Meeting the Challenge of Change

TOTEM Forum
TOTEM Association of Educational Support Personnel

Volume 2012/2013 Issue 3

2012-2013 TOTEM Board Members

President                 Sharon Baker
Vice President           Sandy Thompson
Secretary                Cathy Cotterman
Treasurer                Amey Tamagni
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Janice Crutchfield
Bill Feltey
Isabel Groff
Kathy Miller
Alicia Woods

Job Representatives

Sharon Baker  562-1183
AVAIL, Bayshore, Bear Valley, Campbell, Chinook, Dimond High, EISC, Girdwood, Gladys Wood, Goldenview, Kincaid, Klatt, Lake Hood, Mears Middle, North Star, Northwood ABC, O'Malley, Ocean View, Parmigan, Rilke Schule, Rogers Park, Russian Jack, Sand Lake, South, Taku, Trailside, Tudor, Turnagain, Wendler, Willow Crest, Whaley

Gretel Boardman  742-1212
Abbott Loop, Benson Secondary, Bowman, Crossroads, Denali, Hanshew Middle, Huffman, Kasuun, Lake Otis, Northern Lights ABC, Polaris K-12, Rabbit Creek, Romig Middle, SAVE, Service High, Spring Hill, Steller Secondary, Student Nutrition, Transportation, West High, Williwaw

TOTEM Office  562-1183

Holly Hobby  742-3601
Alpenglow, Aurora, Birchwood ABC, Chugiak Elem, Chugiak High, Eagle Academy, Eagle River Elem, Eagle River High, Fire Lake, Gruening Middle, Homestead, Mirror Lake Middle, Mt Iliamma, Mt Spurr, Orion, Ravenwood, Ursa Major, Ursa Minor

Sandy Thompson  742-1550
ACE/ACT Program, Airport Heights, AK Native Charter, Bartlett High, Baxter, Begich Middle, Central Middle, Chester Valley, Clark Middle, Chugach Optional, College Gate, Creekside Park, East High, Fairview, Govt Hill, Inlet View, KCC, Mt View, Muldoon, Nunaka Valley, Scenic Park, Susitna, Tyson, Wonder Park

Spring Highlights

TOTEM Members,

As another school year comes to a close, the TOTEM Board and I want to thank you for your hard work and dedication. Your commitment to your profession is something to be proud of.

I also want to thank all of you who have sent in your personal email address. We have received more than 700 and will keep working to collect the rest. This will be the last notification of TOTEM newsletter using the District’s email system to forward to the link. In the fall we will send the newsletter (and other TOTEM information) directly to your personal email address we have on file. Arrangements will be made for those of you who do not have personal email so you will receive the information being sent out.

I will be available and in the office most of the summer if you want to stop by for a visit,

I hope each of you takes time this summer to rest, relax and enjoy. Travel safe!

-Sharon Baker, TOTEM President

A BIG THANK YOU to the many, many sponsors of the 2013 TOTEM Conference. We had many local businesses and members who provided everything from door prizes to goody bag fillers. You are appreciated and help to make each TOTEM Conference better than the last.

From the TOTEM Contract:

401.4 Annual Leave Maximum Accrual

Unused annual leave may be carried over from one calendar year to the next provided that in no case shall the amount carried over exceed 320 hours. Accumulation over 320 hours at the end of the last payroll period in May of each calendar year shall be automatically cashed out within 30 calendar days.
TOTEM/APEA Dues

At the 2012 APEA/AFT Biennial Caucus, the Caucus delegates voted to increase the APEA/AFT portion of our dues for the first time since 1988. By APEA Constitution members have to vote to accept a dues increase. In June you will be receiving a ballot to vote on the dues increases. (AFT dues increase does not have to be voted on by the members and will go into effect on July 1st.)

Current Situation. In order to stave off a dues increase for as long as possible, APEA has made significant cuts to its operating budget over the past several years. We have cut the communications officer position. We have dramatically reduced travel and training for both members and staff. We are now beginning to implement cuts to service of contracts due to financial constraints. Further cuts would reduce staffing levels drastically and would weaken our union.

