Insurance Pooling Set - $2,882.13

Each year upon the closure of the open enrollment period for health benefits, the Business Office calculates the amount of the insurance pool. As a reminder, the 2017-2018 state allocation for employee benefits was set at $820 per FTE employee per month. State law requires that after everyone has made their basic benefits selections, any leftover money must go into an insurance pool to help defray out-of-pocket premium costs. Your union has bargained additional District contributions to this pool. Through contract negotiations, the District agreed to contribute an extra $900,000 to our 2017-18 health benefit premium pool. As a result, the total pooled insurance benefit allocation for 2017-2018 is $2882.13 per FTE employee per month. If you are paying above $820 for insurance, the pooling benefit was reflected in your October Paycheck. Bargaining an increased insurance allotment for members is yet another example of the positive investment of your dues.

Mukilteo WEA-PAC Membership

MEA has goal of surpassing 75% WEA-PAC membership this year. Voluntary WEA-PAC contributions help elect pro-education candidates and support pro-education issues.

Why do you need to be interested in politics?

→ Your Salary - The Washington Legislature controls your annual salary and COLA.
→ Your Class Size - The Legislature controls school funding - which affects class size.
→ Your Benefits - Benefits and out-of-pocket costs are determined by the Legislature.
→ Your Retirement - The Legislature determines retirement benefits and pensions.

Your WEA-PAC contributions can impact positive change for our students and help in the battle to ensure adequate funding for our schools. Contact a Building Representative or the MEA office for more information (during duty-free time.)
5D+ Evaluation: Formal and Informal Observations

October 31st was the deadline for Comprehensive and Focused Goal-setting Conferences. You and your evaluator should have reviewed your self-assessment, determined your evaluation goals and student growth goals, and discussed an overall preliminary rating assessment.

**What happens next?** November through January is the time when a first formal observation will occur. Your evaluator is required to follow the protocols below in order to be compliant with our Collective Bargaining Agreement.

- **Pre-observation conferences:**
  - These are optional, however many members find them valuable so that they can determine what evidence their evaluator still needs to see, and/or they can let their evaluator know what to look for in an upcoming lesson.

- **Observations:**
  - A **formal observation** is prescheduled and documented on an observation form. Our CBA asserts that all observations shall not interfere unreasonably with the normal teaching-learning process, and that scheduling of formal observations shall be done in consultation with the teacher.
    - **Provisional teachers** need to have their first formal observation within 90 calendar days, so most evaluators aim to have this first observation completed by the end of November.
    - **All other teachers** must have their first formal observation by January 20th.
  - Over the school year, evaluators must conduct a minimum of 2 formal evaluations of not less than a total of 60 minutes of length. All formal observations must be completed by May 1st.
  - An **informal observation** is a documented observation, but is not required to be pre-scheduled. Informal observations have no minimum time requirements, and evaluators can conduct any number of informal observations.

- **Documentation:**
  - **Formal observations:** All formal observations shall be documented in writing using an observation report form (hover over “Association Information” on the MEA website to access the Evaluation link and 5D Observation Form). A copy of the form and any working notes shall be provided to the employee within ten (10) working days of the observation, and must be provided at least one (1) working day prior to the post observation conference to allow the employee to review and prepare for this conference.
  - **Informal observations:** if an informal observation will be used as evidence in your evaluation, it must be documented on an observation form, and your evaluator is required to provide you with a copy of the observation form and working notes within 10 working days of the informal observation.

- **Post-observation conferences:**
  - **Formal observations:** post-observation conferences must be held within 10 working days of a formal observation. At the teacher’s request, such conferences shall be held in the teacher’s classroom.
    - MEA recommends that members schedule their post-observation conferences in their classroom. If your evaluator asks questions about your lesson, learning targets, success criteria, formative assessments, classroom norms, etc. you will have the evidence all around you so that you can point it out. In addition, if s/he is running late, you won’t have to wait in the office – you can get work done in your classroom until s/he arrives.
  - **Informal observations:** Post-observation conferences are not required, unless requested by the employee.

### Nominations for MEA Executive Board Officers

Nominations for the MEA Executive Board will be open to all certificated members in November. Positions on the Executive Board open for nominations are:

- **Vice President**
  - Assist the President in the administration of the activities of MEA by carrying-out administrative functions that may be assigned by the President or that may fall to this office as a result of structural/organizational changes within MEA.
  - Be a delegate to Pilchuck UniServ Council, and attend school board meetings as requested by the President.

