

Update - stay connected

www.lakewashingtonnea.org

October 18, 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 3

As part of our work to implement our new CBA, we are focusing on language related to Inclusion. This is part 3 of 3: **planning for paraeducator absences.**

Want to review all the topics right now? [You can access the entire checklist here.](#)

Planning for paraeducator absences

We don't represent paraeducators and can't bargain on their behalf. However, we have contract language to address the working conditions of certificated educators when paraeducators are absent.

Absence in this context includes daily absence, long-term absence, and absence because the position is unfilled.

Does your building have a paraeducator sub coverage plan?

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.

Is there a contingency plan for the short-term absence of a 1:1 para?

If you have questions about how to read a student's IEP-at-a-glance document, reach out to the case manager or your building rep for help.

PARA-EDUCATORS	
<ul style="list-style-type: none"> <input type="checkbox"/> Add this item to the September or October building labor management agenda to discuss how the plan will be developed, who will be involved, and how it will be shared with certificated staff. <input type="checkbox"/> SpEd teachers who miss planning or lunch 5+ times, schedule a meeting with your building principal. <input type="checkbox"/> Consider developing a simple method of tracking missed planning, CMT, or lunch: develop a Teams that tracks the day and time, category of missed time, and reason; use a QR code to access the form that you tape to your desk or keep the form open on your Surface. <input type="checkbox"/> Submit timecards for missed planning or CMT. (You cannot be compensated for missed lunch; the only remedy is to be provided the time.) <input type="checkbox"/> Reach out to your building rep with questions. <input type="checkbox"/> Contact the student's case manager or building admin to confirm that they are communicating with families. 	<p>By September 30, each building will develop and disseminate a paraeducator substitute coverage plan with tiered supports identified and responsibilities of special education staff and building administration outlined (SECTION 13.4.8-SPECIAL EDUCATION WORKLOAD SUPPORTS)</p> <ul style="list-style-type: none"> • 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 the matter is unresolved, either party may follow the building labor-management process. • Special education teachers who are requested to provide support to a student and, as a result, miss their planning or case management time (CMT), shall be compensated consistent with the process articulated in Section 12.8.1. • Each school building, with the support of the Director of Special Services, shall develop a protocol for communicating between agencies, teachers, and building administrators in the event of agency staff absences or tardiness.
<ul style="list-style-type: none"> <input type="checkbox"/> Add this item to the September or October building labor management agenda to discuss how and when the plan will be developed, who will be involved, and how it will be shared with certificated staff. <input type="checkbox"/> Contact the student's case manager/IEP provider to receive the plan. 	<p>When communication with families is necessary: (SECTION 13.4.8-SPECIAL EDUCATION SUPPORTS)</p> <ul style="list-style-type: none"> • Special education teachers will serve as the primary point of contact for families in the event of short-term (less than one week) paraeducator absences. • Long-term (greater than a week) absences of a paraeducator will be communicated to families by the building administrator. <p>Case managers of students that have been assigned 1:1 paraeducator support will develop and disseminate contingency plans for those times when there are short-term paraeducator absences: (SECTION 13.4.8-SPECIAL EDUCATION SUPPORTS)</p> <ul style="list-style-type: none"> • Plans will be developed by September 30 in collaboration with the student's general education teacher(s) and any additional staff who regularly works with the student. • Plans shall address how to best ensure the student's safety and wellbeing as well as how best to continue to serve the student in the least restrictive environment in accordance with the student's IEP. • These plans should be developed and shared with administrators, as appropriate.
<ul style="list-style-type: none"> <input type="checkbox"/> Add this item to the September or October building labor management agenda to discuss how a teacher will be asked, how they may agree or refuse to serve for coverage, and how the building admin will approve in advance. <input type="checkbox"/> Submit timecards for missed planning. (You cannot be compensated for missed lunch; the only remedy is to be provided the time.) <input type="checkbox"/> Reach out to your building rep with questions. 	<p>In the event of paraeducator absence when the response plan is unable to be fulfilled: (SECTION 13.4.8-SPECIAL EDUCATION SUPPORTS)</p> <ul style="list-style-type: none"> • A teacher may be asked and must agree to serve for such coverage. • The teacher shall be compensated at the timecard rate for the missed planning time. • The agreement must be approved in advance by the building administrator.

