



Update

October 10, 2018

Spread the word---LWSD is looking for subs!

We're trying our best to get the message out that LWSD is looking for substitute teachers, but we need your help in sending people our way. If you know of anyone with a teaching certificate who might like to substitute teach here, please encourage them to go to the district website ([use this link](#)) and apply.

Here are some things that can also help us attract and retain substitute teachers in LWSD:

- Make your building a welcoming place for subs so they want to come back. Be friendly, smile, learn their names, and invite them into conversations in the staff room. Check in on them during the day to see if they need anything. Ask who they're subbing for instead of asking them, "Who are you today?"
- Foster relationships with 2-3 subs so those subs feel valued and appreciated when you ask them to sub for you. Subs are much more likely to accept a request from someone with whom they feel connected.
- Shortages occur almost every Friday. Consider scheduling doctor's appointments and annual leave on other days if at all possible.
- For those who conduct DIBELS testing, schedule and secure your subs far in advance. It's not too early to schedule your MOY and EOY testing now.
- Consider cashing out and/or carrying over your annual leave.
- Secure substitute teachers as far in advance as you possibly can, since we share many of our subs with other school districts. AESOP accepts entries up to 365 days in advance.
- Have clear lesson plans that don't require substitute teachers to guess what you mean.
- Make sure your seating charts and attendance folders are up-to-date.
- Write down any school/class procedures you'd like the sub to follow.
- Leave instructions for student behavior plans.
- If you have an assigned parking space, be sure to specify it on AESOP so the substitute teacher doesn't have to go back and move his/her car after checking in.

Check out the article on page 4 – Does your building have a plan? This explains how unfilled sub assignments are to be handled.

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Social networking – protect your career

While social networking, such as Facebook and Twitter, is an effective way to keep in touch with friends and family and to connect to the broader world, school employees need to take precautions to make sure their posts don't jeopardize their careers.

Here are some suggestions to protect you in your role as an educator:

- ✓ Make sure your privacy settings allow only your friends to view your profile and your posts. Be aware that privacy settings are not absolute, though.
- ✓ Sort your friends by groups so that those in a work group, for example, don't have access to your posts in your close friends group.
- ✓ Be vigilant what others post about you. "Un-tag" photos of yourself that you wouldn't want students or parents to see.
- ✓ Before posting something, ask yourself, "Would I want my (principal, students, parents) to see this?" Be careful about places you "check in."
- ✓ Be careful about linking your Facebook page with other social networking sites. If you update your status on a linked Twitter account, it will publish it to Facebook where others might see it.

- ✓ Don't accept friend requests from current or potential students or their family members.
- ✓ Don't accept a friend request from anyone you don't know personally.
- ✓ Don't join groups that may be considered unprofessional or inappropriate.
- ✓ Don't post vulgar or obscene language, materials, photos or other links that may be considered unprofessional. If you wouldn't want to see it on the front page of the newspaper, then don't post it.
- ✓ Don't post negative information about your students, co-workers, or administrators. Even though you may think it's safe, these things have a way of getting out.

Monitor what's being published about you. Do a Google search on yourself to see what information others can access about you. You may want to set up a Google alert that will send you an e-mail any time you are published. To set up a notification, go to www.google.com/alerts.



Classified subs are needed too!

The District is also looking for substitutes to cover building secretaries, instructional assistants, and para-educators when they are out. If you know of a family member or neighbor that would be willing to substitute in any of these areas, please direct them to the LWSD website – [use this link](#).

Substitutes can choose which type of jobs, the location and how often that they are willing to work.

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Personal info?

Neither the Association nor the District gives out employees' addresses, home e-mail addresses, or home telephone numbers to commercial enterprises, organizations, or individuals. If you receive a contact from someone trying to sell you something, and they imply that they are either District or Association sponsored, be wary.

All commercial contact from the Association would only come through NEA or WEA Member Benefits, and would be clearly identified as an approved program available only to WEA/NEA members. If you're uncertain whether or not something is an approved program, you can contact LWEA or check the [NEA Member Benefits website](#).