- **Secretary**
  - Attend and keep the minutes of the Board of Directors, Representative Council, General Membership, and any other meetings as requested by the President and maintain an attendance record of these meetings.

- **2 Member-at-Large Openings:**
  - Attend meetings of the MEA Board of Directors, Representative Council, General Membership, and all special and/or emergency meetings.
    - **MECU Member at Large** - Reflect the concerns of the membership in the MECU bargaining unit.
    - **General Member at Large** - Reflect the concerns of all members in general.

Nomination forms will be emailed to all members on November 27th. Interested members may be nominated by other members, or may self-nominate. Elections will be held in January. Contact our Elections Committee Chair Kari Woodard (WoodardKA@mukilteo.wednet.edu) or Diane Radabaugh (dradabaugh@washingtonea.org) at the MEA office if you have questions or need more information.
WEA and NEA Representative Assembly Nominations

The WEA Representative Assembly meets once every year and is the highest decision making body of the Washington Education Association. All members are eligible to be a delegate. The 2018 WEA RA will be held in Spokane April 19th-21st. Mukilteo is allowed 16 delegates, four of which should be ethnic minorities. We are also allowed one successor delegate.

The 2018 NEA Convention is June 30th through July 5th in Minneapolis, Minnesota. MEA has allocated six delegates to represent us at NEA-RA.

Every member is encouraged to participate in all MEA elections. Nomination forms will be emailed to all members on November 27th. Interested members may be nominated by other members, or may self-nominate.

WEA Members...We want to hear from you!

As PreK-12 certificated educators, you have professional development needs arising from the challenges of your profession. Please share your priorities by taking less than 10 minutes to respond to our WEA survey. Inspired by our 2015-16 survey results, WEA updated Association trainings to meet member-identified needs and launched the online Professional Development Network. Your survey responses will continue to shape WEA’s future professional development offerings. Thank you for participating in this important statewide Association survey, and thank you for all the work you do for public school students every day!

Upcoming Committee Meetings

Below you will find a list of upcoming committee meetings. Please note the members that were gracious enough to allow me to appoint them as advocates for the educators in our district. If you have a question, suggestion, concern, or idea for a committee, please contact your committee representatives.

<table>
<thead>
<tr>
<th>Committee and Date</th>
<th>Purpose</th>
<th>MEA Appointee</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 11th: ELEMENTARY</td>
<td>Reading Intervention Materials Committee</td>
<td>ACES-Sabrina Richmond CH-Diana Wagner CO-Bob Crichlow DI-Lindsay Steele EN-Logan Janicula EX-Vickie Morrow FA-Jeni Hamilton HO-Megan Fitzpatrick HP-DeAnne Findlay KA-Diane Ham KA-Emily Davis</td>
</tr>
</tbody>
</table>
Building Discretionary Funds: Extra-Curricular Guidelines

In our MECU Collective Bargaining Agreement, we have bargained money for “yearly activity needs as determined by individual schools.” This money is to be used for extra-curricular salaries/benefits. The 2017-2018 amounts for buildings are as follows:

- **Elementary:** up to 600 students-$4,069, over 600 students-$4,408
- **Middle School:** $8,400
- **ACES:** $3,730
- **High School:** $9,495

The use of this money must be mutually agreed upon from year-to-year, and shall be used to create additional opportunities for all students who voluntarily elect to participate. Each year, buildings should form a committee made up of one administrator and five elected staff members with representation from different departments and grade levels; this committee shall review all requests and decide the following:

- Activities to be supported—the extra-curricular schedule is to provide payment for building staff members working directly with students; i.e. elementary running club, homework club, knitting club, hip hop club, etc.
- Maximum number of hours for each activity.
- Yearly evaluation of each funded activity.

Club/activity duties can be performed before/after school, or during lunch, e.g. video club meeting during the student day, walking club during lunch, orchestra club meeting before school, after school sports club, etc.

