Important Dates

November 8th
- LIT Day
- K-5: Report Card Prep
- 6-8: Principal-Directed
- 9-12: Report Card Prep

November 11th
- No School: Veteran’s Day

November 15th
- LIT Day: K-12 Employee-Directed

November 22nd
- Election Nomination Forms Posted on Website:
  - MEA Exec Board, WEA-RA, NEA-RA

November 27th
- Early Dismissal Day
  - Staff can leave 30 minutes after students

November 28th – December 1st
- Thanksgiving Break

December 6th
- LIT Day
  - K-5: Employee-Directed
  - 6-8: Report Card Prep
  - 9-12: Employee-Directed

December 6th
- Nomination Deadline (3:00 pm) for:
  - MEA Exec Board, WEA-RA, NEA-RA

December 13th
- LIT Day
  - K-5: Principal-Directed
  - 6-8: Employee-Directed
  - 9-12: Principal-Directed

December 20th
- Early Dismissal Day
  - Staff can leave 30 minutes after students

December 21st – January 5th
- Winter Break

January 15th
- MEA Representative Council

Like Mukilteo Education Association on Facebook!

Union Membership Perk: Free Life Insurance

To help provide for your family, the NEA Members Insurance Trust® makes valuable benefits available at no extra cost to members. This complimentary coverage includes:

- Up to $1,000 of term life insurance
- Up to $5,000 of AD&D coverage
- Higher coverage amounts for events that occur while on the job.

Who should your coverage be protecting? Settle this important question today – take a moment to name one or more beneficiaries. If the worst happens to you, your choice will clear up doubts and cut through delays – speeding up benefit payments for loved ones who need them. Find out more and/or add beneficiaries at: http://www.neamb.com/insurance/nea-complimentary-life-insurance.htm

SEBB: Act Now!

With 9 days until SEBB enrollment closes, approximately 894 MEA employees have created a login and approximately 234 have not. The new School Employees Benefit Board (SEBB) is a state mandated change to your health care. Open enrollment will continue until 11:59 p.m. November 15, 2019. Do not wait to begin the enrollment process! Review your SEBB Enrollment Guide, gather your current information such as dependent verification documents, doctors, hospitals, deductibles and co-pays to create your account NOW at https://myaccount.hca.wa.gov. This does not mean that all eligible 1128 MEA employees have made their benefit elections. Approximately 633 of the 1128 still have work to do! The system shows 399 never finished enrolling; this means only 44% of MEA employees have completed their elections. So even if you think you have enrolled, double check!

To verify you have enrolled, please log-in to confirm that you see 4 green check marks at the top of the page:

Open Enrollment Notice

![Open Enrollment Notice Image]

Important: SEBB is an “Opt-Out” program. This means that ALL eligible MEA employees MUST take action during the SEBB Open Enrollment period. If you have medical coverage from another source (spouse, parent, Medicare) and will not be electing medical coverage through SEBB, you are still required to opt-out of the SEBB medical plan. If you do not opt-out, you will be automatically enrolled in a default program, and this will become your primary medical plan. If you and your spouse are both eligible for SEBB benefits, you cannot enroll on each other’s accounts. This is considered “dual enrollment,” and it is not allowed under the SEBB Plan. You will need to decide which of you will cover yourself and any dependents on your medical and dental plans. Everyone enrolling in a SEBB medical plan will be charged a premium surcharge of $25 for tobacco use in addition to your monthly medical plan premium, unless you elect no tobacco use on the attestation page of your SEBB account.
CBA Language: Employee Protection, Employee Safety, and Student Discipline

During negotiations, the MEA Bargaining Team worked very hard to update Article IV, Sections 6-8 (refer to our CBA, pages 16-24). The District and The Association agreed that we are committed to ensure the safety of students and staff. Some of the new language that supports this commitment includes:

Section 6.C. – Employee Protection (Assault): The District will take necessary and reasonable steps to protect and support employees who are the subjects of assault. The following assistance shall occur when an employee has been assaulted:

1. Any case of assault upon an employee or by an employee shall be promptly reported to the building administrator.
2. The District shall provide necessary support to fill out required paperwork and/or online incident report forms. **
3. The administrator shall promptly render assistance to the employee in connection with the handling of the incident by law enforcement and judicial authorities.
4. The District will provide information to assist the employee in accessing the Employee Assistance Program.

