



UPDATE

Lake Washington Education Association

November 29, 2017

New contract refresher

Now that we're three months into the new contract, we thought it would be a good time to remind you of some of the new provisions that were negotiated:

Having a child or adopting? You can now use up to all your accrued sick leave to care for your child.

School emergency late start? Teachers are expected to be at work one hour before the newly announced start time.

Individual school closure? Teachers are asked to complete their professional responsibilities that day at a location of their choosing.

Have more than three preps (secondary general ed)? Be sure it's reported to the district so you can get your \$500 per semester remedy.

Over your class size or caseload? Check out the new remedy schedule in Appendix A3. Count dates are the first school days in October, December, February, and April.

Have extra work days in your contract that you choose the time to work? Be sure to fill out a time card as you work this time. (This applies to kindergarten teachers, library media specialists, counselors, special education teachers, OTs, PTs, SLPs, psychologists, VOMS, and ELL teachers.)

Multiple IEP meetings for the same student? Be sure to request pre-authorization from the Director of Special Education for compensation for time spent outside of the workday for multiple meetings.

Need a personal (annual leave) day? You can schedule it up to 365 days in advance, and the limit on Fridays has been increased to 35.

Elementary music, PE, or librarian asked to sub? If you cover for 1-3.5 hours, submit a time card for one hour of per diem pay. If you cover for more than 3.5 hours, submit a time card for two hours. This is in addition to any pay for subbing during your planning time.

"We thought it would be a good time to remind you of some of the new provisions that were negotiated."

*Kevin Teeley,
President*

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Have you checked your beneficiaries lately?

Remember all those forms you filled out when you were first hired by the school district? Probably not. For some of us, it's been many years. Even if you've only been with the district a few years, you've likely forgotten what all the forms were, much less what you put on them.

On some of the forms, you were asked to designate a beneficiary for life insurance and retirement. If you don't remember who you listed on each of these forms, then it's probably time to fill out new forms and send them to Payroll. Please **DON'T** contact Payroll to find out who's listed on your forms. They'd rather you just sent them a new form, even if the information ends up being the same.

Since you were first hired, have you:

- Become married?
- Legally separated?
- Divorced?
- Remarried?
- Entered into a domestic partnership?
- Dissolved a domestic partnership?
- Had children, or additional children?
- Adopted?
- Experienced the death of a parent who might be listed as your beneficiary?

If you answered yes to any of these questions, then you should fill out new beneficiary forms. Most often employees are single with no dependents when they're hired, so they'll designate their parents as their beneficiaries. It's really easy to forget that when they experience a change in the family status (marriage or children), and that they should consider revising their designation.

Here are the four plans for which you should submit new forms:

District Life (Cigna): As an employee of the district, you're automatically covered with a life insurance policy that's equal to your salary up to \$50,000. [Use this link for a new form.](#)

Retirement: State retirement plan changes in beneficiary - [use this form.](#)

Premera Life: If you have Premera Medical, you're automatically covered by a small life insurance policy. [Use this link for a new form.](#)

Unum Optional Life: This is an optional life insurance plan that you pay for through payroll deduction. If you're unsure if you have it, look on a recent pay stub under "Deductions." It will show up as "OPTL LI-UNUM P." [Use this link for a new form.](#)

It's important to know that these plans will **ONLY** pay to the designated beneficiaries, **REGARDLESS** of what your will might say. The only way to guarantee that the funds will be paid out to the people you want is to list them on your beneficiary forms.

Send all completed forms to Payroll in the district mail.

Homework for vacationing students

One of the more frustrating experiences for teachers is when they receive a request to provide class work in advance for students who are going on vacation during school time. It's especially frustrating when the teacher spends hours and hours compiling the work, only to have the students return to school having completed none of it.

You should know that you're not required to provide advance work for students who will miss school due to a vacation.

When faced with such a request, here are some suggestions for parents:

- Recommend that the student or parent get the school assignments online from your class site.
- Consider telling the student or parent that your policy is to have the student make up missed work after the vacation.
- Depending on the grade level, you might also direct the student to find a friend who will collect the assignments during the time he or she is away.



LWEA Office

10604 NE 38th Place, Suite 212

Kirkland, WA

425-822-3388

UniServ Rep: [Jennifer Silves](#)

Office Manager: [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](#)

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

Let's beat our previous record!

In 2015-16, WEA put out a survey to get an idea of what you are looking for in professional development. LWEA had 40% of our members respond – in fact, we won a grant to use on professional development in our own association.

So far this year – only 29% of LWEA members have responded – is one of them you? We'd like to encourage every member to take part.

