



MEETING THE CHALLENGE OF CHANGE

TOTEM FORUM

TOTEM ASSOCIATION OF EDUCATIONAL SUPPORT PERSONNEL

Volume 2008/2009 ISSUE 4

May 2009

2008-2009 TOTEM Board Members

President Sharon Baker
Vice President Isabel Groff
Secretary Cathy Cotterman
Treasurer Linda Gerdes

Members at Large

Janice Crutchfield
 Bill Feltey
 Judy O'Neil
 Kathy Miller
 Sandy Thompson

JOB REPRESENTATIVES

Sharon Baker 562-1183
 Girdwood, Whaley

Denise Carpenter 742-3714
 Abbott Loop, ASD Ed Center, Airport Heights, AK Native Cultural, Aquarian Charter, Bear Valley, Bowman, COHO, Continuation Program, Crossroads, Family Partnership, Frontier Charter, Goldenview, Hanshew, Huffman, Kasuun, Klatt, Rike Schule, Trailside, Tudor

Vivian Jones 742-5204
 Central, Denali, Eagle Academy, Highland Tech, Inlet View, Lake Otis, North Star, Rogers Park, Romig, Russian Jack, Scenic Park, Stellar, Taku, Wendler, West, Willow Crest, Winterberry Charter

Brenda Lannen 742-2142
 Benny Benson, East, Facilities/Maintenance, IT/Data Processing, Northern Lights ABC, Operations, Ptarmigan, Purchasing/Warehouse, SAVE, Transportation, Student Nutrition, Willow

Margaret Prince 742-8741
 Bayshore, Campbell, Chinook, Dimond, Gladys Wood, Kincaid, Lake Hood, Mears, Northwood, Ocean View, O'Malley, Polaris K-12, Rabbit Creek, Sand Lake, Service, South Anchorage, Spring Hill, Turnagain

Kenny Ray 742-2524
 Alpenglow, Aurora, Birchwood, Chugach Opt, Chugiak Elem, Chugiak High, Eagle River Elem, Eagle River High, Fire Lake, Govt Hill, Gruening, Homestead, Mirror Lake, Mt Iliamna, Mt Spurr, Orion, Ravenwood, Ursa Major, Ursa Minor

Sandy Thompson 742-1550
 ACE, AVAIL, Bartlett, Baxter, Begich, Chester Valley, Clark, College Gate, Creekside, Fairview, KCC, McLaughlin, Mt View, Muldoon, Nunaka Valley, Susitna, Tyson, Wonder Park

SPRING HIGHLIGHTS

TOTEM Board of Director Position Election...

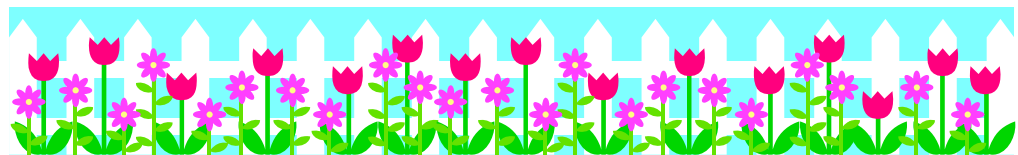
This year there were four (4) Board positions up for election; President, Secretary, Member at Large – Instructional and Member at Large – Non-Instructional. Running for re-election were,

Sharon Baker for President, Cathy Cotterman for Secretary and Bill Feltey for Member at Large – Instructional. Judy O'Neil, Member at Large – Non-instructional decided not to seek re-election. Five (5) other members were nominated, one (1) each for President, Secretary, Member-at Large – Non-Instructional and two (2) for Member at Large – Instructional. Each member who was nominated was sent a form asking if they choose to accept or decline the nomination. The five (5) newly nominated members all declined the nomination. With only one (1) person left running for a position, no ballot election is required.

The following will start the (2) year term of office on July 1, 2009.

President - Sharon Baker
 Secretary - Cathy Cotterman
 Member at Large – Instructional – Bill Feltey

The Member at Large – Non –Instructional position will become vacant on July 1, 2009 as Judy O'Neil completes her term of office on June 30, 2009. If you are interested in filling this position, please call the TOTEM office.



Work End & Start Dates

The dates are recommended "target dates" for TOTEM less than 12 month employees. If you have any questions or concerns regarding these dates – talk to your principal/supervisor. The dates are calculated on the number of days worked not the number of days you have off.

	Last Work Day - 08/09	First Work Day - 09/10
11 month	Friday, June 12, 2009	Thursday, July 16, 2009
10 month	Tuesday, June 2, 2009	Thursday, July 23, 2009
9 month	Friday, May 22, 2009	Thursday, August 13, 2009

IMPORTANT INFORMATION REGARDING CHANGES TO YOUR HEALTH BENEFITS PLAN

How will the TOTEM Contract change on July 1, 2009?

Employees will contribute \$30 per paycheck for 20 consecutive payments beginning in September.

From the newly ratified TOTEM Contract effective July 1, 2009—June 30, 2012:

701.2 Contributions

The District will contribute per eligible employee \$1060 per month in 2009-2010. The monthly contribution will increase to \$1180 per month in 2010-2011 and to \$1300 per month in 2011-2012, for health insurance. Health insurance benefits shall be described in the District's summary plan description as periodically amended. The District's monthly contributions will be adjusted upward if the District agrees to pay more than the amounts listed above to any other employee group participating in the District's employee health benefits plan during the life of this agreement. Employees electing health insurance coverage will contribute \$50 per month toward the cost of health insurance coverage to a maximum of \$600 per plan year.

