



Tuesday, November 3, 2009
 Provided by the Kennewick Education Association
 (509) 783-6319
www.kennewick-ea.org
mshaw@washingtonea.org

Disclaimer: If you have received this e-mail on a school-sponsored e-mail address or computer, do not read during work hours or print, forward, follow links or reply to this message. To contact KEA, please call 783-6319

Special Edition **VOTE!**

TODAY IS ELECTION DAY

Today is the last day to get your ballot in for this election. You can take your ballot to the Kennewick Post Office, but make sure you read the pickup times on the mailbox before dropping it in to ensure the ballot will be postmarked today. There is also a ballot box at the Benton County Auditor's office in Kennewick across the street from the Tri-City Court Club. That ballot box is only available until 8:00 PM today! You will not be able to use that drop box if you arrive at 8:01 PM to deposit your ballot. After that time you will have to drive to the main Post Office in Pasco to get your ballot postmarked with today's date.

There are two critical things on the ballot that will directly impact Kennewick teachers and students: a hotly contested school board race and Initiative 1033. (I know there are other issues, too, but they won't have the same influence on Kennewick School District that the other two will.) Make sure your voice is heard ~ exercise your right to vote. My 102-year old mother, who remembers when women won the right to vote in 1920, just filled out her ballot this weekend. To my knowledge she has voted in every election since she turned 21, and she was determined to vote in this one. She values that right, as should all of us.

FRIDAY IS REPORT CARD PREP

This Friday is report card prep for grades K-5. Although it is an early release day for students, staff is required to work on site for their regularly contracted amount of time.

UPCOMING DATES

- Nov. 1 Daylight Savings Time ended ~ if you forgot to reset your clocks, you have probably been late to school
- Nov. 6 ER for K-5 students; teachers work full-length day in their buildings

ENJOY THIS FABULOUS AUTUMN WEATHER!

Mary & Marsha



Friday, October 30, 2009

Provided by the Kennewick Education Association

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VOTE!!!!

For those of you who have already mailed your ballots – good for you!

For those of you who can't find your ballot, you can obtain another ballot by going to the Benton County Auditor's office at 5600 W. Canal Ave, telling them your dog ate your ballot and that you need a new one. They will cheerfully replace the one you lost...just don't try to vote twice!!

For those of you who have your ballot buried on your _____ (fill in the blank), stuck in your _____ (fill in the blank), or still in your _____ (fill in the blank), please locate it, vote according to your conscience, put a stamp on it, and drop it in the mail. It has to be postmarked by Tuesday, so if you wait until the last pick up at the post office, you may have to drive it to the main Post Office in Pasco. You can also take it by the auditor's office – the drop box there is available until 8 PM Tuesday night.

To borrow from Margaret Wise Brown: "But the important thing about voting is...that you vote."

In case you haven't made up your mind about INITIATIVE 1033

There is no doubt in my mind that if Initiative 1033 passes, education in Washington will be hurt financially to some degree. I can't say exactly what the ramifications will be, but I can say with some certainty that it won't be pretty. (I heard the other day that one of the reasons Paul Rosier moved to Washington State was because of the damage a similar initiative did to Colorado's educational system.) Some teachers could lose their jobs. Benefits could be cut. The school year could be shortened, causing a loss of wages. Supplies and materials could be limited. I, for one, am not interested in seeing whether we can weather the storm. If you have questions about this initiative, please visit ourvoicewashingtonea.org or go to no1033.org. **Make sure you access these websites using your home computer.** Again, urge your friends, family and neighbors to vote 'No' on Tim Eyman's initiative.

EWC

After much discussion, the EWC (Educators for the Whole Child) committee is being resurrected. At last Tuesday's KEA Representative Assembly, Lorna Garcia, teacher in the Off Campus Learning Program, volunteered to chair the Educators for the Whole Child committee. If you are interested in participating in this committee you can contact her at garcia@ksd.org or phone her at 375-1706. The first meeting of the year will be at the KEA office on November 24, at 4 PM. Please respond to this edition of QN if you plan on attending. Marsha will keep a running tally, and if we get a huge response, the location of the meeting will need to be changed.

