



MEETING THE CHALLENGE OF CHANGE

TOTEM FORUM

TOTEM ASSOCIATION OF EDUCATIONAL SUPPORT PERSONNEL

Volume 2009/2010 ISSUE I

October 2009

2009-2010 TOTEM Board Members

President Sharon Baker
Vice President Isabel Groff
Secretary Cathy Cotterman
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Members at Large

Janice Crutchfield
Bill Feltey
Kathy Miller
Sandy Thompson

JOB REPRESENTATIVES

Sharon Baker 562-1183
Girdwood, Whaley

Denise Carpenter 742-3714
Abbott Loop, 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

Dana Fields 742-4361
ASD Ed Center

Holly Hobby 742-3601
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

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

TOTEM Office 742-2142
Benny Benson, East, Facilities/Maintenance, IT/Data Processing, Northern Lights ABC, Operations, Ptarigan, Purchasing/Warehouse, SAVE, Transportation, Student Nutrition, Williwaw

Margaret Prince 742-8741
Bayshore, Campbell, Chinoook, 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

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

Welcome Back to the 2009/2010 School Year!

NEW LOCATION FOR TOTEM SPRING CONFERENCE!

We are pleased to announce the TOTEM Spring Conference in March 2010 will be held at Change Point. This is an incredible facility located off of Minnesota and Raspberry. Along with more than adequate space for our sessions, they have an in-house catering service and a parking lot large enough to accommodate all our parking needs at no cost. We are looking forward to holding the conference in this new location.

We have already begun our recruiting process for new presenters at the conference. Do you have someone you would like to recommend? Please contact Barbara Strong at bstrong@apea-aft.org or Sandy Thompson at thompson_sandra@asdk12.org.

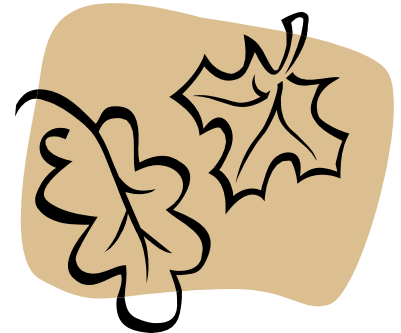
New Faces of TOTEM...

Two (2) of the TOTEM Job Reps have moved on to other endeavors and we welcome two (2) new Job Reps; **Dana Fields**, Administrative Assistant in Accounting and **Holly Hobby**, Administrative Assistant at Gruening Middle School.

We currently have seven (7) Job Reps to represent over 1500 TOTEM employees. We need more. A Job Rep is someone who serves as the employees' representative in disciplinary and investigatory meetings with supervisors and in the initial steps of the grievance procedure. They also serve as the employees' primary contact to obtain information about TOTEM. If you think you might be interested in being a Job Rep, please call the office.

TOTEM Board Position

The Member at Large - Non - Instructional position became vacant on July 1, 2009. If you are currently working in a non-instructional TOTEM position and are interested in filling this position, please call the TOTEM office.



Can you help us put your dues to good use?

Would you be interested in receiving the TOTEM Newsletter at your home e-mail rather than a paper copy by U.S. Mail? Sending the newsletter electronically rather than through the U.S. Mail could result in a significant savings in both cost and paper. If interested, please send us your e-mail address. TOTEM keeps member personal information confidential and that would include your e-mail address.

Note: To receive all important TOTEM updates, please remember to notify the TOTEM office when you have an address or phone number change.

Congratulations to the following members
who have recently earned their PSP
Certificate!!!!

Lyndsay Bain
Rebecca Brandt
Corinne Browning
Jerian Bundy
Cherise Cox
Judith Haggar
Chad Harrison
Christy Hisada
Beverly Hoshide
Jennifer Huvar
Dale Ketcherside
Joy Kutz
Janet Lewis
Patricia Lopez
Pahoua Ly
LaVonne Marton
Pellzitha McCormick
Suzanne Minert
Maria Mora
Kathleen Morales
Tracy Prince
Julie Richards
Dawn Schelling
Dora Schleusner
Judy Thomson
Raymond Torgerson
Mary Turner
Lori Xiong
Dawn Zahare

Congratulations to the following member
who recently earned her CPS Certificate!!!!

Patsy Hendrickson

Do you want to learn how you can
earn up to 6% more on your pay-
check? Log on to
www.totemassoc.org for more in-
formation and keep an eye on your
email for upcoming PSP Workshops.



Future HELP Test Dates:

October 16 December 18 March 5

Tests are from 8:00 a.m. to noon and will be held in the Orange Room at Training and Professional Development in the Boniface Building. TOTEM members may pre-register for the tests on MyLearningPlan.com. For more information contact Sherry Girarad at 742-4490.

HELP TEST SUPPORT CLASSES:

The District provides support classes free of charge to para-professionals who are taking the HELP Test. Classes meet in the Orange at the Boniface Education Center. **Updated:** Each class now offers the test for that content area in the last scheduled session.