**NOTE: There are no repercussions for filing incident reports. If you are told differently, contact Dana Wiebe immediately.**

Section 7.C. – Employee Safety (Inappropriate Behavior Directed Toward Employees): The District will be responsible for providing a safe and secure working environment for all employees. The District does not expect its employees to tolerate abusive, intimidating, threatening, or harassing behavior whether in a verbal, written, or electronic form from any student, parent, guardian, District employee, or other person (per MSD Board policy and procedures, Civility 4313, Appendix EE). The District will support an employee faced with such behavior in at least, but not limited to, the following ways:

1. If such behavior is disruptive to the environment of the classroom or work area, the employee may ask the individual to leave. If that person refuses, the employee has the right to contact an administrator or school security and ask to have the individual removed.
2. When an employee is faced with communication of an abusive, intimidating, threatening or harassing nature, the employee shall inform the appropriate administrator who will assist in resolving or responding to the issue.
3. Staff that believe the School Board Civility Policy and Procedures 4313 (Appendix EE) has been violated should contact their building administrator or a Director of Human Resources for assistance in resolving the matter.

If the building administrator does not or is unable to solve the problem, employees should contact the Director of Human Resources.

Section 7.D. – Employee Safety (Protection from Physical and Verbal Assault):

1. Employees have the right to work in an environment free of physical and verbal abuse, and free from unlawful disturbance.
4. The District shall provide assistance to employees who are the victims of stalking, harassment, bullying, assault, or physical harm by students, parents, or community members when the employee is targeted because of their status as an employee of the school district. Any employee who is the victim of any of the acts above shall have the right to:
   a. Meet with their supervisor within two (2) days of the incident or as soon as possible.
   b. Meet with the Director of Human Resources and/or the Special Education Director, if appropriate, within two (2) days of the incident or as soon as possible.
   c. Be provided access to the Employee Assistance Program.
   d. In the case of a student receiving special education services, initiate the IEP review process.
   e. Receive additional training if requested by the employee.
   f. Be provided other available assistance as needed at the time of the incident, including but not limited to leave with pay on the day of the incident which will not be charged to any accumulated leave.

In the event of assault or physical harm by a student:

   g. The principal will follow building discipline procedures as appropriate when dealing with students who commit assault or physical harm.
   h. The employee may refer the student to the student support team and access other District supports available and appropriate to meet student’s needs (e.g., behavior specialists, SRO, counseling support for the class.)
   i. When appropriate, the administrator or a student support team will create or revise a behavior contract with the student to ensure student success.
   j. In the event a teacher or student is assaulted or physically harmed in the presence of other students, the building principal shall follow established discipline procedures and communicate any resulting actions to the teacher.

Section 8. Student Discipline:

No reprisals of any kind will be taken by School Administration against any employee for exercising their rights within this section.

A. District and Building Administrator Support:
   The Board and Superintendent shall support teachers in their efforts to maintain discipline and a safe learning environment in accordance with state law, district discipline policy, and building rules.

B. District Student Discipline Plan and Supports:
   The parties agree that student discipline is a mutual responsibility of the staff and administration and that such discipline must take into consideration student learning differences, diversity of background, and the physical, emotional, and psychological needs of the student. The District administration and Board shall support and uphold its employees in their use of prudent, legal, and reasonable disciplinary measures, and shall assist employees with respect to the maintenance of control and discipline of students in the employee’s assigned work area.
To assist employees in their exercise of such disciplinary efforts, the District shall:

1. Take steps to assume the legal responsibilities with respect to students who are disruptive or repeatedly violate rules and regulations. The principal shall assume administrative authority and responsibility for the supervision, counseling, and discipline of students at their building.

2. Prior to each school year, require that each building principal and the teaching staff shall meet to collaboratively review, revise, and/or develop building discipline expectations and enforcement of those expectations, including application to special education students. Building discipline expectations shall include an immediate response plan for emergencies that may occur in the building or on the playground, as well as a written procedure for student discipline referrals when the principal is not available. Building discipline expectations must include recommended appropriate consequences for students who do not comply with the expectations. Building principals shall provide a copy of the discipline plan developed by the building to each employee by September 30.

3. Ensure an administrator or a designee shall be available during school hours to provide prompt assistance and support to employees in connection with student discipline problems.

4. Provide per diem compensation to employees when it is necessary to clean work areas that are damaged by students in crisis and reimburse employees for the personal items damaged or destroyed.

10. Recognize and support an employee’s right to remove a student from a class and direct such student to a designated site consistent with building discipline procedures, when the employee deems such action necessary to maintain order or discipline, provided that, except in emergency circumstances, the teacher shall have first attempted one or more alternative forms of corrective action. (RCW 28A.600.200)

   a. Such temporary removal may be for all or any balance of the school day, or up to the following two (2) days.
   b. In no event, without the consent of the teacher, may an excluded student return to the class or activity period until the Principal or their designee and the teacher have conferred.
   c. In such instances of temporary removal, the employee has the right to be consulted with regard to the facts of the situation and any actions to be taken with the student, including recommended suspension or expulsion.
   d. It shall be the responsibility of the principal or designee to contact the student’s parent(s) or guardian in cases of suspension.
   e. If student misconduct affects other students, such as when a room needs to be evacuated, or when students witness a verbal or physical harm or assault, the Principal will confer with the teacher to determine the best method and form of communication to parents of the affected students.