RETIREMENT WORKSHOPS

If you are nearing retirement, or if you are just beginning your teaching career, there are two workshops that are going to be held in November that you might be interested in. At 4:00 PM on Thursday, November 12, 2009, Matt Riesenweber will be presenting a workshop for folks in TRS 1, 2 or 3 who are getting close to retirement. The workshop will last approximately an hour and will cover such things as when the best time to retire might be, how to assess your retirement needs, how to manage your assets, options for medical insurance for retirement, and how to plan for long-term care. The second workshop, for those who are new to the profession and are in TRS 2 or 3, will be held at 4:00 PM on Wednesday, November 18, 2009, at the PAR office, which is located in Portable #3 at the Kennewick Alternative Center, aka KAC. That session will help you make decisions that will better prepare you for retirement in the future, look at investment strategies and explain various options for investing. Please RSVP to Marsha if you plan on attending either workshop.

REGISTER YOUR PERSONAL PROPERTY

If you bring personal property to school to assist you in your instruction, you must register it with the building principal in order for it to be covered by the district's insurance. There should be a form available in the office at each school to register the property. As with all important papers, when you fill out the form, make sure you make a copy for yourself. You also need to notify the main office when you remove the personal property from school.

UPCOMING DATES

Oct. 31	Halloween
Nov. 1	All Saint's Day
Nov. 1	Daylight Savings Time ends ~ turn your clocks back one hour
Nov. 12	Retirement workshop @ KEA for TRS Plans I, II and III
Nov. 18	Retirement workshop @ PAR office for people new to the profession

ENJOY YOUR WEEKEND!

Mary & Marsha



Friday, October 23, 2009

Provided by the Kennewick Education Association

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VOTE!!!!

By now the ballots are in your hands, and you have the power to change the world. It might sound a bit corny, but every single time you vote, you are honoring the men and women who formed this nation and you are helping keep the notion of participatory government alive and, at least kicking, if not always well. I read somewhere that more people vote for the next American Idol than vote in a meaningful election (apologies to Kelly Clarkson and Chris Daughtry) so don't be a slacker – mark your ballot, put a stamp on it, and remember to drop it in the mail slot ☺

And as long as we're on the subject... ~ INITIATIVE 1033

Tim Eyman's Initiative 1033 is on the ballot you recently received. At first blush this might seem like a great idea, but if it passes, education in Washington state, along with many other services, would be impacted in such a way that it could take many years to recover from the devastation. (No, I do not believe that statement is hyperbole.) I-1033 would make things more difficult for communities that are already struggling to maintain basic services such as highway maintenance, libraries, and public safety (think Police and Fire Departments), just to name a few. I-1033 would ensure that the current public health crisis will only get worse. This ill-conceived initiative would take more resources away from Washington's students and Washington's classrooms. Some of you may be telling yourselves that the state should at least give this initiative a try, and that the voters could always do what the voters did in Colorado where they voted to suspend the initiative. However, the students that you are currently teaching don't get to come back in ten years and redo their learning experience. Their time is now. So, it's imperative we do the right thing and help defeat I-1033. To learn more about Eyman's current initiative please visit ourvoicewashingtonea.org or go to no1033.org. **Make sure you access these websites using your home computer.** Once you have the facts, please share them with your family and friends. Your job and your students' futures may depend on your 'No' vote.

HEALTH INSURANCE BENEFITS

If you signed up for health benefits through the district and haven't received your card yet, please be patient. The companies are swamped getting the paperwork completed for their new enrollees. If you have an emergency or if you cannot pay up front and then get reimbursed, you should contact your provider and explain the situation to them: Premera Blue Cross (1-800-932-9221) or Group Health (1-888-901-4636).

HEALTH CARE POOL HAS BEEN SET

One of the benefits bargained for you by KEA is a Health Care Pool, the purpose of which is to help defray the costs of...health care. The pool has been determined for the 2009-10 school year. As per our CBA (Certificated Bargaining Agreement) additional funds will be distributed in the following manner:

1. Employees with single coverage will receive up to \$16 per month
2. Employees covering self + children will receive up to \$112 per month
3. Employees covering full family or self + spouse will receive up to \$149.10 per month

Also bargained into our CBA is a fund of \$10,000 that is set aside for employees whose insurance costs increase after October 1 due to a change in family status or an employee's spouse's job status. If such a change occurs, please let Paulene Saskowsky in the Payroll Department know as soon as possible.

COMPUTER USE

During the move from the Administration Building to the old Food Pavilion, the IT Department experienced some problems with the filter system that blocks unacceptable internet sites. I think the problem is now fixed, but if you or your students inadvertently get connected to an inappropriate web site, please log off immediately and report it to your supervisor. Document the time and date of the occurrence and that you reported it to the appropriate administrator. Don't depend on them to remember you told them about it; make sure you document it so if there is ever a question about whether or not you logged off quickly and reported it, you will have the documentation that confirms you did, in fact, follow district procedure. (And it goes without saying that viewing inappropriate material on district-owned technology no matter where you are, violates district policy. In other words, just because you take a district-owned laptop home to perform work doesn't mean you are in the privacy of your home and can use the laptop as you wish. The same rules apply as if you were sitting in your classroom.)

