



Update - Stay Connected

March 10, 2021

Don't Wait to Submit Your Professional Funds

Spring Break is coming up and that would be a great time to gather your documents and submit your Professional Funds. Here is everything you need to know about your Professional Funds.

Guidelines:

- Deadline to submit Professional Funds receipts is June 1, 2021. **But don't wait until the end!**
- Accumulate receipts up to allowable amount and submit any time prior to the deadline.
- Purchases must be made between June 1, 2020 and May 31, 2021 for continuing teachers.
- Purchases must be on a separate itemized receipt and cannot contain other personal items.
- All materials purchased will remain the property of the District.

Allowable Expenses:

- Home internet, you can claim \$50/month. It does not matter if bundled amount is more or less.
- Cell phone data, you can claim \$41.67/month. It does not matter if bundles amount is more or less.
- Union dues, simply complete the LWEA Dues Receipt. [LWEA Dues Receipt](#)

Options for Submitting Paperwork:

- Please bring your reimbursement form and receipts to your school office. Inter-district mail is picked up at schools daily.
- Mail to LWSD Accounting Dept., PO Box 97039, Redmond WA, 98073-9739.
- Deliver to the LWEA office – box located outside office door (**New Location**)
 - 8575 164th Ave NE, Suite 100, Redmond
 - Send email to [Terri](#) if you drop off packet
- Do not hand deliver to RC
- Electronic copies will not be accepted

More information on guidelines, allowable expenses, and unallowable expenses can be found on the [Prof Fund Reimbursement Form - LWSD](#)

For answers to many of your Professional Fund questions, see the districts [PF Q&A LWSD](#). If after review you still have questions, please send to askprofessionalfund@lwsd.org

Certificate Renewal Notification – from LWSD

The Professional Certification office at OSPI progressively sends out expiration notices to educators throughout the state. This includes LWSD teachers that hold a regular teaching certificate and those with [limited certificates](#). You can immediately confirm your certificate validity by logging in to your [EDS E-Certification](#) account. Renewal requirements can be found on OSPI's [Certification website](#).

The Professional Certification Office is encouraging certificate holders who have already met or will meet the renewal requirements prior to June 30, to apply for their renewal as soon as possible. A benefit to renewing your certificate now will be a quicker processing time on your application. OSPI's Professional Certification office anticipates a high volume of applications this renewal cycle. By renewing your certificate now, the evaluation of your application will be done at a much faster rate.

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Each week we will highlight essential safety information.

Ventilation is one of the [key mitigation strategies](#) for reducing exposure to Covid in schools. The District has published their “Return to School” ventilation plan (which includes Pre-Occupancy Checklists and information on restrooms and water systems) and an inventory of MERV filters by building on the [portal](#). Prior to Covid, the District’s ventilation strategy focused on indoor air quality, thermal comfort, and energy efficiency. To meet the safety requirements set by OSPI, DOH, and ASHRAE, the District now prioritizes indoor air quality over thermal comfort and energy efficiency.

The major components of the “Return to School” ventilation plan are *maximized ventilation* and *enhanced filtration*. Although learning about the details of a school’s HVAC system may seem a technical and dry exercise, most of us already have some familiarity with these concepts.



Maximum Ventilation

- Just like preheating your car on a cold day, the air in our buildings and classroom spaces is prepared: air is flushed through these spaces 2 hours before and after occupancy.
- In your car, the fan brings in outside air to heat or cool your ride. Similarly, the HVAC systems have been set to bring in only outside air and not recirculate inside air.
 - In standard weather conditions, air handling units have been set to 100% outside air exchange, which means the dampers are fully open and air in classroom spaces and buildings is not being recirculated.
 - In hot and cold weather conditions, when classroom temperatures fall above or below 65F-80F, the District has a [number of strategies](#) to control the temperature while also maintaining safe indoor air quality.
- Opening your car windows brings in air. In our classrooms, opening windows is permitted, but fans are not allowed.

Enhanced Filtration

- Each HVAC system will have the highest MERV filter that the system can accommodate.
- Because air handling units are not recirculating air, the air passing through these filters is 100% outside air.

If you have concerns or questions about your building’s HVAC system or ventilation plan, please share them with your site supervisor. They can work with InfoCentre and [Support Services](#) to provide information, respond to concerns, or adjust systems.

