

Update - stay connected

www.lakewashingtonnea.org

October 12, 2023

October 4, Part 1

- Training/Support
- Supporting students with an IEP in elementary classrooms

October 11, Part 2

- Incidents
- Coverage planning

October 18, Part 3

- Para Educators

Start of Year Inclusion Checklist + Action Steps, Part 2

As part of our work to implement our new CBA, we are focusing on language related to Inclusion. This is part 2 of 3.

Today we will focus on Incidents (including “near miss” incidents) and Coverage Planning for special education teacher absences. Want to review all the topics right now? [You can access the entire checklist here.](#)

The action steps in the **left** column correspond with the CBA language in the **right** column.

Speak with your building reps and use the labor management process to ensure that this CBA language is in place at your building.

Incidents

All incidents, including “near miss” incidents, should be reported using the Incident Reporting Form.

The Incident Reporting Form is used by Risk and Safety Services for all types of injuries and incidents, including those involving a student, a fall in the parking lot or the building, etc.

Please don't confuse reporting incidents on a behavior tracking form for a student with reporting an incident using the LWSD Incident Reporting Form. These are 2 (important) types of reporting. Both may occur.

Planning for missing Special Ed teacher coverage

If a special education teacher has their planning or lunch displaced five (5) or more times, a meeting will be scheduled between the building principal and teacher to discuss solutions.

If a teacher misses lunch, it must be provided during that work day, which would displace planning time and that missed planning time would be compensated on a timecard.

For more guidance on missed lunch, planning, or CMT, reach out to your building rep.

INCIDENTS	
<input type="checkbox"/> Document all incidents using the LWSD Incident Reporting Form, found on the Portal > Risk & Safety Services > Report an Incident.	In response to a documented incident in which an educator suffers an injury from a student requiring medical attention or has an experience that results in a traumatic impact: (SECTION 1.4 – RESPONDING TO SIGNIFICANT INCIDENTS) <ul style="list-style-type: none"> • The educator will have the ability to schedule a meeting with the building principal and Special Education Program Specialist or Director of Special Services • The meeting will serve as a debriefing of the incident and to develop a re-entry plan for the educator to resume full duty and reestablish a safe learning environment. • The educator may request a LWEA representative/listening partner to participate in this meeting. • Educator will be informed of their ability to access the employee assistance program or related services. • If an educator is involved in multiple student-related physical incidents that result in or could have resulted in injury: <ul style="list-style-type: none"> ○ Building principal and Director of Special Services shall meet with the educator to discuss appropriate supports to reduce the frequency, severity, and/or likelihood of such future events. ○ The educator may request a LWEA representative to participate in this meeting. • LWSD and LWEA will collaborate to provide semi-annual communication to educators regarding the injury reporting process.
<input type="checkbox"/> If you are injured during an incident with a student, please also notify LWEA and/or your building rep.	
<input type="checkbox"/> After an incident, schedule a meeting with your building principal to debrief and develop a re-entry plan.	
<input type="checkbox"/> To request a LWEA representative, reach out to your building rep.	
<input type="checkbox"/> Send an email after the meeting to those in attendance that captures the debrief discussion and the re-entry plan developed.	

COVERAGE PLANNING	
<input type="checkbox"/> Add this item to the September or October building labor management agenda to discuss when and how the plan will be developed in a collaborative way, who will be informed of plans, and how they will be shared.	At the beginning of each school year, building principals in collaboration with special education teachers shall develop a coverage plan that details how the school will address the following: (SECTION 13.4.8-SPECIAL EDUCATION WORKLOAD SUPPORTS) <ul style="list-style-type: none"> • Student safety and the delivery of special education services to students in the event of a staff absence. • Supervision options if a teacher is requested to provide support to a student during lunch, such that the teacher is provided a duty-free lunch that day. • Supervision options if a teacher is requested to provide support to a student during a time in which the teacher is providing instruction to other students in alignment with the master schedule.
<input type="checkbox"/> Submit timecards for missed planning. (Because of state law, you cannot be compensated for missed lunch; the only remedy is to be provided a scheduled, regular duty-free lunch.)	
<input type="checkbox"/> Reach out to your building rep with questions.	

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



It's Election Time!



Notice of Nominations letters were delivered to the home addresses of all members. Nominations for the positions below will open on Monday October 16th at 9am and close on Monday October 30th at 5pm. All delegates and candidates must be members of LWEA in good standing.

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

Refer to Notice of Nominations for directions on when and how to make nominations. No nominations can be accepted prior to Monday, Oct 16 at 9am.