CHECK YOUR OCTOBER PAYSTUB

If you submitted additional credits to advance on the salary scale, those adjustments should be made on the October payroll. Please read your paystub carefully to ensure that those adjustments have been made.

AND AGAIN...SUBSTITUTE CERTIFICATE

The time to get your substitute teaching certificate is before you need it. A substitute certificate never expires and if your regular certificate lapses, you would be able to remain in your teaching position using your substitute certificate. To obtain a substitute certificate contact Gloria Cartagena ([@esd123.](#)) at ESD 123) It would be much better to have the substitute certificate and not need it, than to wish you had taken the time to get one. State law prohibits teachers from working with students without a valid, current teaching certificate, so nothing the KEA or KSD can do, will help you get back to work. As with any important paperwork, make a copy of what you send in, and, when renewing your certificate, you might want to consider sending it by certified mail.

POSITIVE POSTS HAVE ARRIVED

KEA still has some Positive Posts ready for members' use. With conferencing just around the corner this might be a good time to send a postcard to the parents of your students encouraging them to attend their child's conference. If you want some postcards, please contact Marsha at KEA through her e-mail address: [@washingtonea.](#) and let her know how many you need. (Since Marsha sends out QN, you can request the postcards by replying to this message.) Please ask only for the number you currently need – that way there will be enough for everyone.

UPCOMING RETIREMENT WORKSHOPS

In November KEA will be sponsoring two retirement workshops for teachers. The first workshop, for those nearing retirement, will be held at 4:00 PM on November 12, 2009, at the KEA office. Topics such as assessing your retirement needs, analyzing medical options for retirement, evaluating the best time to retire, etc., will be covered. The second workshop, for those who are new to the profession, will be held at 4:00 PM on November 18, 2009, at the PAR Office in Portable #3 of the Kennewick Alternative Center. This workshop, which is designed for new teachers, will discuss such things as investment strategies, reviewing TRS benefits, and preparing for retirement. Matt Riesenweber will be conducting both workshops free of charge. Please RSVP to Marsha at the KEA office ~ phone: 783-6319 or e-mail: @washingtonea. There is a flyer attached to this edition of QN with more detailed information.

UPCOMING DATES

Oct. 27	KEA RA
Oct. 31	Last Day to opt for the Professional Growth Evaluation Cycle
Nov. 12	Retirement workshop @ KEA for TRS Plans I, II and III
Nov. 18	Retirement workshop @ PAR office for people new to the profession

ENJOY YOUR WEEKEND!

Mary & Marsha



Friday, October 9, 2009

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REMINDER: REGISTER YOUR PERSONAL PROPERTY

If you bring personal property to school to assist you in your instruction, you must register it with the building principal in order for it to be covered by the district's insurance. There should be a form available in the office at each school to register the property. As with all important papers, when you fill out the form, make sure you make a copy for yourself. You also need to notify the main office when you remove the personal property from school.

ARE YOU THINKING OF RETIREMENT?

If you are considering retirement, and all of us should be planning ahead, there are DRS Retirement Workshops being held next week at the WEA-SE office:

Tuesday, October 13 ~ Plan I

Wednesday, October 14 ~ Plans II and III

Both workshops will be from 6:00 PM to 7:30 PM and will answer questions you have regarding your specific plan. You need to register by Monday, October , and can do so by e-mail:

@washingtonea or calling WEA-SE at 783-6318.

CHECK YOUR SEPTEMBER PAYROLL STUB

If you attended Focus on Instruction, the First Staff Day (when we were all treated to the energizing band performance!), and/or the Per Diem day (which is the day most buildings did ERASR training), you should have seen those days mentioned on your September pay stub. Anyone who worked those days, but discovers one or more of those days was omitted from your paycheck needs to contact the payroll office. As with all optional work days, you are required to sign in and note the number of hours worked in the appropriate spot. Payroll has no idea how much to pay you unless you do both of those things.

