

# Update - stay connected

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

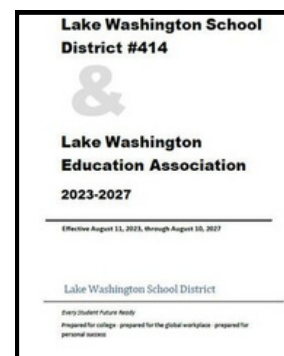
Sept 21, 2023

## Did you know that our CBA requires some decisions be revisited by staff every year?

In accordance with our CBA, staff should review certain practices and procedures every year. This work helps us ensure that LWEA and LWSD live up to the principles and mutual interests described in the Trust Agreement.

These annual reviews elevate staff voice and provide an opportunity to change practices and procedures to meet the current needs of the school or program. Many of these items are building-based reviews to be conducted collaboratively by educators and admin. Some items\* are program-based reviews.

**Find it in the CBA**



Review and Take Action	By when?
Secondary chairperson stipends/release time, Article 12.7, Appendix B	Each year
Building-specific discipline practices, Article 18.1	Each year
Secondary Personalization Model, Appendix K	Each year
Building based committees, Article 14.4.3	Each year
Evaluation process review, Article 26.6.2	September 15
Missing Para sub coverage plan, Article 13.4.8	September 30
Staff meetings plan: scheduling, duration, and content, Article 14.4.1	October 1
Building budget review, including carryover, Article 10.10	October 1; finalized by Nov 15
Missing sub coverage plan, Article 12.8.2	October 1; revisited by BLT by Feb 1
Missing specialist coverage* plan, Article 13.5.8	October 1
Guidance Team Procedures Materials review, Appendix I.1	October 1
Structured collaboration meetings plan, Appendix I.2	October 15
Master schedule and teaching assignments, Article 10.18, 10.19	April 1 - last day of school
Staff work day, Article 12.3.3, 12.4.6	By the final Friday of the year

## 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:

[Rojine Rudio](#)

Red EI / 425-936-2660

Middle School Rep:

[Martha Daman](#)

RSAR/ 425-936-1544

High School Rep:

[ShineMay Woodcock](#)

JHS / 425-936-1600

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



## SEBB Benefits – Open Enrollment

Open Enrollment for SEBB is October 30 thru November 20 this year.

**Reminder:** if you have Flex spending or DCAP, you **MUST** sign up again each year.



**There will be a Benefits Fair at the LWSD Resource Center on October 25th from 2:00-6:00PM**

## Explain the Days

The LWEA has put together this informational brochure, [Explain the Days](#) to explain the different days that are provided within the LWEA/LWSD negotiated contract.

If you have any questions about the days in this school year calendar, please contact [asklw@washingtonwa.org](mailto:asklw@washingtonwa.org).

## Pre-Retirement Seminar



LWEA will be offering the first Pre-Retirement Seminar of the 2023-24SY on Friday, Dec.1 and Saturday, Dec. 2. Both sessions will be held at the LWEA Office. The sessions will go into depth on Social Security, Health plans and Retirement plans. Priority is given to those who will be retiring this year. For more information and to register, see:

[Pre-Retirement Seminar December 2023](#)



Join your WEA PAC team to  
learn about  
LWEA endorsed Candidates.

Get more information on Oct. 11  
at Flatstick Pub.

See flyer to RSVP



## Updated Form 6059: Employee Request for Leave

The district Employee Request for Leave form (6059) has been updated to streamline communication and processing, elevating the experience of employees requesting leave. Linked above is an editable PDF copy of the new form, which can be used beginning on 9/18/23. Updates to the form include fields requesting additional information based on the leave type, as well as a clarification that the administrator signature indicates acknowledgement, not approval of the leave request (approval is determined by Human Resources or Payroll/Benefits). Additional copies of the form may be found on the [Human Resources](#) and [Payroll & Benefits](#) pages of the Staff Portal.

**New Email Address for Leave Requests: [Leaves@lwsd.org](mailto:Leaves@lwsd.org)**

Additionally, a new email address has been established for all leave requests: [leaves@lwsd.org](mailto:leaves@lwsd.org). Please use this address, and the leave request will be routed to the appropriate Resource Center team based on the leave type.

Please reach out to [leaves@lwsd.org](mailto:leaves@lwsd.org) with any questions.

## 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.



SEPT 23

First Day of Autumn

SEPT 26

Rep Assembly Mtg



# COMING SOON

## Nominations for.....

- **LWEA President** - 3 year term beginning July 2024
- **LWEA Vice President** - 3 year term beginning July 2024
- **Delegates for WEA RA**, April 11-13, Spokane WA (Spring Break)
- **Delegates for NEA RA**, July 3-7, Philadelphia, PA

These are leaders of LWEA and represent YOU. Consider who would be strong a representative of all LWEA members; nominate them OR nominate yourself! **All delegates must be members in good standing.**

## WEA Virtual Workshop

### Sept 26th Tuesday Membership Deals and Discounts

Learn how to save money, manage your finances, and live your best life by using your NEA Member Benefit programs. Planning your next vacation, saving money on your everyday purchases, insuring your most valuable things, and taking charge of your financial life are all made easier through your membership. Get started at [www.neamb.com/start](http://www.neamb.com/start) before the session and bring your questions. 45 minutes that will certainly be fun and might change your life! Direct Registration Link:

<http://forms.washingtonea.org/forms/pdregistration?cevid=7774>

**Did You Know?**  
**WEASO is Working Without a Contract**  
**WEASO is your LWEA Office Staff**

## LWEA OFFICE STAFF

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



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