The Elections Committee will host a Town Hall with candidates for President and Vice President on Thursday, November 16th at the LWEA office. Members may submit questions ahead of time to the Elections Committee. All questions must be submitted by Tuesday, October 31st. Submit questions here: [Questions for Candidates](#)

Come meet the candidates to make an informed decision.

Candidates will also be invited to briefly speak at the Representative Assembly on Tuesday, November 14th.



SEBB Benefits – Open Enrollment

Review information to help you make benefits decisions for 2024. Open enrollment is October 30 through November 20, 2023.

- Enrollments, changes, and premiums are effective January 1, 2024.
- SEBB My Account and forms to make changes will be available October 30.

Premiums for many plans are increasing significantly.

Kaiser Permanente premiums are increasing significantly across all plans. The highest enrolled Kaiser Permanente plans are increasing by \$41 to \$107 per month for a single subscriber. This change is not limited to the PEBB and SEBB Programs. Kaiser rates are also increasing on the Washington individual market and nationwide. **You are not required to stay in the same plan each year. To find out more and research your options now, visit:**

[Open enrollment \(SEBB\) | Washington State Health Care Authority](#)

LAKE WASHINGTON SCHOOL DISTRICT IS HOSTING A



**FOR MORE INFORMATION
SEE FLYER**

LAKE WASHINGTON SCHOOL DISTRICT IS HOSTING A BENEFITS FAIR

WEDNESDAY, OCTOBER 25TH
2:00 p.m. – 6:00 p.m.
AT
THE RESOURCE CENTER
16250 NE 74th ST
REDMOND, WA 98052

Flu shot clinic will be available – including COVID booster.

Get Information for 2024 SEBB Benefits Open Enrollment
Open Enrollment is October 30 – November 20, 2023

VENDORS WILL INCLUDE:

Medical Benefits Kaiser Permanente Premiera Medical Optical Benefits Delta Dental of Washington Willamette Dental	Vision Benefits Davis Vision MetLife Lynch Other/Optional Benefits MetLife (Life and AD&D) Standard (STD)	Other/Optional Benefits Advantage Home Plus Employee Assistance Program LegalShield American Fidelity Aflac Unum VEBA Rite Aid/Starbuck's – Flu/booster shots	Town Center Columbia Athletic Club Fit4Mom Stretch Lab YogaSix HotWork
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LWEA OFFICE STAFF

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

8575 164th Ave NE
Suite 100
Redmond, WA 98052



URGENT!

If you had a vaccine appointment through the Seattle Visiting Nurse Association (SVNA) cancelled recently, it should have been reinstated. Kaiser is now contracted and will cover the vaccine. Not seeing the reinstated email? Check your junk mail.

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.



OCT 16,17 & 19

Half-Day Elem Conf
Preschool Conferences

OCT 17

Rep Assembly

OCT 20

LEAP Day
NO School for students

OCT 31



October is National Bullying Awareness Month

Wear Orange on October 18 to Stand Up Against Hate, Racism And Discrimination.



Educator Appreciation:

October 17 - November 2
Kirkland Sleep Number store at
The Village At Totem Lake.

25%-50% off select beds, mattresses, and bases.

If you're interested just call or text 425-307-0150 or visit Kirkland Sleep Number before 11/2/23.



FOR SALE:

Cameras For Sale

Leicas and Nikons for sale, they have been in storage since 2000. E-mail me to see specific photos and to share your offer (please no lowball offers) cpark803@gmail.com

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**](#)



Pro-Education. Pro-Labor.

What do you want to ask the next governor?

On Nov. 10, a group of WEA-PAC members will be gathering at WEA Headquarters in Federal Way to interview 2024 candidates for governor of Washington. Each UniServ Council will be allocated voting representatives. Voting will be weighted based on WEA-PAC membership.

While we can't fit the entire membership of WEA-PAC in one room, we want to make sure to represent as many voices as possible as we talk with the candidates. **What are some of the questions you want us to ask?** We want to ask about issues that affect all educators, so please help us make sure we cover everything.

- **WEA-PAC members can submit questions at this link.**
- **If you are not a current WEA-PAC member you can join here.**

Thank you so much for helping ensure a better future for all Washingtonians!

WEA Has A Plethora of professional training available for our ESPs



Have you seen the new slate of courses available for Education Support Professionals? The [WEA Fall Catalog for our ESPs](#) is now available for download or [visit our web page](#) for more information. Check it out and find a course that's relevant for you.