CERTIFICATE RENEWALS

Almost every year there are members who forget to start the certificate renewal process on time, and are unable to continue teaching until their certificate is renewed. If your certificate expires you must go through the arduous process to get it current – including getting fingerprinted again – and you know what a hassle that can be. The time (be it days, weeks or months) you are unable to be at your teaching assignment has a direct and detrimental impact on your retirement, so getting it renewed in a timely manner is critical. Since a substitute certificate never expires, you might want to consider obtaining a substitute certificate. (To obtain a substitute certificate contact Gloria Cartagena (@esd123) at ESD 123). It would be much better to have the substitute certificate and not need it, than to wish you had taken the time to get one. State law prohibits teachers from

working with students without a valid, current teaching certificate, so nothing the KEA or KSD can do, will help you get back to work. As with any important paperwork, make a copy of what you send in, and, when renewing your certificate, you might want to consider sending it by certified mail.

WEA CHILDREN'S FUND DONATIONS

The WEA Children's Fund is a non-profit program that helps WEA members obtain things their students need. Members can be reimbursed up to a maximum of \$100 for helping provide their students with a warm coat, a new pair of boots, basic school supplies, etc. Last year WEA members spent over \$130,000 through the WEA Children's Fund for their students, but every year those coffers, funded solely by donations, run low. The United Way campaign is currently going on in Kennewick schools and you can designate your contribution to the WEA Children's Fund. If you decide to earmark your contribution to this non-profit group, you will need this information:

WEA Children's Fund
P.O. Box 9100
Federal Way, WA 98063-9100

For more information go to their website: @washingtonea."

INITIATIVE 1033

Initiative 1033, Tim Eyman's latest and possibly most damaging initiative, will be on the ballot in November. On the surface, this might sound like a good idea, but it will devastate our state in several ways, not the least of which will be further cuts to education. According to State Treasurer James McIntire, "Tim Eyman's initiative, that would limit government spending, could hurt Washington's credit rating, which would cost the state tens of millions of dollars." It will make things more difficult for all communities that are already struggling to maintain basic services such as road repair, public libraries and public safety (think Police and Fire Departments). I-1033 would ensure that the current public health crisis only gets worse. This ill-conceived initiative would take even more resources away from Washington's kids and Washington's classrooms. To learn more about Eyman's current initiative please go to .no1033 or visit .ourvoicewashingtonea. Make sure you access these websites using your home computer. Once you have the facts, please share them with your family and friends. I-1033 threatens the quality of life we enjoy as residents of Washington State, and it's up to all of us to do the right thing and vote 'No' on this initiative.

POSITIVE POSTS HAVE ARRIVED

KEA has a new batch of Positive Posts ready for your use. If you want some postcards to send out to your students or your students' parents, please contact Marsha at KEA through her e-mail address: @washingtonea and let her know how many you need. (Since Marsha sends out QN, you can request the postcards by replying to this message.) Please ask only for the number you currently need – that way there will be enough for everyone.

UPCOMING DATES

Oct. 12	Registration deadline for DRS Retirement workshop
Oct. 13	TRS Plan I Workshop
Oct. 13	KEA Executive Board, 5-7 PM
Oct. 14	TRS Plan II and III Workshop
Oct. 15	Year Expertise Plans are due to HR
Oct. 31	Last Day to opt for the Professional Growth Evaluation Cycle

HAVE A GREAT WEEKEND!

Mary & Marsha



Friday, September 25, 2009
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CHANGES TO BENEFITS ARE DUE

Anyone wanting changes made to their benefits must have the changes submitted to the Benefits office by 4 PM Wednesday, September ! These changes will become effective November .

YEAR MENTOR

If you are eligible for the year mentoring program, you should have received an e-mail from the Human Resources department by now. The Year Committee members will be holding informational meetings for the buildings they are assisting, so they will be contacting you to let you know when that meeting will occur. If you think you qualify for the Year Expertise program, but haven't been contacted yet, please call the Human Resources department at 222-5010.

PROFESSIONAL GROWTH PLANS DUE TODAY!!!!!!

Once again, teachers can earn up to 30 clock hours per year – for free! – and develop as a professional at the same time. You may create an individual professional growth plan or develop a plan/project with a small group. If you are interested in this opportunity, you need to act quickly, however, because these forms are due to Bev Henderson, in the Staff Development Office, by the end of today, Friday, September ! For information and forms, go to: <http://education.ksd.org/inside>. Once you sign in, you can go to 'Professional Learning' or 'Curriculum and Instruction' to get the materials you need. The Professional Growth Plan forms are also at the KEA website: [.kennewick-ea.](http://kennewick-ea.org) under the link cleverly titled 'FORMS'. If you still have questions after looking over the forms, please contact Bev Henderson via e-mail or at 222-6490.