Some of the things provided to TOTEM through dues are:

Office Space (copier, printing, office supplies, postage, etc.)

TOTEM Administrative Assistant (Barbara Strong)

Staff Support (Dennis Geary, Jenn Madsen, Jennifer Nicollelo)

Support for grievances, arbitrations, contract negotiations and administration, trainings, etc.

Legal Support

Liability Insurance

Spring Conference

Dues cover a 12 month period. TOTEM pays the 12 month amount over nine (9) deductions, the first payday September – May.

Full Time- More than 20 hours a week

<table>
<thead>
<tr>
<th>APEA</th>
<th>$36.00 - a year</th>
<th>$4.00 in 9 deductions</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFT</td>
<td>$3.51 - a year</td>
<td>$0.39 in 9 deductions</td>
</tr>
<tr>
<td></td>
<td>Current 9 month deduction amount</td>
<td>$47.98</td>
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<tr>
<td></td>
<td>New 9 month deduction amount =</td>
<td>$52.37 - difference $4.39</td>
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</tbody>
</table>

Part Time - 20 hours or less a week

<table>
<thead>
<tr>
<th>APEA</th>
<th>$18.00 - a year</th>
<th>$2.00 in 9 deductions</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFT</td>
<td>$1.17 - a year</td>
<td>$0.13 in 9 deductions</td>
</tr>
<tr>
<td></td>
<td>Current 9 month deduction amount</td>
<td>$25.37</td>
</tr>
<tr>
<td></td>
<td>New 9 month deduction amount =</td>
<td>$27.50 - difference $2.13</td>
</tr>
</tbody>
</table>

Break Down Based on 9 Deductions

<table>
<thead>
<tr>
<th></th>
<th>Part Time</th>
<th>Full Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>APEA</td>
<td>$18.28</td>
<td>$36.50</td>
</tr>
<tr>
<td>AFT</td>
<td>$5.93</td>
<td>$11.85</td>
</tr>
<tr>
<td>TOTEM</td>
<td>$2.55</td>
<td>$2.55</td>
</tr>
<tr>
<td>AFL-CIO</td>
<td>$0.74</td>
<td>$1.47</td>
</tr>
<tr>
<td></td>
<td>$27.50</td>
<td>$52.37</td>
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</table>

2014/15   $28.33       $55.04       difference $1.33 $2.67
2015/16   $30.16       $57.71       difference $1.33 $2.67
ASD Time, Attendance and Leave System

This coming school year, the district is phasing in implementation of our new time, attendance and leave system. It’s called EmpCenter and you will be trained on how to use the web-based computer system. TOTEM employees in the job titles of administrative assistant and secretary will use EmpCenter for personal clocking in and out and as a time keeper as a partial replacement for Grouse. Once full implementation is complete, it will replace Grouse completely. You will access the web-based clock system from your work computer to record time, submit personal electronic leave requests for approval and approve timecards for submission to payroll. EmpCenter training for TOTEM administrative assistants and secretaries and other affected district employees begins June 17th. The new system will use a Web clock on your computer, so the District is asking that you come in for training before you return to work. The training session is 2.5 hours long. You will be paid at your regular hourly rate to attend the training if the sessions are outside of your regular work calendar. Please sign up as soon as possible in MLP to reserve space on your preferred time and day. The number of seats available in each session is limited. When signing up in MLP, make sure you select a session applicable to your job title.

TOTEM Start and End Dates

<table>
<thead>
<tr>
<th>Months</th>
<th>2012/13 End</th>
<th>2013/14 Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>05/24/13</td>
<td>08/15/13</td>
<td>05/23/14</td>
</tr>
<tr>
<td>9.75</td>
<td>06/07/13</td>
<td>08/12/13</td>
<td>06/06/14</td>
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<tr>
<td>(Non-Elementary)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>06/03/13</td>
<td>07/22/13</td>
<td>06/02/14</td>
</tr>
<tr>
<td>(Elementary)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.5</td>
<td>06/07/13</td>
<td>07/25/13</td>
<td>06/05/14</td>
</tr>
<tr>
<td>11</td>
<td>06/11/13</td>
<td>07/10/13</td>
<td>06/10/14</td>
</tr>
</tbody>
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TOTEM Employee Reps Needed!