MATH SUPPORT (4:30-6:30 pm):

T/Th 11/3, 11/5, 11/10, 11/12

Math Test: 11/12, 6:00-7:30 p.m.

T/Th 2/9, 2/11, 2/16, 2/18

Math Test: 2/18, 6:00-7:30 p.m.

T/Th 4/13, 4/15, 4/20, 4/22

Math Test: 4/22, 6:00-7:30 p.m.

WRITTEN EXPRESSION (4:30-6:30 PM):

M/W 11/16, 11/18, 11/23, 11/30

Written Exp Test: 11/30, 5:15-6:30 p.m.

T/Th 1/26, 1/28, 2/2, 2/4

Written Exp Test: 2/4, 5:15-6:30 p.m.

M/W 3/15, 3/17, 3/22, 3/24

Written Exp Test: 3/24, 5:15-6:30 p.m.

READING SUPPORT (4:30-6:30 PM):

T/Th 10/13, 10/15, 10/20, 10/22

Reading Test: 10/22, 5:15-6:30 p.m.

M/T/W 1/19, 1/20, 1/21, **4:30-7:15 pm**

Reading Test: 1/21, 6:15-7:15 p.m.

T/Th 4/27, 4/29, 5/4, 5/6

Reading Test: 5/6, 5:15-6:30 p.m.

Mark Your Calendars!

You are invited to our Annual Holiday Open House on Thursday, December 10 from 4:00-7:00 pm at the TOTEM Office.

This will be an opportunity to come and meet your Board members and Job Representatives as well as connect with other TOTEM members.

Yummy treats will be served, and we hope that you will take a moment and stop on by. We'll see you on De-

Job Reps & Site Contacts

Just a reminder that there is a difference as to the roles and responsibilities between a Job Rep and a Site Contact. There are contractual and legal requirements for Job Reps that **do not apply** to Site Contacts. The most important being that the Job Reps have the authority to represent TOTEM employees, Site Contacts do not.

Job Rep Responsibilities

By the TOTEM Contract, Job Reps shall be allowed, upon notification made to the immediate supervisors, to represent employees in disciplinary conferences and investigate/administer grievances during work hours.

By the TOTEM Bylaws, Job Reps shall represent all employees in the Collective Bargaining Unit at investigatory meetings, evaluations and other meetings as may be necessary to resolve member issues and shall assist the President in preparing a grievance.

Site Contact Responsibilities

Site Contacts responsibilities shall include:

- *Maintaining the bulletin board at the site with TOTEM materials.
- *Distributing flyers and information, provided by TOTEM to TOTEM employees.
- *Be a phone contact if there were a need to get information to TOTEM employees quickly.



If the Site Contact is willing and comfortable, they may meet and welcome new and transferring TOTEM employees to the site.

Mentors

TOTEM has 21 members who serve as mentors for other TOTEM employees. These mentors can answer questions, provide some training, visit your work site and offer suggestions, and help you address job related concerns. It doesn't matter if you're new to your position or just have questions; these mentors are here to help. Please call the TOTEM office and we will match you to a mentor.

Did you know?...

Your membership with TOTEM gives you benefits with AFT (American Federation of Teachers) that includes Educational Loans and Student Loan Consolidation Programs. Check out these websites for more information:

www.aft.ed-loans.com

www.aftplus.org/consolidation

+ Your benefits
cover your
family
members too.

Even if they have
four legs.



The Community Advantage

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- As low as \$12.95 a month.
- Pick your veterinarian.

buy where it counts!
www.aftplus.org



A Union of Professionals

AFT+

Member Benefits

AFT has an expense reimbursement and/or endorsement arrangement for marketing this program. For more information, please contact AFT Financial Services at 800/238-1133, ext. 4493; send an e-mail to disclosureinfo@aft.org; or visit www.aftplus.org/disclosure.

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



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Wondering about how the TOTEM Contract has changed this school year?
Our new contract includes some very important changes that could affect your paycheck.

Although you may rest assured that the percentages for your PSP and CSP certificates have not changed, please do not stop reading there. **An important clause has been added to the TOTEM contract which requires that you keep your national certificate current to receive your percentage increase.**

Because this change does not take place until July 1, 2010, now is the time to dust off that old certificate and take a look at its expiration date. Then, log on to www.totemassoc.org and find out what'll you'll need to do in the next 9 months to make sure that extra money doesn't disappear from your paycheck.

If you have any further questions, please feel free to contact the TOTEM Office.

FROM THE TOTEM CONTRACT:

Section 507.1 Professional Certificates

Employees seeking recognition for certificates must work through the Association office to complete the requirements. Once certification is received from the national organization, it should be submitted to the Human Resources Department for processing in order to receive the appropriate percentage salary increase. Recognition shall be given an employee for certificates based on the following schedule of increases to the eligible employee's current wage. Only the highest percentage earned will be applied, and in no case shall percentages be combined....

3. Recertification Requirements

It is the employee's responsibility to maintain a current certificate. Failure to do so will result in the loss of the percent age increase effective July 1, 2010.