KENNEWICK CITIZENS' LEVY/BOND COMMITTEE NEEDS YOUR HELP

As you know, KSD will be running a levy this coming February. It is extremely expensive to run a levy or a bond campaign, and the committee's coffers are low. Attached to this edition of QN is a copy of the form you need to complete in order to donate money via payroll deduction to support the efforts of the Levy Committee. The committee is made up entirely of volunteers, most of whom no longer have children attending Kennewick schools, but who are very committed to public education and support the hard work we do. I'm convinced that without the teachers' help, we would have a difficult time passing a bond or a levy. I'm equally convinced that without the leadership and hard work of the Kennewick Citizens' Levy/Bond Committee we would also have a difficult time passing a

bond or levy. This donation does not go on in perpetuity; you must sign up every year. A little bit from each of us goes a long way toward funding for our students and our schools, so please consider joining the effort. The students and staff in Kennewick will all benefit.

WEDNESDAY AFTERNOON PLANNING TIME

Wednesday afternoon planning time was established when elementary and middle school teachers agreed to add 15 minutes of instructional time on Mondays, Tuesdays, Thursdays, and Fridays, in order to allow for an hour of planning time on early release Wednesdays. This is just a reminder of the guidelines surrounding the use of Wednesday afternoon planning time at the elementary and middle schools.

- **Up to 7 of the early release Wednesdays per year are building or district controlled.** That means the building teams get to decide how best to utilize the remainder of the early release Wednesdays.
- **The Wednesday of the month will be available for cross district meetings.**
- **Teachers may spend a part of each Wednesday individually completing work related to planned instruction.** This individual work time should be spent accomplishing work for the group, and should be arranged in consultation with the building principal.

Here is a list of appropriate and inappropriate activities for early release Wednesdays.

Appropriate

Team planning/preparation
Grade level planning
Multi-level planning
Curriculum planning/mapping
CIRCLE planning
Specialist/itinerant meetings
Cross-school sharing/meetings

Inappropriate

Doctor appointments
Children's appointments
MDT meetings
Parent conferences
SAT meetings
Coaching
Site council meetings
Discipline or safety meetings
Faculty meetings
Shopping for supplies and materials

RESPONSIBILITY SCHEDULE (AKA TRI FORMS) ARE DUE!!!

The form entitled "Responsibility Schedule 2009-2010" is due by September 30, 2009, to the district office. If you haven't signed your Responsibility form, please contact your building administrator to obtain your copy. Then sign it, make a copy for your records, and deliver it to the Ad Bldg. According to the CBA (Certificated Bargaining Agreement), the form must be received by the Human Resources Department by the end of the last working day of September, which is next Wednesday. And, once again, you are reminded to document your use of these hours just in case an auditor asks to see it.

SOMETHING WICKED THIS WAY COMES...REVISITED

Tim Eyman is at it again. He has gathered (or rather his paid signature gatherers have gathered) enough signatures to put Initiative 1033 on the ballot for this November. If this initiative should pass, it will reduce the state budget by \$5.9 Billion by 2015. This is on top of the \$1.5 billion in K-12 education cuts already enacted by the state legislature. It goes without saying that this would further jeopardize any education funding the state legislature does not currently consider basic education – and we all know that basic

education funding isn't close to being adequate. The damage won't stop at education funding, either. This heinous bill would also impact every single public agency or service in our community: police, fire, public health, agriculture, etc. The state of Colorado knows firsthand the devastation this can cause. In 1992 Colorado enacted a similar bill and by 2005 things in that state were so bad that Colorado voters, led by a bipartisan coalition of business leaders, teachers, firefighters, seniors and health care providers, voted to suspend the law for five years to stop further deterioration of Colorado's quality of life. Last night at the WEA-SE council meeting we viewed a video about the damage sustained in Colorado. To view this video and to learn more about Eyman's current initiative please go to [.no1033.](#) or visit [.ourvoicewashingtonea.](#) . Please make sure you access these using your home computer.

SCHOOL BOARD RACE

Uby Creek is running for a school board position against Dawn Adams. Our very own Ron and Julie Pasma are helping organize Uby's campaign and are looking for volunteers. If you are able to donate money or time, please contact Ron or Julie at their home number: 586-3113.

POSITIVE POSTS

The minute we mentioned KEA Positive Postcards were available, they were spoken for within hours...well...maybe days. However, we are in the process of obtaining more of them and as soon as they are available we will let you know. Our goal is to have them available for you by the end of October.