TOTEM is currently in need of a couple more Employee Representatives. Employee Representatives advocate for our members, ensuring that contracts language is not violated and making our job sites a better place to work. If you are interested in becoming an Employee Rep, please contact the TOTEM Office.

Sandy Thompson, CAP
TOTEM VP
TOTEM Events Chair

TOTEM Charity Event

On Friday, May 10th TOTEM members, APEA staff, family and friends participated for the second year in the Anchorage Visitor's Bureau Charity Walk. We raised approximately $720.00 for the Children's Lunchbox this year. We want to make this annual event and hope we will have even more folks walk with us next year!

Sandy Thompson, CAP
TOTEM VP
TOTEM Events Chair
Professional Standards Program (PSP)

The Paraprofessional Standards Program (PSP), sponsored by the National Association of Educational Office Professionals (NAEOP), is a possible way for TOTEM members to obtain a 2%-7% pay increase through a certification process. Each certificate is based on requirements in three areas: education, experience, and professional activity. The percentage of pay increase is based on the education an individual is applying with. There are requirements that need to be met prior to applying for a PSP, such as joining NAEOP and maintaining continuous membership, as it is the sponsoring organization; recertification of the PSP every five years; four years’ work experience; and being a TOTEM member for two-four school years. While not everyone qualifies, it never hurts to try as this process is not a ‘one-size fits all’ approach.

In order to make this program accessible to as many as our members as possible, TOTEM offers introductory workshops; help with paperwork workshops; and paperwork finalization workshops during the three application periods each year. The NAEOP postmark deadlines are always January 15th, May 15th, and September 15th. TOTEM’s paperwork deadlines are approximately two weeks prior to these dates.

We would like to be pro-active and plan a workshop in the Eagle River area for September and save the folks up north a drive into Anchorage. In order to do so, we need to know that there is interest. Please feel free to e-mail me (www.tamagni_amey@asdk12.org) or to call the TOTEM office should this be feasible to the Eagle River folks.

Thank you for all wonderful work you do!

Amey Tamagni
TOTEM Treasurer & PSP Chair

### 2013/14 Board of Directors
- **President** – Sharon Baker
- **Vice President** - Sandy Thompson
- **Treasurer** - Amey Tamagni
- **Secretary**– Cathy Cotterman
- **Member-at-Large – Non-Instructional** – Isabel Groff
- **Member at Large – Non Instructional** - Alicia Woods
- **Member at Large – Instructional** - Janice Crutchfield
- **Member at Large – Instructional** - Kathy Miller
- **Member-at-Large – Instructional** – Clarissa Smith

### Upcoming PSP Workshops:

**For those new to the certification process:**
- Thursday, July 29, 6:30 pm
- Thursday, August 8, 6 pm

**For those new to the recertification process:**
- Thursday, July 29, 6 pm

**For Application Assistance:**
- Saturday, August 24, 10 am

**For Paperwork Completion:**
- Saturday, September 7, 10 am

These workshops are in anticipation of the September 15th deadline. All workshops are located at the TOTEM Office at 3310 Arctic Blvd, Suite 200.

### Attention Scholarship Winners….

If you won a 2012/2013 TOTEM Scholarship, the deadline is fast approaching for reimbursement. Please visit the TOTEM website to fill out a “Request for Scholarship Reimbursement Form” and turn it in to the TOTEM Office no later than June 30, 2013. Requests received after this date cannot be reimbursed.

### Change of Address?

If you have moved recently or are planning on moving in the near future, please be sure to notify TOTEM and the Anchorage School District of any address changes. Current information is important for us to efficiently communicate with our members. Address changes can be sent to TOTEM via email (totemassoc@gci.net).