**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



SEND YOUR NOMINATIONS



LWEA is taking nominations for the following:

- ***LWEA President***
- ***LWEA Vice President***
- ***34 Delegates for WEA RA (April 11 – April 13, 2024 in Spokane, WA. This takes place during our Spring Break week.)***
- ***12 Delegates for NEA RA (July 3 – July 7, 2024 in Philadelphia, PA)***

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 the nominee must be a member in good standing. Nominations opened 10/16/23 at 9:00am and close 10/30/23 at 5:00pm

Make LWEA voices heard.

Nominations should be sent to the LWEA office, care of [Terri Neely](#).



LWEA delegates at the
WEA RA in Spokane,
April 2022

LAKE WASHINGTON SCHOOL DISTRICT IS HOSTING A



Wednesday, October 25
2:00 - 6:00pm
Resource Center

Vendors Will Include:
Kaiser, Premera
Delta Dental, Willamette
Davise Vision, Metlife, EyeMed
Standard
Advantage Home Plus
Employee Assistance Program
Legal Shield
American Fidelity
Aflac
UNUM
VEBA
Rite Aid/Bartell's - Flu & Booster Shots
Columbia Athletic
Fit4Mom
Stretch Lab
YogaSix
HotWorx

SEBB Benefits – Open Enrollment

Ready, Set, Enroll: 2024 Open Enrollment

To find out more and research your options now, visit:

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

Make changes using SEBB My Account at myaccount.hca.wa.gov. Log in to SEBB My Account October 30 to November 20, 2023, to make changes to your coverage.

FSA or DCAP

Enroll in a flexible spending arrangement (FSA) or the Dependent Care Assistance Program (DCAP) on Navia's website at sebb.naviabenefits.com.

You MUST enroll/re-enroll in these benefits again every year you want to participate.

LWEA OFFICE STAFF

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

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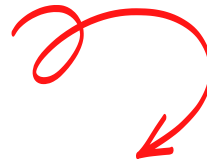
Pizza & Politics Recap



On October 11 members were able to meet with candidates for elected office who have received an LWEA endorsement.



These candidates want to hear from you. Come share your stories on student mental health and wellbeing at one of our listening sessions!



Candidate Listening Sessions



Come share your priorities with local candidates!

- **City Council/Hospital Board** - Oct. 20th, 5pm at LWEA Offices
- **School Board** - Oct. 30th, 5pm via Zoom

[Candidate Listening Sessions RSVP \(google.com\)](#)

WEA-PAC recommends and helps to elect pro-public education, pro-labor candidates to office. As part of WEA-PAC, our local makes non-partisan recommendations in races for statewide, legislative and local offices.

[Click here to see a list of all 2023 WEA-endorsed candidates state-wide.](#)



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 20

LEAP Day
NO School for students

OCT 31

Halloween

NOV 5

Day Light Savings!

NOV 7

Election Day



MONEY MINUTE



The Department of Retirement Systems (DRS) has notified school districts about an email scam targeting school employees requesting to set up an appointment on Zoom where they ask for personal identifying information. Please note that DRS never sends emails requesting to set up Zoom consultations. You can schedule a consultation with DRS through your [online account](#), but DRS does not initiate these appointments. Additional information about the scam and things to be aware of can be found [here](#).



NEA Member Benefits

Thinking about travel?

Enroll in NEA Travel and receive \$500 travel dollars toward your vacation when you enroll. Travel dollars can be used on hotels, car rentals, cruises, airfare and guided tours. [Enroll online](#) and save on your next vacation.

New NEA auto and home coverage

California Casualty is no longer the partner for NEA Auto Home Insurance and will not be renewing policies in Washington upon their respective expiration dates. Insurers will receive an official non-renewal letter in the mail prior to the expiration dates (some have already received the letter and email). NEA Member Benefits has a new partner, Travelers, that it is recommending as a replacement for insurers' current coverage. To receive a quote, contact Travelers at 1-866-605-6045 or [visit NEA Auto and Home Insurance Program's web page](#) for more information as well as a FAQ.