UPCOMING DATES

<i>September 25</i>	<i>Professional Growth Plan forms due to Bev Henderson</i>
<i>September 30</i>	<i>Last day to make benefits changes (effective on Nov. 1)</i>
<i>September 30</i>	<i>TRI Forms are due to the Human Resources Dept.</i>
<i>October 15</i>	<i>Year Expertise Plans due to Human Resources Dept.</i>

Have a wonderful, restful weekend!
Mary & Marsha



Friday, September 11, 2009
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SEPTEMBER 15 DEADLINE FOR SALARY ADVANCEMENT CREDITS

“Official transcripts must be turned in to the personnel office by Sept. 15...in order to be counted for salary advancement for the school year. The only exception will be for classes taken the previous summer. If official transcripts are not available, grade slips or written verification from the education institution may be substituted. Official transcripts must be filed by the first working day following winter break.” (Article III, Section 12)
 For questions, call the KEA office at 783-6319 or the Human Resources Office at 222-5010.

CHANGES TO BENEFITS ARE DUE

Anyone wanting changes made to their benefits must have the changes submitted to the Benefits office by 4 PM Wednesday, September 30th! These changes will become effective November 1st.

Employees with spouses in the district who want to pool their insurance allocation from the state must each submit a letter indicating this request to the Benefits office during the month of September. You only need to do this one time, rather than submitting a letter each year. However, if you wish to stop pooling benefits, you must also submit that request in writing to the Benefits office. Many have found they have saved money by pooling their insurance under one name, but that isn't always the case, so make sure you weigh the benefits of pooling. Please see last week's edition of Quick Notes for more information.

OVERLOAD BEGAN ON SEPTEMBER 8TH

The contract states, “The district will have the first five school days of each school year to make adjustments to class loads. These five days will not count for overload compensation. Overload compensation will begin on the sixth school day.” (Article IV, Section 6) The sixth day was Tuesday, September 8th. If you have questions regarding the status of a student, please contact the special services teacher in your building.

29TH YEAR MENTOR

If you are eligible for the 29th year mentoring program you will be notified soon of upcoming meetings which will address the procedures and participation requirements of this bargained benefit. As soon as details of the meetings are available, they will be published in Quick Notes and those eligible will be notified individually.

BUILDING REPS

By now, buildings should have selected, or be in the process of selecting, their KEA Building Representatives for the year. KEA Representative Assembly (aka KEA-RA) is held on the fourth Tuesday of the month from 5 PM to 7 PM. Each building is entitled to one (1) representative for every ten (10) members. If your building has a plethora of members clamoring to be reps, you need to hold an election to fill those spots. (I realize in some buildings it's whoever draws the short straw, but in others, members want to come for the great food and fabulous door prizes...) Please let Marsha know as quickly as possible who your building reps will be for the 2009-10 school year.

KSD CALENDAR IS ON THE KSD WEB SITE

The KSD school calendar is on the KSD web site at .ksd.org. As per the calendar that was voted on last year, the Fall Professional Day will be a regular school day for Kennewick students and teachers.

FREE CLOCK HOURS!!!!!!

Once again, teachers can earn clock hours and develop as a professional at the same time. You may develop an individual professional growth plan or develop a plan/project with a small group. You can earn up to 30 clock hours per year free of charge! You need to act quickly, however, because these forms are due to Bev Henderson, in the Staff Development Office, by Friday, September 25th! For information and forms, go to: <http://education.ksd.org/inside>. Once you sign in, you can go to 'Professional Learning' or 'Curriculum and Instruction' to get the materials you need. The Professional Growth Plan forms are also at the KEA website: .kennewick-ea.org under the link cleverly titled 'FORMS'. If you still have questions after looking over the forms, please contact Bev Henderson via e-mail or at 222-6490.

INDIVIDUAL PROFESSIONAL DEVELOPMENT

As per our CBA, \$250 is available to each certificated member to use for their individual professional development. Many people wait until the last minute to turn in their claim forms, but that's not necessary. As soon as you have receipts totaling \$250, you are eligible to be reimbursed, and if you avoid the June rush, you will get reimbursed quickly. There are many options for using this money: registration fees for workshops or conferences, lodging, meals and mileage to professional workshops or conferences, professional dues, substitutes when you are observing in other classrooms or attending conferences, tuition for classes, clock hour fees, etc. Below is the language from the contract:

“Individual Professional Development Funds

A total of \$250 will be available to each employee for professional growth. Use of these funds includes, but is not limited to, the following: professional materials; tuition; substitutes; registration fees (and associated fees for attendance at seminars, workshops, or courses that directly relate to enhancing adult training for classroom duties); and travel reimbursement related to professional growth training. Items that have a dual use for both teachers and students that fall under the guidelines in this section will qualify for reimbursement. Employees are also encouraged to use their individual professional development funds to be reimbursed for the cost of clock hours.

