

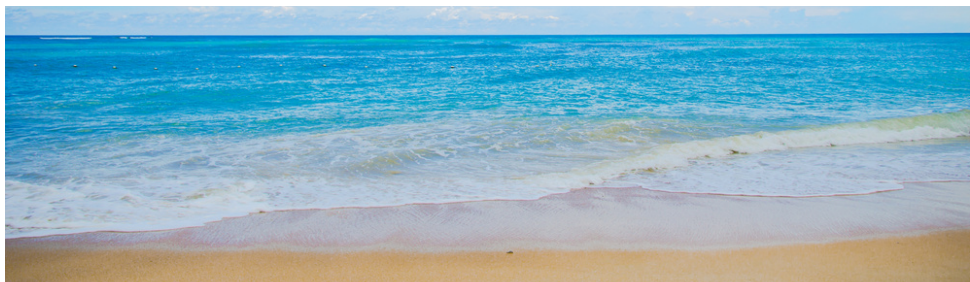
# Update - stay connected

[www.lakewashingtonea.org](http://www.lakewashingtonea.org)

June 7, 2023

## End of Year Checklist 2023

- ✓ **Elect building reps** for next year. Check with your building rep for details.
- ✓ **By June 1:** Receive and review your final summative evaluation.
- ✓ **By June 9:** Complete the LWSD Panorama School Staff survey. This replaces the 9 Characteristics survey. The survey link and information were sent to your work email from **Communications** on 5/22.
- ✓ **By June 10:** Sign and return your 22-23 contract electronically in Employee Access.
  - o Information was emailed to your work account from **Michael Clark** on 5/26. (see pg 3)
  - o Take a screen capture of your completed, signed contracts as an extra and optional precaution using the snipping tool.
- ✓ **By June 14:** Elementary grades due.
- ✓ **By June 23:** Secondary grades due.
- ✓ **By June 23:** Pack up your room for the summer and complete the checkout process, including end-of-year technology tasks, at your building. Information will be shared by your building administrators about end-of-year technology tasks.
- ✓ **If you are leaving the district,** review [section 10.16 of the CBA](#) for dates and notification responsibilities.
- ✓ **By June 30:** Complete the Annual Leave Carry Over Survey. (see pg.4)
  - o [We ran a clarifying article in the Update on 5/17.](#)
  - o Review the email sent to your work email from **AskPayroll@lwsd.org** on 5/16.



**Enjoy your summer break!**

**LWEA Officers and  
Executive Committee**

President:

[Howard Mawhinney](#)

LWEA / 425-822-3388

Vice President:

[Katie Badger](#)

LWEA / 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:

[Bethany Shoda](#)

LWHS / 425-936-1700

Specialists Rep:

[Nikole Lalas](#)

RHS / 425-936-1800

Special Services Rep:

[Karyn Taggart](#)

KaMS/ 425-936-2400

Ethnic Minority Rep:

[Michael Finley](#)

RHS/ 425-936-1800



# Ratification Voting



- **Ballots open at 12:00 PM on 6/7.**
- **Ballots close at 4:00 PM on 6/14.**

**Ballots for the ratification of the CBA were sent to home emails from BallotPoint on 6/7 at 12:00 PM.** If you didn't receive your ballot, check your junk mail and then email [Terri](#).

**A TA summary was sent to home emails on 6/7 at 1:00 PM.** If you didn't receive this email, check your junk mail and then email [Diana](#).

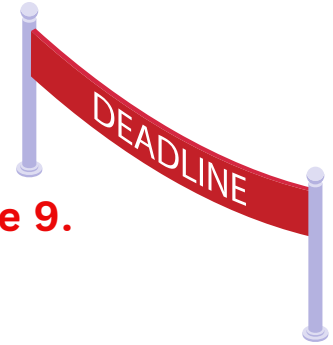
**[Wondering how we ratify our TA?](#)**

## WA Cares Payroll Deduction begins July 1

In 2019, the legislature created the state's Long-Term Services and Support Trust, [Washington Cares](#), to address a growing need for [long-term care supports](#). The program is funded by a payroll deduction of \$0.58 per \$100 starting July 1. The state benefits will be available beginning July 1, 2026, to qualifying individuals who reside in Washington who need long-term care. While the opt-out window has closed, [select individuals](#) who live outside of Washington, are the spouse/domestic partner of active-duty military, have a non-immigrant work visa, or are disabled veterans can get exemptions on a rolling basis.

# Certificated Contracts for 2023-24 SY

Electronic Signatures through Skyward Employee Access



The deadline to sign your contract is **Friday, June 9.**

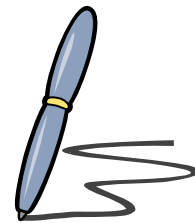
Employment contracts for the 2023-2024 school year were distributed electronically via Skyward Employee Access.

**Sign both contracts:**

**1. Base Contract**

and

**2. Professional Responsibility Contract**



**Both contracts must be reviewed and electronically signed to ensure you have a teaching contract for the 2023-2024 school year.**

Failure to electronically sign and submit both contracts by June 9, 2023 will be deemed a resignation, and the District will consider your position vacant and move to fill it accordingly. **You will receive an automatically generated email upon completing the process.**

Complete instructions of how to view and accept certificated contracts, along with commonly asked questions, was attached to the May 26 email from Michael Clark, Director of HR Staffing and Operations.

For technical difficulties, the fastest way to receive assistance is to email [askfindataservices@lwsd.org](mailto:askfindataservices@lwsd.org). Someone will respond to your inquiry.

---

## OFFICE STAFF

Office Manager: Terri Neely  
Field Assistant: Diana Wagner  
UniServe Rep: Nani Lium

8575 164th Ave NE  
Suite 100  
Redmond, WA 98052



# 2023 WEA/HCR Teaching Equity Conference

The 2023 Teaching Equity Conference is dedicated to eliminating disproportionality in discipline, closing the achievement/opportunity gaps for all students, increasing academic achievement, and social emotional success in school. In order for this to be successful, all educators must cultivate and foster classroom cultures based on inclusion, trust, and a sense of belonging for all students through Tier 1 strategies. Participants will create effective classroom cultures and strategies that are grounded in Washington state's standards of cultural competency, diversity, equity and inclusion for the purpose of improving student engagement and learning for all students, including those from diverse backgrounds, social groups and cultures. The conference will be held online on July 26. **Six clock hours available.** Register at [wea.mobi/TeachingEquityConf](http://wea.mobi/TeachingEquityConf)

## 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.



**JUNE 7**

TA Ballots Open

**JUNE 14**

TA Ballots Close

**JUNE 19**

Juneteenth – No School



## Did You Submit Your Annual Leave Carry Over Survey?

Your unused annual (personal) leave will be automatically cashed out at the sub rate of pay (\$28.86 per hour). **If you want to carry over days to next year, you must complete the survey prior to June 30th**, indicating that you want to carry over your unused days (from the 2022-2023 school year). Unused annual leave is carried over on a 1-for-1 basis.

If you do not complete the survey your unused annual (personal) leave will be automatically cashed out. (If you want to cash out all your days/hours, you do not have to complete the survey).

**PLEASE NOTE:** The only way to carry over days is to complete the survey. The survey will close on June 30th, **failure to fill out the survey will result in the automatic cash out of days.**

All requests are final and may not be changed. Email corrections or requests will not be accepted

[LWEA Survey](#)

For more information see [Update 5-17-23](#)