

## Professional Fund – Allowable/Unallowable Expenses

### Allowable Expenses:

- Reimbursement for food will be allowed if it is used as an instructional item (i.e., cornstarch for science experiments, M&M's for math manipulatives).
- Book purchases of over 4 copies per title must follow the guidelines of the Instructional Materials Committee.
- **District approved software and technology purchases are allowed. See portal for approved list at <http://portalnew.lwsd.org/district-information/technology>.**
- Home internet is allowed. If you have a bundled bill, note the portion that is for the internet. A flat amount of \$50 per month, up to \$600 annually, may be claimed. You must provide a complete bill for the 1<sup>st</sup> month and a summary bill for all subsequent months with your claim.
- Cell phone internet is allowed for your device or phone. If you have a bundled bill, note the portion that is your phone number's data plan only. A flat amount of \$41.67 per month, up to \$500 annually, may be claimed. You must provide a complete bill for the 1<sup>st</sup> month and a summary bill for all subsequent months with your claim.
- Workshop/Conference registrations are allowed.
- Tuition for classes related to your current or potential assignment, as per IRS regulations, is allowed. Books required for these classes **cannot** be reimbursed
- National Board payments are allowed. Proof that payment was made between June 1, 2018 and May 31, 2019 is required.
- Reimbursements for student loans are allowed **ONLY if the student loan was incurred after employment** (per IRS regulations). Documentation must show the date when the loan was incurred and proof that loan payments were made between June 1, 2018 and May 31, 2019 is required
- Reimbursement for dues paid to non-required professional educational organizations (e.g. ASCD, NCSS, ASCA, AASL, LWEA, WEA NEA, etc.). Proof that payment was made between June 1, 2018 and May 31, 2019 is required.
- Teachers may pool funds to purchase a higher cost item. Please submit reimbursement forms to Accounts Payable together as one package.

### Unallowable Expenses:

- Food, decorations, and other items for school parties are not allowed.
- Travel expenses such as transportation, mileage, meals and lodging are not allowed.
- Payment for student field trips is not allowed.
- Payment for guest speakers, assemblies, etc. is not allowed.
- The cost of substitutes for release time is not allowed.
- Materials for personal use or purchases for gifts/donations are not allowed under state law.
- Furniture purchases are not allowed.

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## Professional Fund – Common Questions

### 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

### 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. 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. 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. What if I still have questions?

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



#### 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:**

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LWEA Office / 425-822-  
3388

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Muir / 425-936-2640

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**Patti Cook**  
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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



## **Substitutes – Know the Benefits of Being an LWEA Member**

We'd like to invite you to become a member of LWEA. Substitutes who work in the LWSD and have completed a Membership Enrollment form as a Sub, are covered by the LWSD/LWEA bargaining agreement which means that your salary and other working conditions are covered by the LWEA contract. You are represented in all aspects of your work life by LWEA.

Some of the benefits that you would receive as a member are:

- \$1 million in liability coverage if you are falsely accused of wrong-doing
- Voice and vote in all association decisions (we are not bargaining this year – but in the future you would be able to give input and vote on the tentative agreement)
- LWEA Professional Development at member rates
- Life insurance
- Retirement planning
- Credit card program, line of credit, and credit plans
- Auto buying program
- Home mortgage and equity loans
- Home and vehicle insurance programs
- Pet Insurance
- Legal assistance and discounts for legal services
- Discounts on travel and car rentals
- Legislative representation and information
- Much more...

Your membership dues will be \$4.12 for only the days that you actually work up to 90 days. After 90 days in one school year, your dues are reduced to \$2.00 per day. Each school year, this process starts over with full dues for the first 90 days, then the reduced dues for the remainder of the school year.

**If you are interested in becoming a member**, contact [Terri Neely](#) in the LWEA Office or 425-822-3388.



## 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.



**Dec. 11**  
Rep Assembly

**Dec. 12**  
EoC Gathering

**Dec. 13**  
Pizza & Politics

**Dec. 21**  
First Day of Winter  
Bundle Up



## Educators of Color Gathering

**Connecting** Educators of Color

**Sharing** ideas/struggles and

**Empowering** each other to make change.

Join us for a light dinner with guest speaker [Gloria Henderson, LWSD Director of Opportunity, Equity and Inclusion](#)

December 12<sup>th</sup>

5:00 – 7:00 PM

LWEA Room # 214

RSVP: [Julie Firth](#)



## Pizza & Politics

Join us for a Q&A Session where members will be able to ask questions and hear responses from some of our political leaders in the 45<sup>th</sup> District. We will discuss issues that greatly affect our students and our profession. This event is open to all LWEA members. Pizza provided.

December 13<sup>th</sup>

5:00 PM

LWEA Conference Room #214

RSVP: [Terri Neely](#)

## FOR SALE

**Weslo Cadence G 5.9 Treadmill**: Works Great. Will deliver and setup Eastside or Seattle. New on Amazon \$268+tax Selling for \$134 Contac John @ 206-353-1798 Elaine Logan (Retired)

**Pottery Barn Dinnerware**, Style Emma, creamy yellow, 8 dinner plates, 11 salad plates, 8 soup bowls, 3 cereal bowls, and 4 mugs. Perfect condition. Value \$391, asking \$150 for all. **Violin – Gliga Model VW2**: beautiful sound, purchased for \$1,200, selling for \$950, includes case, two violin stands and one music stands. Contact Mary Lou Nakao (McAuliffe) [mlnakao@comcast.net](mailto:mlnakao@comcast.net) 425-830-1366

**Redmond High School 4<sup>th</sup> Annual Mustang Holiday Bazaar** Saturday 12/8, 10AM – 4PM, in the cafeteria and gym. 90 vendors selling a variety of goodies from jewelry, soaps, lotions, candles, RHS spirit wear, clothing, home & garden décor, baked goods, fused glass art, paper & wood crafts, & so much more! Raffle prizes. (Debbie Rist, RHS)