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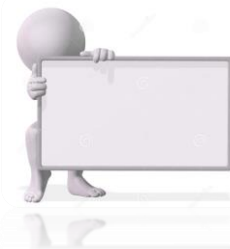
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**LWEA -
this is your union!**



Certificate Renewal Notification – from LWSD

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Important Reminder:

As of September 1, 2019, renewal applications for certificates that hold specific endorsements require the completion of at least 15 clock hours, OR at least one goal from an annual Professional Growth Plan (PGP). The PGP goal or clock hours must have an emphasis of Science, Technology, Engineering and Mathematics (STEM) integration. Those certificate types necessitating 15 clock hours or PGP with STEM integration are:

- Initial Teacher
- Residency Teacher
- Professional Teacher
- Continuing Teacher
- Initial Career and Technical Education (CTE)
- Continuing Career and Technical Education (CTE)

*Educators holding valid National Board Certificates have met the STEM requirements, and do not need to submit additional clock hours or PGPs for STEM.

For the latest information or to view the specified endorsements that trigger STEM please visit the [STEM requirements webpage](#).

For Your Information:

If you hold or have held a teaching certificate in the state of Washington, you will qualify for a substitute certificate. Once issued, a substitute certificate is valid for life with no renewal requirements. This certificate allows educators to substitute teach in any Washington state school district. Having a substitute certificate on file with OSPI also ensures that educators would not need to be re-fingerprinted for certification purposes. An application can be submitted by logging into your [EDS E-Certification](#) account and selecting “apply for a Washington state credential here.” If you have questions regarding whether you currently hold a substitute certificate or have questions regarding the application process, please contact OSPI’s certification office.

If you are unsure about your certification status or hold multiple certificates, please take this opportunity to login to your E-Certification account to determine which certificate may require action.

Important:

All OSPI notifications are sent to the primary email address located in the educator record within OSPI’s E-Certification system. All certificated staff are strongly encouraged to check that their primary email address is up to date. Follow this link to the [e-certification website](#).

If you have any questions or would like guidance on the certification requirements, please contact the Certification office for assistance at cert@k12.wa.us or by phone at 360-725-6400.



Marketplace

Ads are run in the Update on a first come, first served basis. All ads must include a home email and/or phone number. Send directly to [Terri Neely](#) in the LWEA office.

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



Mar 12
Leap Day

Mar 16
Competency Teams Mtg

Mar 17
St. Patrick's Day

Mar 20
First Day of Spring

Mar 30
Mock Rep Assembly



Get Your Vaccine ASAP

Our [COVID Vaccination and Testing LOU](#) with the district says that staff can access a vaccine appointment during the workday as paid leave in either a half day or full day increments. This allows you to secure a vaccination appointment as soon as possible, whenever and wherever you can find one, even if you have to travel out of King County for the appointment.

To secure paid leave for a vaccine appointment during the workday:

1. If substitute is needed, substitute should be scheduled in either half day or full day increment. Enter the absence into Frontline.
 - Absence reason from pull down menu: COVID Vaccination Release/Leave code: CVR.
2. Staff members enter time: Enter half day or whole day time requested.
3. Counselors, Psychs, OT PT, SLP enter absence into Employee Access.
4. Complete a release time request and approval form 1235 and turn in to principal/supervisor for signature. Office managers know the account code to use for this release.

Notify your principal/supervisor. If you secure an appointment on short notice, work with your principal to secure sub coverage.

Tips on Finding COVID-19 Vaccine Appointments

Locating vaccination sites and availability can take time, a precious commodity. To help you navigate, see this tip sheet provided by 2 LWSU parents. [Finding COVID Vaccine Appointments](#)

Non-profit, STEM-IB Summer Program Teacher Position

I oversee the non-profit STEM programming of the National Inventors Hall of Fame that is led by local educators for Washington state. We are seeking a new site leader for our Sammamish area [Camp Invention](#) program and several teachers recommended the LWEA publication to see if you'd be open to putting a blurb in there for us.

With Summer Recovery learning being at the forefront focus right now, we are thrilled to have a strong solution as our summer program is inquiry-based and fosters collaboration and innovation mindset through cross-cutting content that aligns to Common Core, NGSS and CASEL standards. See attached for additional information.

The National Inventors Hall of Fame is seeking a teacher for the Sammamish area one-week blended summer, IB/PBL STEM, non-profit program to serve as the site leader. For additional information on the program see: <https://www.invent.org/programs/camp-invention>. To learn more about the site director role and compensation, contact Annette Phillips at aphillips@invent.org.

FOR RENT:

CONDO Totem Lake/Juanita area 1 bed/1 bath condo for rent available as early as April 1st. \$1,700 per month includes water/sewer/garbage and parking. Access to pool. Washer/dryer in unit. Brand new kitchen appliances. Email Alanna if interested at alanna.utley@gmail.com (Alanna Utley, Redmond EI)