Those employees who wish to bank all their professional development funds may do so on a first-come, first-served basis, to a limit of 100 employees. Those who wish to bank their professional development funds must submit the appropriate form to the Staff Development and Assessment Coordinator **on or before the last working day in April**. Banking is limited to two years, and employees must use their banked funds **prior to the end of the second year.**”

UPCOMING LEVY

KSD is going to be running a levy this coming February (remember: **Bonds** are for buildings; **Levies** are for learning). KEA will be organizing the phone calling again, and it will take many volunteers to get the job done. Please be willing to step up to the plate when you are asked to help. Many of you signed up at the Welcome Back assembly for payroll deduction to donate money to the Citizens’ Bond and Levy Committee, but the committee still needs donations. Last year’s election took a hit on the coffers, so the committee needs to replenish their funds. If you haven’t turned in your form yet, or if you misplaced it, there are forms available at the district office. When you fill it out, please remember to include your employee number on the form!

TRI FORMS ARE DUE!!!

The form entitled “Responsibility Schedule 2009-2010” is due by September 30, 2009, to the district office. By now, those forms should have been distributed to each certificated staff member in the buildings. If, for some reason, you have not received this form from your administrator, please ask them about it. Please fill them out and turn them into your building secretary. According to the CBA (Certificated Bargaining Agreement), the form must be received by the Human Resources Department by the end of the last working day of September, which is fast approaching. Again, please remember to document how you use the TRI hours just in case an auditor asks to see it.

POSITIVE POSTS

KEA Positive Postcards are available at the KEA office. Marsha has been busy adding appropriate postage to the postcards that were returned to KEA last year, and we now have several hundred postcards ready for you to send messages of encouragement to your parents and students. If you want some of these postcards, please contact Marsha at @washingtonea.org to let her know how many you need. This is a great way to build positive relationships which are invaluable when you need to have those tough conversations later in the year. (And to make sure all your interactions are pleasant ones, I’m adding a blessing that all your students show up on time with all their homework done, that they study for each quiz and each test, that their behavior will be exemplary, and that you will always have the support of your students’ parents...)

UPCOMING DATES

<i>September 8</i>	<i>Begin counting overload</i>
<i>September 15</i>	<i>Deadline to submit transcripts for salary advancement</i>
<i>September 22</i>	<i>First KEA Representative Assembly</i>
<i>September 30</i>	<i>Last day to make benefits changes (effective on Nov. 1)</i>
<i>September 30</i>	<i>TRI Forms are due to the Human Resources Dept.</i>

Have a wonderful, restful weekend!
Mary & Marsha



Friday, September 4, 2009
 Provided by the Kennewick Education Association
 (509) 783-6319
www.kennewick-ea.org
mshaw@washingtonea.org

Disclaimer: If you have received this e-mail on a school-sponsored e-mail address or computer, do not read during work hours or print, forward, follow links or reply to this message. To contact KEA, please call 783-6319

SEPTEMBER 15 DEADLINE FOR SALARY ADVANCEMENT CREDITS

“Official transcripts must be turned in to the personnel office by Sept. 15...in order to be counted for salary advancement for the school year. The only exception will be for classes taken the previous summer. If official transcripts are not available, grade slips or written verification from the education institution may be substituted. Official transcripts must be filed by the first working day following winter break.” (Article III, Section 12)
 For questions, call the KEA office at 783-6319 or the Human Resources Office at 222-5010.

CHANGES TO BENEFITS ARE DUE

Anyone wanting changes in their benefits to be in effect on October must have the benefits changes submitted to the Benefits office by 4 PM today! Forms received from September 5, 2009, through September 30, 2009, will be effective November .

Employees with spouses in the district who want to pool their insurance allocation from the state must each submit a letter indicating this request to the Benefits office during the month of September. You only need to do this one time, rather than submitting a letter each year. However, if you wish to stop pooling benefits, you must also submit that request in writing to the Benefits office. Many have found they have saved money by pooling their insurance under one name, but that isn't always the case, so make sure you weigh the benefits of pooling.

There will again be a pool for insurance benefits. As per contract language:

“After each employee has made a selection of benefits, his or her individual allotment from the state health care fund will be deducted from the total state health care fund. Any money left in the state health care fund will be pooled with the additional \$390,000 from the district.