15. Not assign a student committing an offense under Chapters 9A.36, 9A.40, 9A.46, 9A.48 RCW to that teacher’s classroom and/or caseload for the duration of the student’s attendance in the District when the activity is directed toward the teacher.

### Evaluation: Formal and Informal Observations

October 31 was the deadline for 5D+ Comprehensive and Focused Fall conferences. The intention of this conference is to begin building the professional relationship and to share expectations. Evaluation: Formal and Informal Observations

What happens next? Evaluators are likely in the midst of performing or scheduling formal observations. Your evaluator is required to follow the protocols below in order to be compliant with our Collective Bargaining Agreement.

<table>
<thead>
<tr>
<th>Language applicable to all Teachers and ESAs:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre-observation conferences:</strong> These conferences are optional and there are no required forms for these conferences.</td>
</tr>
<tr>
<td><strong>Formal (pre-scheduled) Observation Frequency:</strong> A formal observation is a documented observation that has been pre-scheduled prior to the observation. All observations shall be conducted openly and are to be conducted so as not to interfere unreasonably with the normal teaching-learning process. Scheduling of formal observations shall be done in consultation with the teacher. Over the school year, evaluators must conduct a minimum of 2 formal evaluations of not less than a total of 60 minutes of length. Provisional teachers will be observed within 90 days. All other teachers must have their first formal observation by January 20. In addition, all formal observations must be completed by May 1.</td>
</tr>
<tr>
<td><strong>Informal (not pre-scheduled) Observation Frequency:</strong> Your evaluator may conduct any number of informal observations, however they must provide you with a copy of the Teacher Observation Report Form and working notes within 10 working days of the informal observation.</td>
</tr>
<tr>
<td><strong>For Classroom Teachers on 5D+ Evaluation System</strong></td>
</tr>
<tr>
<td><strong>Forms required:</strong> All formal and informal observations that will be used as evidence in evaluation must be documented on a Teacher Observation Report Form – either Version 1 or Version 2.</td>
</tr>
<tr>
<td><strong>Post-observation conferences:</strong> Informal observations: Post-observation conferences are not required, unless requested by the employee. 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. A copy of the Teacher Observation Report 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. There shall be no less than 10 working days between the time of a post-observation conference and the next formal observation, unless requested by the teacher.</td>
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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 Treasurer**
  - Attend meetings of the MEA Board of Directors, Representative Council, General Membership, and all special and/or emergency meetings.
  - 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.
  - Oversee implementation of the budget approved by Representative Council.
  - 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.

A link to all nomination forms will be emailed to all members on November 22nd. Interested members may be nominated by other members, or may self-nominate. Elections will be held in January. Contact an Elections Committee Member (Kari Woodard WoodardKA@mukilteo.wednet.edu or Fiona Rimstad RimstadFA@mukilteo.wednet.edu), or contact 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 2020 WEA RA will be held in Spokane April 16-18. Mukilteo is allowed 18 delegates, five of which should be ethnic minorities.

→ The **2020 NEA Convention** is July 2 through July 6 in Atlanta, Georgia. MEA has allocated seven delegates to represent us at NEA-RA.

Every member is encouraged to participate in all MEA elections. A link to all nomination forms will be emailed to all members on November 22nd. Interested members may be nominated by other members, or may self-nominate.

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**2019 – 2020 MEA EXECUTIVE BOARD**

- **President** - Dana M. Wiebe
  - MukilteoEAPres@WashingtonEA.org
  - WiebeDM@mukilteo.wednet.edu
  - 425-423-8299

- **Vice President** - Tory Kartchner
  - MukilteoTEDC@mukilteo.wednet.edu
  - KartchnerTE@mukilteo.wednet.edu

- **Secretary** - Heather Craggs
  - TLC
  - CraggsHL@mukilteo.wednet.edu

- **Administrative Assistant**
  - Diane A. Radabaugh
  - MukilteoEA@WashingtonEA.org
  - 425-423-8299

- **Elementary Rep** - Fiona Rimstad
  - RisticKA@mukilteo.wednet.edu

- **Middle School Rep** – Chris Williams
  - WilliamsCM@mukilteo.wednet.edu

- **High School Rep** – Michael Peña
  - PenaMW@mukilteo.wednet.edu

- **MECU Rep** – Phil Falk
  - FalkPM@mukilteo.wednet.edu

- **Members at Large:**
  - Melissa Dahl
    - VO
    - DahlMX@mukilteo.wednet.edu
  - Kali Dunton
    - LS
    - DuntonJK@mukilteo.wednet.edu
  - Sobia Sheikh
    - MA
    - SheikhSX@mukilteo.wednet.edu
  - Kari Woodard
    - FA
    - WoodardKA@mukilteo.wednet.edu