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April 20, 2022

KEY DATES FOR SEMESTER 2

We are approaching the end of the year, which means finalizing some items while planning for next year.

Elections for LWEA and Building Reps

Be sure to enact an election in your building for building reps prior to the end of the school year. Contact LWEA leadership with questions or for assistance.

For Individual members

Overage/Remedy Count Dates

Count dates occur on February 1 and April 1. Staff should double check with administrators that they are receiving appropriate remedy pay. [Article 13](#)

Online School Student Transfers

In-person teachers who have received OLS students transferred into their class are paid one hour (TC rate) for each incoming student. Also, if the transferred student(s) put a teacher into overage, they should receive Feb. 1 or April 1 remedy pay retroactively. [LOU](#)

Transfers, Leaves, Job Share

- Transfer timelines occurred in January and February. [Article 23](#)
- Leave of Absence or Job Share timelines occurred in January and March. [Article 19](#)

Evaluations and Leave

- Final summative evaluations delivered by June 1. [26.7.2](#)
- Annual leave carry-over requests submitted to Payroll by June 30. [19.9.2](#)

Staffing and Benefits

Prior to May 15

- Notification of non-renewal to educators. [26.16](#)
- RIF recommendation to the Board. [Appendix N.6](#)

After May 15

- Non-continuing positions as vacancies. [23.3](#)

By June 30

- Letters of resignations due by June 30. [10.16](#)
- Retirements effective in June will terminate benefits at the end of June. [22.2.5.2](#)

For Building LM and/or Building Decision-Making

Building-based Student Discipline

Principals will meet with staffs annually to review and/or make recommendations regarding building disciplinary standards and procedures to ensure uniform understanding and enforcement. [18.3](#)

Secondary Counselors Extended Days

Collaborative planning between counseling department and building admin for use of next year's 9 extended days will be completed in June. [Article 13.3.7.1](#)

Secondary Master Schedule

Each building will have a collaborative process in place to solicit interests and input regarding teaching assignments for next year. Master schedule will be available prior to the last day of the school year. [10.18](#)

Secondary Department Chair

[Appendix B](#) describes our agreements for posting building department chair openings. Process begins March 1. If you haven't seen anything, you might discuss with building administration.

Secondary Personalization Model

Each secondary school will design their own Personalization Model using the building decision making model. It is to be reviewed annually by all staff. [Appendix R](#)

Nominations for 2022-23 Executive Committee Reps

Close Friday, April 22 at 5PM

Send Your Nominations NOW!!



Be a Leader ... or nominate someone who is

Nominations for the positions of: Primary, Intermediate, Middle School, High School, Specialist, Special Services and Ethnic Minority Rep on the Executive Committee are open now.

If you are interested in making a nomination, we encourage you to contact [Terri Neely](#) at the LWEA office. All nominations must be made by a member of the Lake Washington Education Association in good standing. Self-nomination is allowed. **To be eligible for any position, nominee must be a member in good standing.**

Transfer List for 2022-23

Certificated staff are invited to view the 2022-23 transfer list. You may filter for schools, grade, and subject requested, as well as by seniority. Transfer offers will begin in April 2022 and conclude at the end of the workday on August 1, 2022. For more information on the transfer process, follow the link to the Human Resources page on the Portal and scroll to the bottom. www.lwsd.org/staff/departments/human-resources

BE THE BRIDGE

Lake Washington Schools Foundation
Invest in students. Invest in our future.
Spring Benefit, April 28, 2022

Join LWEA in supporting the LW Schools Foundation during their virtual Spring Benefit. If you can't make the live viewing, register to grab a free ticket anyway and watch anytime. Help us raise or surpass our goal by making a donation through our webpage:

[2022 Be the Bridge Spring Benefit \(salsalabs.org\)](http://salsalabs.org)

Thank you for your support!



**LWEA Officers and
Executive Committee**

President:

[Howard Mawhinney](#)
LWEA Office / 425-822-
3388

Vice President:

[Katie Badger](#)
LWEA Office / 425-822-
3388

Primary Rep:

[Patti Cook](#)
Rush / 425-936-2690

Intermediate Rep:

[Fareeha Nasir](#)
Alcott / 425-936-2490

Middle School Rep:

[Hattie Midboe](#)
Stella / 425-936-2475

High School Rep:

[Sharon Curry](#)
RHS / 425-936-1800

Specialists Rep:

[Amy Waldroup](#)
Barton / 425-936-2480

Special Services Rep:

[Cookie Grant-Suggs](#)
Rush / 425-936-2690

Ethnic Minority Rep:

[Cathey Hettinger](#)
Barton / 425-936-2480

LWEA

WE are YOU

This is your union!



Money Minute



Did you know that you can sign up to receive email or text updates from the WA Department of Retirement Services (DRS)? Sign up [here](#).

Email/Text Updates on the Topics You Choose

After you enter your email address or mobile number, you'll see a list of more than 30 topics to choose from: news updates, legislative changes, upcoming seminars and more. You can have alerts delivered to your inbox as your topics are updated on the DRS website, or choose to subscribe to a weekly digest of notices in one convenient message.

To submit a general question to be considered for this column, please send an email to:

moneyminute@washingtonea.org

Certificated Staff: Review Your Paycheck Monthly

Start the school year off by creating good habits. **You should review your paycheck every month.** This guide explains what you will see on your paycheck and what it means: [Know Your Paycheck](#)

To access your individual pay checks: from Employee Access, select "Check History" and follow the steps on [How to read Your Paycheck](#)

Honoring Retirees

Are you planning to retire this year? Later this year, LWSD will recognize our retirees in a slideshow that will be showcased on our district website and our social media pages. Please contact Collin Sullivan at csullivan@lwsd.org or 425-936-1300 if you are planning to retire so we can be sure to include you in this year's presentation.

April 27 is Administrative Professional Day

Remember to thank all those in your building who keep everything running smoothly and "support" EVERYONE!! Without them, the walls would crumble!!



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.



April 22
Earth Day



May 3
Exec Committee

May 8
Mother's Day

May 10
Rep Assembly

May 11
School Nurse Day



Professional Development for ESP's

Looking for professional development geared just for Education Support Professionals? Your WEA ESP Professional Development team has added additional dates for popular courses, including Communicating Effectively with Diverse Students and Families and Methods of Educational and Instructional Support.

All classes will be held virtually. One-day sessions will be held on Saturdays from 9 a.m. to 1 p.m. and two-day sessions will be held during the week from 5-7 p.m. both days. Participants can enroll in either a one-day or two-day class. It is highly recommended that members attend Part A prior to attending Part B to ensure content relevancy and continuity. Classes are free and 4 clock hours are available for each class.

[Read more about the classes and register.](#)

Contact [Cristi McCorkle](#) and [Lama Chikh](#) if you have questions about the course offerings.



When problems come after you

As an LWSD employee, you and your immediate family have access to the district's Employee Assistance Program, a confidential, professional assessment and referral program for anyone who might be having problems that affect their personal happiness, family relations, overall health, or job performance.

The LWSD has contracted with Bellevue Community Services to provide up to 6 face-to-face sessions, counseling and consultation sessions per school year. Call Bellevue Community Services at 425-454-0616 to make an appointment.



For Sale in Sammamish - 46" round wood table and 4 chairs (LLbean furniture) about 18 years old. Solid condition with minor wear on surface and chair corners. Brown surface with white base. Large functioning drawer and drops down on both sides (adjusts easily). Height of table 30". Height of back chair 36" and height/width of seat 18" x 18". Email hannahchang71@hotmail.com or call or text 425-214-2573 (pictures available) \$120 Hannah Chang, Smith El