Insurance Tiers

- 1) Those employees who choose single coverage will receive individual monthly allotments of up to \$16 from the pool to cover out-of-pocket expenses.
- 2) After the funds in provision #1 have been removed from a partial pool of \$290,000, the remaining funds will be equally divided into monthly allotments for employees who choose plans other than single coverage.

3) \$90,000 of the overall health care pool will be divided and added to the monthly allotments of those members who choose coverage for themselves and their spouses or full family coverage, which includes spouses.

4) A fund of \$10,000 will be set aside to help defray insurance costs for those employees whose insurance costs increase **after Oct. 1** as a result of changes in family status or an employee's spouse's job status. Employees who receive money from this fund can only receive up to the same amount of assistance given to people accessing the other part of the health care pool. Any funds remaining in this budget at the end of the fiscal year will be rolled into the largest part of the health care pool on an annual basis."

OVERLOAD BEGINS ON SEPTEMBER

The contract states, "The district will have the first five school days of each school year to make adjustments to class loads. These five days will not count for overload compensation. Overload compensation will begin on the sixth school day." (Article IV, Section 6) The sixth day will be Tuesday, September .

BUILDING REPS

Buildings should have selected, or be in the process of selecting, their KEA Building Representatives for the year. KEA Representative Assembly (aka KEA-RA) is held on the fourth Tuesday of the month from 5 PM to 7 PM. Each building is entitled to one (1) representative for every ten (10) members. If your building has a plethora of members clamoring to be reps, you need to hold an election to fill those spots. (I realize in some buildings it's whoever draws the short straw, but in others, members want to come for the great food and fabulous door prizes...) Please let Marsha know as quickly as possible who your building reps will be for the 2009-10 school year.

KSD CALENDAR IS ON THE KSD WEB SITE

The KSD school calendar is on the KSD web site at .ksd . As per the calendar that was voted on last year, the Fall Professional Day will be a regular school day for Kennewick students and teachers.

CERTIFICATE RENEWALS

Look at your certificate to see when it needs to be renewed. Almost every year there are members who forget to start the process on time, and are unable to continue teaching until their certificate is renewed. If your certificate expires you must go through a horrendous process to get it current – including getting fingerprinted again – which can take forever – well, maybe not forever, but a really long time. The time (be it days, weeks or months) that you are unable to be at your teaching assignment has a direct and detrimental impact on your retirement, so getting it renewed in a timely manner is critical. Since a substitute certificate never expires, you might want to consider obtaining a substitute certificate. Even if you think it can't happen to you, it would be much better to have the substitute certificate and not need it, than to wish you had taken the time to get one. State law prohibits teachers from working with students without a valid, current teaching certificate, so nothing the KEA or KSD could do, will help you get back to work without it. Also, make a copy of the paperwork you send in, and when you send it, you might want to consider sending it by certified mail.

TRI FORMS ARE DUE!!!

The form entitled "Responsibility Schedule 2009-2010" is due by September 30, 2009, to the district office. According to the CBA (Certificated Bargaining Agreement), the form must be received by the Human Resources Department by the end of the last working day of September. Below is current contract language.

*"Employees must submit to the Human Resources office a Responsibility Schedule form **on or before the last business day in September**. Employees must keep a personal record of the hours they worked. Failure to provide documentation, when requested by auditors, may result in the employee reimbursing the district for all or part of the Responsibility pay."*

Last year there were employees that were asked by the state auditors to produce their documentation, so members should continue to keep written records of the extra hours they spend fulfilling their job responsibilities. (Luckily the members who were asked to produce that documentation were able to do so, but those of you who haven't been documenting your TRI (Time, Responsibility & Incentive) hours need to keep track of them...you may not get lucky the next time the auditors pay KSD a visit.)

UPCOMING DATES

<i>September 4 (today!)</i>	<i>Last date to make benefits changes (effective on Oct. 1)</i>
<i>September 8</i>	<i>First KEA Executive Board meeting</i>
<i>September 8</i>	<i>Begin counting overload</i>
<i>September 15</i>	<i>Deadline to submit transcripts for salary advancement</i>
<i>September 22</i>	<i>First KEA Representative Assembly</i>
<i>September 30</i>	<i>Last day to make benefits changes (effective on Nov. 1)</i>
<i>September 30</i>	<i>TRI Forms are due to the Human Resources Dept.</i>

HAVE A GREAT LABOR DAY WEEKEND!

Mary & Marsha