

## Confused about the extra 30 minutes?

In the new contract, we negotiated 30 additional minutes of paid planning time each day for completing professional responsibilities of the job. Some examples of how planning time can be used are: class preparation, lesson/unit planning, meeting with colleagues, scoring assessments, parent communication, IEP/504 meetings, etc. For elementary, the 30 minutes of paid planning time has been added to the beginning of the contractual work day. For secondary, the time is at the end of the work day. Here are some things you need to know regarding this paid planning time:

**Sick Leave/Annual Leave:** If you're out on leave for a full day, your leave will be charged 7.5 hours. If you're out for a half-day, your leave will be charged 3.75 hours. If you're an LWEA member who was employed by the district during the 2016-17 school year and you have leave carried over to this year, your leave balances will be adjusted to add time to reflect the change from 7 hours to 7.5 hours. This added leave will be entered into Employee Access this month. (.5 hours will be added for every 7-hour increment in your leave balances.)

**Subs:** Subs work a 7-hour day, just like in the past. They are not working the extra 30 minutes each day of paid planning time. They are working the same schedule they had in 2016-17, which is 30 minutes before school and 30 minutes after school.

**Half-day Subs:** The half-day times for AM or PM subs is the same as last year, since the school day has not changed and the sub work hours have not changed.

**Aesop:** You should request a 7-hour sub for a full day absence and a 3.5-hour sub for a half-day absence. Your leave, however, will be deducted 7.5 hours for a full day and 3.75 hours for a half-day because you will not be at school working the extra 30 minutes of planning time.

**Flexibility on the 30 minutes:** Individual teachers can't flex the time and work it whenever they want. The reason for this is because the bargaining teams were trying to create 60 minutes of common paid planning time for all teachers.

**Athletics/Activities:** Activities and athletics can start at the same time they did last year. Coaches and advisors who miss their 30 minutes of paid after-school planning time are expected to make up the time on their own.

**Staff Meetings:** There was no intent to change the times that buildings have previously scheduled for staff meetings. It is not necessary to move staff meetings by one-half hour due to the additional planning time.

**Wednesday LEAP Days:** LEAP time on Wednesdays starts at the same time it did last year for elementary. For secondary, the 30 minutes after school is dismissed is paid planning time. LEAP time starts at that point and continues through the end of the contractual work day.

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*Kevin Teeley,  
President*

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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 \$175 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

UniServ Rep: [Jennifer Silves](#)

Admin Assistant: [Sheila Hagerman](#)

Admin Assistant: [Ila Rhea Morrow](#)

## LWEA Officers and Executive Committee

President:

[Kevin Teeley](#)

LWEA Office / 425-822-3388

Vice President:

[Howard Mawhinney](#)

RHS / 425-936-1800

Primary Rep:

[Heidi Wilson](#)

Parks / 425-425-936-2650

Intermediate Rep:

[Gerry Wilson](#)

Muir / 425-936-2640

Middle School Rep:

[Peggy Solum](#)

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High School Rep:

[Katie Badger](#)

RHS / 425-936-1800

Specialists Rep:

[Marilyn Hargraves](#)

LWHS / 425-936-1700

Special Services Rep:

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Juanita Elementary Preschool /  
425-936-2570

Ethnic Minority Rep:

[Maryziel Galarpe](#)

Blackwell / 425-936-2520

LWEA Office:

425-822-3388

## 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 hourly 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.

## Careful with those receipts

If you are collecting receipts to use for your Professional fund or in-building reimbursements, remember that you can't have any personal items on the receipt. The state auditor will not allow any "mixed" receipts, so keep items on separate receipts when you purchase materials.

## FOR SALE

**Table & chairs:** 42" round glass table top w/ 1" beveled edge & modern, dark brown, metal pedestal-style base. Normal height (30") for dining. 4 matching metal chairs w/ rust-colored fabric, padded seats. Great condition, pics available. Sell for \$195.00 OBO. Will negotiate. Call Gary at 425-433-6490 or [mason987@gmail.com](mailto:mason987@gmail.com) (Karen Ripley-RC)

**Nekquelekin timeshare condo** available at Wapato Point in Lake Chelan for gifting. Enjoy 4 weeks/year - 700 sq ft ground floor 1-bedroom condo. Nominal transfer of title fee – then this lake front get-away can be yours. Pay quarterly dues around \$620 for an annual fee of \$2,480. Enjoy all that Lake Chelan has to offer, fun in the sun or cozy get-away in fall & winter. Barbara King (Evergreen) 425-757-3630.


**Piano** w/ bench, good condition. Perfect for lesson & practicing. Pictures available. \$275 OBO. Located in Sammamish. Lisa Lovin (McAuliffe) 425-417-6806.

## FOR RENT

Lk Joy **house** w/ 2 bedroom, 2 bath, 3 yrs old, 1750 sq ft on ½ acre w/ view. 25 min east of Redmond. Large garage & yard. Furnished option. No smoking, no cats, dog ok. Available 10/1. \$2,550, 1<sup>st</sup>, last, & security. Pat Frable (RHS) 425-736-2677.

**Downstairs apartment** in nice area of Kirkland. Very quiet, private, great location. \$1,000 + utilities. Available now. Rhonda Nelson (Lakeview) 452-829-4266

## Newbie Nights – a professional development series for newer teachers – check [this](#) out!



Lake Washington Education Association

# Newbie Nights

A professional development series for newer teachers

October 5, 2017 (4:30 - 7:00 PM)

### Recipe for Success: How to put the right ingredients together for a successful year!

Our introductory session this year will include a panel of experienced classroom teachers who will be available to share strategies and techniques for the classroom. From engaging reluctant learners to navigating the challenges of new curriculum, these colleagues will answer your questions and help you build a support system for a successful year.

**Save these dates:**

- November 2, 2017—Navigating Technology
- December 6, 2017—The Magic of Positive Classroom Culture
- January 18, 2018—Creating Harmony with Parent Communication
- February 8, 2018—Unlocking the Puzzle of Differentiation
- March 15, 2018—Reducing the Strife in Your Life

Look for more about these sessions and other professional development opportunities in the Update (the weekly LWEA newsletter) and on the LWEA website ([lakewashingtonea.org](http://lakewashingtonea.org)).

**To register:** Contact [Shella Hagerman](mailto:Shella.Hagerman@lwsd.org) at LWEA ([shhagerman@lwsd.org](mailto:shhagerman@lwsd.org)) or at 425-822-3388.

**Lake Washington Education Association**  
10604 NE 38th Place, Ste 212  
Kirkland, WA 98033

**Earn clock hours or credit while you attend these sessions!**

Clock hours will be provided to all LWEA and WEA members who attend at least two sessions. Individuals interested and committed to at least four sessions can receive one college credit through Seattle Pacific University. More information will be available at each session.

## 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

**Sept. 17**  
Citizenship Day

**Sept. 19**  
Rep Assembly

**Sept. 22**  
First day of Fall

**Oct. 2**  
School Board Meeting

**Oct. 3**  
Executive Committee

**Oct. 5**  
Newbie Nights (4:30 PM)