Like us on Facebook!

Did you know that LWEA is on [Facebook](#)? Please take a moment to check us out! We'll try to keep our information updated regularly – so we'll always have an interesting tidbit for you!

Join us for Wine and Wisdom

Join us for our first in this year's series of "*Wine and Wisdom*." Now that we have Equity teams in your building – many need to know what happens next? Learn how to gain strategies and collect resources that can help you lead courageous conversations with others. Randy Paddock, WEA Equity and Diversity Coordinator, will join us to lead this discussion. This program is targeted for all LWEA members.

For more information – [use this link](#).

Game Based learning in your classroom?

We have a workshop that is designed to use research supported game based and gamification learning into classrooms across the content areas. Game based learning and gamification leverages student interest in problem solving and uses project based learning.

Participants will learn how to use game based learning and gamification to integrate this into their classrooms in order to increase student engagement.

This training meets the professional and continuing elementary and secondary certificate renewal requirements for STEM and TPEP.

To register, [use this link](#).

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. 15

Deadline for notification regarding less than \$2,000 of Professional Fund

Oct. 15

School Board Meeting

Oct. 15-16

Elem Conferences – ½ Day

Oct. 18

Elem Conferences – ½ Day

Oct. 19

LEAP Day – No Students

Oct. 20

Doorbelling – Join us!

WANTED

Housemate wanted for 3-bedroom house in Finn Hill area, large corner lot on cul-de-sac. Unoccupied bedroom is 101 sq ft. Includes W/D, utilities, wireless network, storage in garage. 5 min walk to bus stop. Initial 3/month lease then option for longer, \$700/month (utilities & wireless included). Owner is 34 yr old male physician & teacher. Contact Brian at 206-715-8572. (Kathleen McConaha, Retired).

FOR SALE

Sojin parlor grand piano, walnut satin finish, beautiful tone, \$4,500. Oak **china cabinet w/ hutch & sideboard shelf**, no scratches, \$450. Kathleen McConaha (Retired) 206-715-8576.

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

American Girl Dolls: 7 American Dolls along w/ some clothes & accessories. Some of the dolls have been retired & are hard to find. Willing to sell the whole lot of dolls or sell them individually. Anna Jaramillo (McAuliffe/Mead) 206-595-1682.

Teacher retirement sale: Oct. 13-14, 1 AM – 2 PM. 36 years of teaching & collecting teaching materials, games, puzzles, flashcards, manipulatives, teacher resource books, chapter books, furniture. 9624 NE 139th Street, Kirkland, 98034. Kenneth Egawa (Blackwell).

Justin Timberlake tickets – Portland performance on Friday, 11/16, at 7:30 PM. \$90 per ticket, Section 314, Row J, seats 17 & 18. Cindy Blair (Rush/Kirk) 425-827-5057 or cindyoblair@hotmail.com.

Does your building have a plan?

We are hearing that unfilled substitute assignments have become a daily problem. Here are some things to keep in mind when this happens.

- 1) Whenever an employee is asked to cover classes by an administrator in an emergency because no substitute is available and that employee loses planning time, the employee shall be compensated at the timecard rate (\$50/hour) for the missed planning time.
- 2) **Each building's leadership team and principal will create a plan for the predictable and equitable assignments of specialists and other staff (including principal and other administrators) to cover unfilled teacher absences.** At the elementary level, specialists will include librarians, music and PE teachers. **The plan was to be created by October 1 of each year – this needs to take place in every building.** Use of teachers in their 1st or 2nd year of teaching to cover unfilled teacher absences will be minimized to the extent possible.

3) To address the impact of elementary PE, music and librarian specialists needing to realign lesson plans for classes that are cancelled when they are required to serve as a substitute, such specialists will be compensated based on the following:

- 1 to 3 ½ hours of substituting = 1 hour at the time card rate of pay
- Over 3 ½ hours of substituting = 2 hours at the time card rate of pay