem Conferences – ½ Day

**Oct. 18**

Elem Conferences – ½ Day

**Oct. 19**

LEAP Day

**Oct. 20**

Doorbelling – join us!

**Oct. 25**

Newbie Night – 4:30-7 PM

## FOR RENT

**Moorage** – 33 ft in water boat slip w/ shore power available 11/18 – 3/19. Located in Kenmore (north end of Lake Washington). \$350 per month + utility (usually a minimum of \$15 per month). Marilyn Case (Sandburg) [caseland1@comcast.net](mailto:caseland1@comcast.net) or 425-949-7049.

## FREE

Sealy Comfort Series mattress & box spring, queen size. Good condition, you pick up. Marilyn Case (Sandburg) 425-949-7049 or [caseland1@comcast.net](mailto:caseland1@comcast.net).

## FOR SALE

**Teacher retirement sale:** 36 years of teaching & collecting teaching materials, games, puzzles, flashcards, manipulatives, teacher resource books, chapter books, furniture. 9624 NE 139<sup>th</sup> Street, Kirkland, 98034. Kenneth Egawa (Blackwell).

Motiv mountain bike, 26" wheels, 17" frame, quick release front wheel, 18 speed with Shimano gears. Very good condition. \$75. Bob Veres (RC) 425-829-8016.

**Specialized Hardrock Sport 29**, 19" frame, barely used. 24 speed, w/ quick release front & rear wheels. Includes extras: headlight, water bottle holder, removable rear fender & odometer. Outfitted w/ tires that work well on both road & light trails. Includes Ibera commuter bag & Schwinn rear bike rack. Near excellent condition, \$175 OBO. Bob Veres (RC) 425 829-8016.

## Check out these new PD offerings!

We have two new offerings that are ready for registrations. Check to see which one is best for you!

**Newbie Nights – Recipe for Success:** Learn strategies to put the right ingredients together for a successful year! [Use this link](#) for more information.

**PGP & PGE – The professional growth intersection:** Participants will receive hand-on instruction and will actually complete most of the professional growth plan right at the workshop. [Use this link](#) for more information.

**Certification 101 – Everything you need to know but didn't know who to ask:** Do you have questions about certification requirements, timelines, and continuing education requirements? Explore the certification requirements and policies and the impact on certification including STEM, TPEP, and others. [Use this link](#) for more information.

**Pre-Retirement Seminar – Taking charge of your future:** This 10-hour seminar covers retirement from a variety of aspects. This class has been specifically designed for those who are 5 years or so from retiring. [Use this link](#) for more information.