As PreK-12 certificated or ESP educators, you have professional development needs arising from the challenges of your profession. Please share your priorities by taking approximately 10 minutes to respond to the [WEA survey](#).

Inspired by the 2015-16 survey results, WEA updated Association trainings to meet member-identified needs, streamlined the WEA website's [Professional Development section](#) and launched the online Professional Development Network. Your [survey](#) responses will continue to shape WEA's future professional development offerings.

More help needed

Fernando Gomes, Redmond Middle School custodian, has been recovering from a full knee replacement. In addition, he has just found out that he has prostate cancer and must have surgery in the near future. The first surgery and initial recovery took nearly all of his sick leave and he now needs to have enough to get through surgery and treatment beyond. His previous request didn't bring as much donated leave as Fernando needs.

If you can help Fernando, please complete a donation form and send it to HR. Fernando and his family would like to thank those who have already donated.

Your Professional Fund money is here

You will find your Professional Fund money in your November paycheck. If you selected materials or tuition, your untaxed money will be directly deposited into your regular account - just like your normal paycheck. If you selected salary, your money will be included in your November paycheck as taxable income.

Smart shopping

If the Disney Store, AT&T, Macy's, Crate & Barrel, Lego, Lowes or Best Buy happen to be on any gift shopping list you are preparing for the upcoming holiday season, make sure you sign up for NEA Member Benefit Click & Save to stretch your gift budget.

Some of your gift recipients or even you may enjoy the holidays while munching on sumptuous gourmet treats from Harry and David, Omaha Steaks or Wine Country Gift Baskets. Go to [NEA Click & Save](#).

FOR RENT

Shoreline **townhouse**, 3 bedrooms, 2.5 baths, w/ 2-car garage. SS appliances, island kitchen w/ balcony off dining room. Master bed/bath on main floor. Fenced backyard w/ patio. \$2,400/mth, \$2,000 security deposit w/ 1st month's rent. 1 cat ok. Good credit only. Available now. Casey Heid (Rose Hill Elem) 952-215-9593.

OPPORTUNITIES

Quilters, sewers, volunteers! **Quilts of Valor Foundation National Sew Day** is 2/3/18. Canyon Park area, from 9 AM – 4 PM. We'll be making quilt tops for veterans. All materials, thread, patterns, irons, boards, & cutting mats provided. If you have red, white, or blue fabric you can donate – that would be great. Bring your machine & rotary cutter if you can help for 1 hour or more. Contact me for more information. Charlene Luttge (Dickinson) cluttge@gmail.com or 206-235-6932.

Join us for the **3rd Annual Mustang Holiday Bazaar**, Sat. 12/9, 10 AM – 4 PM, in RHS cafeteria. 80 vendors selling a variety of goodies from jewelry, soaps, lotions, candles, clothing, home & garden décor, baked goods, fused glass art, paper & wood crafts, & so much more! Raffle prizes, kettle corn, food. (Debbie Rist, RHS).

FREE

Console piano w/ bench, sounds good. Great for student lessons & practice. Pictures available. You haul. Lisa Lovin (McAuliffe) text to 425-417-6806.

FOR SALE

Hot tub cover, 90" x 90" grey vinyl, very sturdy. 2 yrs old, very clean. \$200. For an extra \$25 will deliver reasonable distance. Marcia Maxwell (RHS) marcia@imaxwell.net.

Antique **dining table w/ 6 chairs**, leaf, & custom table pad, \$450. Matching beautifully detailed **buffet**, \$325. Will sell table & chairs separately from buffet. Pictures available. Lisa Lovin (McAuliffe) text to 425-417-6806.

Deadline for applications – December 1

We've grown by so many members that we find ourselves short-handed in the LWEA office. After much planning and budgeting, we've decided to hire additional office staff.

LWEA is looking for a full-time Administrative Assistant (7.5 hours per day) to work alongside our current LWEA staff. This individual would be responsible for the support of the LWEA professional development offerings, Executive Committee and Rep Assembly meetings, and the use of our meeting room. In addition, maintenance of our social media sites and website would be a regular activity. This individual will work closely with the office manager to provide support for all members and Association activities.

Contact [Sheila Hagerman](#) in the LWEA office for a job description and application. The deadline for applications is 4 PM on Friday, December 1.

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.

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

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LWEA Website

Lakewashingtonea.org

[Facebook](#)

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Calendar

Dec. 1-2

Retirement Class - LWEA

Dec. 4

School Board Meeting

Dec. 6

Newbie Nights – 4:30–7PM
Magic of Positive Classroom Culture (LWEA Mtg Room)

Dec. 12

Rep Assembly

Dec. 16 – Jan. 1

Winter Break

Jan. 2

Back to the fun!