MEA and MECU, recommends the following procedure for buildings when determining how to disperse these funds:

1. Email staff and put club request forms in teacher boxes encouraging staff to run a club or activity for students.
2. Use student survey results from the previous year to let teachers know what kids are interested in.
3. Request volunteers interested in serving on club allocation committee; get people from different grade levels.
4. Form committee: one administrator and 5 staff members—preferably people who are not using the funds.
5. Collect forms and meet with the committee to allocate factor points to each club.
6. Collect attendance sheets from the club advisors each time they meet, so the committee can base the allocations on how many students attend the club/activity and how often they meet.
7. If there is unused money at the end of the year, email out to club advisors to encourage use of any leftover money.
8. If a club advisor decides not to run a club or does not use all the hours, committee reconvenes to determine how to distribute the hours. Same process if a club advisor needs more hours.
9. Keep track of decisions made by the committee and repeat process every year—for old and new clubs alike.

MEA Membership Matters Committee

Membership Matters Committee met to start preliminary planning for 2017-2018 MEA Events and Activities. Also, Heather Craggs, Dana Wiebe, Daniella Colbert, Leslie Dodson, Kali Dunton and Sonja Vaughan have assembled 140 Fall treat bags to welcome our 2017 MEA educators! Building reps will be hand delivering these in November as they check in with our newest educators. If you have an interest in cultivating a positive experience for our membership, this is the committee for you! Contact Dana Wiebe if you’d like to join us in planning events such as happy hours, trivia nights, MEA at the Mariners, bowling, and whatever else we dream up. Our goal is to nurture our union family through fun experiences, and we’d love to welcome any new committee members that have an interest in planning organizational development activities.

### 2017 – 2018 MEA EXECUTIVE BOARD

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>President - Dana M. Wiebe</td>
<td><a href="mailto:MukilteoEAPres@WashingtonEA.org">MukilteoEAPres@WashingtonEA.org</a></td>
<td><a href="mailto:WiebeDM@mukilteo.wednet.edu">WiebeDM@mukilteo.wednet.edu</a></td>
<td>425-423-8299</td>
</tr>
<tr>
<td>Vice President - Heather Craggs</td>
<td>TLC</td>
<td><a href="mailto:CraggsHL@mukilteo.wednet.edu">CraggsHL@mukilteo.wednet.edu</a></td>
<td></td>
</tr>
<tr>
<td>Secretary - Punkie Doyle</td>
<td>MA</td>
<td><a href="mailto:DoylePL@mukilteo.wednet.edu">DoylePL@mukilteo.wednet.edu</a></td>
<td></td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Diane A. Radabaugh</td>
<td><a href="mailto:MukilteoEA@WashingtonEA.org">MukilteoEA@WashingtonEA.org</a></td>
<td>425-423-8299</td>
</tr>
<tr>
<td>Elementary Rep - Fiona Rimstad</td>
<td>PP</td>
<td><a href="mailto:RimstadFA@mukilteo.wednet.edu">RimstadFA@mukilteo.wednet.edu</a></td>
<td></td>
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<tr>
<td>Middle School Rep – Chris Williams</td>
<td>HP</td>
<td><a href="mailto:WilliamsCM@mukilteo.wednet.edu">WilliamsCM@mukilteo.wednet.edu</a></td>
<td></td>
</tr>
<tr>
<td>High School Rep - Tory Kartchner</td>
<td>MA</td>
<td><a href="mailto:KartchnerTE@mukilteo.wednet.edu">KartchnerTE@mukilteo.wednet.edu</a></td>
<td></td>
</tr>
<tr>
<td>MECU Rep – Phil Falk</td>
<td>PP</td>
<td><a href="mailto:FalkPM@mukilteo.wednet.edu">FalkPM@mukilteo.wednet.edu</a></td>
<td></td>
</tr>
<tr>
<td>Members at Large:</td>
<td>Melissa Dahl</td>
<td><a href="mailto:DahlMX@mukilteo.wednet.edu">DahlMX@mukilteo.wednet.edu</a></td>
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<tr>
<td></td>
<td>Kali Dunton</td>
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<tr>
<td></td>
<td>Michael Peña</td>
<td><a href="mailto:PenaMW@mukilteo.wednet.edu">PenaMW@mukilteo.wednet.edu</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kari Woodard</td>
<td><a href="mailto:WoodardKA@mukilteo.wednet.edu">WoodardKA@mukilteo.wednet.edu</a></td>
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</tbody>
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*This year is GREAT-- Fund a Fall treat bag and start your membership!"