How will my contribution change the health insurance plan?

Effective July 1, 2009, the following changes to health benefit coverage will include:

DEDUCTIBLES:

	<u>Old Plan:</u>	<u>New Plan:</u>
Individual	\$1500	\$600
Family	\$4500	\$1800
Out of Pocket	\$5000	\$4000

Money paid toward deductibles this year will roll into the new health plan July 1. New deductibles will not have to be met until January 2010.

All other benefits including prescription, dental and vision plans will have no changes.

An Invitation...

If you're a soon to be retired TOTEM employee, please join the rest of us TOTEM folks at our annual Retirement Luncheon at the Golden Corral located at 4520 Union Square Rd. on July 24, 2009 at 2:15 PM. No RSVP required - just show up and pay the cashier \$8.49 plus gratuity of \$1.15. This year we're having a Chinese auction so please bring a gift not to exceed \$10 in value. This is open to anyone who is or will be retired from TOTEM so invite anyone you know. We want to see new faces and make new friends! See you there!



Job Reps...

Each year we look for TOTEM members who would be interested in becoming a Job Rep. At this time we have only six (6) Job Reps for approximately 1500 members. Job Reps serve as the employees' representative in disciplinary and investigatory meetings with supervisors and in the initial steps of the grievance procedure. Job Reps also serve as the employees' primary contact to obtain information about the Union. The Job Rep must have a high level of interpersonal skills, concise writing skills and basic knowledge of worksite issues, supervisors and co-workers. A minimum commitment of one (1) year is required, two (2) years is preferred. Job Reps must work in a position that allows them the ability to be released from the worksite on occasion during the business day. Job Reps must be able to attend at least one meeting a month from 5:30 to 7:30 pm, normally on the third Tuesday. Job Reps must be willing to meet with employees during their lunch break and before or after work hours. If you would be interested in learning more about this position, please call the TOTEM office.

Summer Job Postings

In an effort to accommodate TOTEM employees and the District, HR will post vacant positions during the summer. TOTEM employees can submit the transfer request form and resume to HR by fax at 742-4176 or hand delivered to HR at the ASD Ed Center at Boniface and Northern Lights. As the vacancies are available "online" along with the transfer application we are hoping this will expedite the process. This process could insure that transfers are completed prior to the beginning of the school year. If you are lucky enough to be vacationing during the summer, make sure you include a contact phone number with your application so a phone interview can be conducted.

Included in this newsletter are step-by-step instructions for accessing the "online" vacancies. You will be able to check as often as you like.

Good luck to those seeking a transfer!



How to access TOTEM vacancies over the summer

To access the current position vacancy announcements for TOTEM positions:

- Visit our website at www.asdk12.org or Come by the Human Resources Department at the Education Center located at 5530 E. Northern Lights Blvd

To view online Position Vacancy Announcements:

- Go to the main Anchorage School District site at www.asdk12.org
- Click on Employment
- Click Job Search
- Choose TOTEM from the dropdown menu for Bargaining Unit
- Then click Search Current Job Openings
This list will provide you with information concerning any current TOTEM positions that are available.

To access a transfer request form:

- Visit our website at www.asdk12.org
- Click Employment
- Then Applications
- Click on Download and fill out classified transfer application

Please remember to submit a resume with your transfer request.

Transfer requests, along with resumes, can be dropped off at the Human Resources Department at the Education Center located at 5530 E. Northern Lights Blvd or faxed to Human Resources at 742-4176.

SITE CONTACTS UPDATE

The District has 110 physical locations that have TOTEM employees working in them. TOTEM is proud to say that we have a Site Contact person in 108 locations. Thank you to those of you who chose to take on this responsibility. We definitely want this process to continue and will need to know the following from the existing Site Contacts. Please e-mail your response to totemassoc@gci.net.

- ◆ Are you interested in being a Site Contact again next year at the same location?
- ◆ If you are leaving your current location, do you have a recommendation for a replacement?
- ◆ For next year's bulletin board, will you need any replacement items other than the information that will change with the new school year, i.e. up dated information on the HELP Test and the Board Members and Job Reps?



FRIENDLY REMINDER: IF YOUR ADDRESS OR PHONE NUMBER CHANGES, PLEASE NOTIFY ASD AND TOTEM OR YOU COULD MISS OUT ON IMPORTANT INFORMATION REGARDING HEALTH BENEFITS, ELECTIONS, AND DISTRICT POLICY CHANGES.

TOTEM Association, APEA/AFT
3310 Arctic Blvd, Ste 200
Anchorage, AK 99503



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Health Benefits – Open Enrollment – May 11th – June 5th

All benefit eligible employees (TOTEM working 30 hours or more a week) are required to sign and return the enrollment form.

Any benefit eligible employee electing to waive benefit coverage will be required to show proof of alternate medical insurance coverage. This includes employees who are currently waving coverage.

Reminder: Make sure you have submitted the documentation required for dependent coverage. If you are not sure – call the Benefits Department at 742-4200.

Scholarship Recipients:
The deadline for using the 2008/09 Scholarship money is 4:00 pm on June 30, 2009.



New Contracts:
Copies of the new TOTEM Contract will be delivered to work locations at the beginning of next school year.