



MEETING THE CHALLENGE OF CHANGE

TOTEM FORUM

TOTEM ASSOCIATION OF EDUCATIONAL SUPPORT PERSONNEL

Volume 2017/2018 ISSUE 1

September 2017

2017-2018 TOTEM

Board Members

President Sharon Baker
Vice President Sandy Thompson
Secretary Felicia Woods
Treasurer Amey Tamagni

Members at Large

Cathy Cotterman
 Kathy Miller
 Denise Tilley
 Alicia Woods

EMPLOYEE REPRESENTATIVES

Sharon Baker 562-1183

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

TOTEM Office 562-1183

Alpenglow, ASD Ed Center, Aurora, Birchwood ABC, Chugiak Elem, Chugiak High, Eagle Academy, Eagle River Elem, Eagle River High, Fire Lake, Gruening Middle, Homestead, Mirror Lake Middle, Mt Illiamna, Mt Spurr, Orion, Ravenwood, Ursa Major, Ursa Minor

Sandy Thompson 742-9000

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

TOTEM Office 562-1183

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

TOTEM Office 562-1183

Aquarian, Family Partnership, Frontier Charter, Highland Tech, IT/Data Processing, Facilities/Maintenance, McLaughlin Secondary, Music Dept, Operations, Purchasing, Special Schools, Winterberry

FALL HIGHLIGHTS

Welcome to the 2017/18 School Year!

A Note from the President...

I hope everyone had a chance to relax and have some fun with family and friends this summer.

It was a busy summer for The District. In different schools across the District, security cameras were installed, exteriors painted, floors and water lines replaced and all school roofs were inspected. The IT department was busy upgrading and replacing computers and network components. A new phone system will be installed district-wide.

We are pleased to report that, since July 1st, TOTEM has 68 new hires and 8 rehires. We welcome them to TOTEM and ASD. As we have quite a few job postings, we look forward to welcoming more new employees.

We have also had a few changes to the TOTEM Board. Ken Tate, Member-at-Large, instructional, has resigned his position as he has been hired by the District as a teacher.

Cathy Cotterman, Board Secretary, has requested to be moved to the position Ken vacated. There is one year left of the two year term and, as Cathy and her family will be leaving Alaska next June, this works better for her.

Felicia Woods has accepted appointment to Cathy's vacated two year term as Secretary.

Isabel Groff, Member at Large, Non-Instructional, has resigned her position as she is going to retire. We do not yet have a replacement for Isabel's two year term.

Please never hesitate to call the office if you have questions or concerns at 562-1183.

Have a great year!

-Sharon Baker, TOTEM President



Dues Increase

There will be an increase in dues for the 2017/18 school year. The increases are:

- Full time (more than 20 hours/week): From \$58.75 to \$59.14 (+\$0.39 per month)
- Part time (less than 20 hours/week): From \$30.69 to \$30.88 (+\$0.19 per month)

Dues are deducted from the first paycheck of the month—September through May of each school year.

What Are TOTEM Employee Representatives?

TOTEM Reps are TOTEM members who are trained to represent all employees in the Collective Bargaining Unit at investigatory meetings, disciplinary meetings, evaluation conferences and other meetings as may be necessary to resolve member issues. They assist the President in preparing a grievance. Reps listen to concerns, answer questions, work to resolve issues before they become disciplinary, advocate for the employees and protect your contractual rights.

We are looking for members who would be interested in being a Rep. Because they attend meetings during the work day, we prefer non-instructional. We don't pull members from the classroom.

If you are interested in becoming a Rep, please call the TOTEM office.

Transferring Within the District

If you are applying to transfer to another District position, the first thing you need to do is notify your current Principal/Supervisor. You don't want your current Principal/Supervisor to find out that you are looking to move from someone else, especially the Principal/Supervisor at another location.

Section 6069.1 D of the TOTEM Contract allows you, with principal/supervisor approval, to interview for District positions without having to use your annual leave.

When you are offered a job, **let your current and your future Principal/Supervisor decide when you will start your new position.**



Attention Scholarship Winners....

Reminder: If you were awarded a 2017/18 TOTEM Scholarship, you have until October 1st to notify TOTEM of your intent to use the scholarship. Please don't forget and lose your scholarship. You can email your acceptance to totemassoc@gci.net. We have alternates who would appreciate having a scholarship if you aren't going to use yours.

Meet TOTEM Member: Ina Carpenter



Wagaa! Hello! !Hola!

I really enjoy working with a very diverse student body. I work with students with many different language and cultural backgrounds. I enjoy working one-on-one with students who may be coming to an American school for the very first time. We help them get to know the schedule, meet new classmates, and to make sure that their academic needs are being met throughout the new school year.

I have been employed with the English Language Learners' Program since August of 1998 at Clark. I am originally from the village of Kipnuk in southwest Alaska. I speak Yup'ik fluently. For the past 5 years, I have been coaching students who sign up for the Yup'ik Spelling Bee at Clark. The practices are held at lunch times for 6th, 7th and 8th graders. The first meet is held in February for school-wide contest, the second meet is held in March for district-wide competition, and the state-wide competition is held in April in Anchorage. In this way, I feel that I am passing on my knowledge of the Yup'ik language and culture and at the same time, we are having fun learning.

Ina Carpenter

Clark Middle School

VERA WHOLE HEALTH CLINIC **COMING SOON!**



The Vera Whole Health clinic located in Midtown at the Kuukpik Building will be opening September 27,

2017. ASD employees, spouses and dependents (age 3+) on an ASD sponsored health plan will have access to care at the clinic.

Earn a \$200 incentive toward your next paycheck by completing all 4 steps of the Annual Whole Health Evaluation at the Vera clinic. The evaluation includes: a biometric screening, a wellness exam, an introduction to health coaching and a health assessment. You can complete all 4 steps at once, or schedule appointments when they work best for you.

You will be receiving a packet in the mail from Vera Whole Health with more details on this new benefit, please reference the Vera Whole Health Welcome Packet for more information on the clinic, including hours, directions, services and how to get the most out of the clinic.

For more information on the clinic, visit www.verawholehealth.com/ASD.



The Professional Standards Program (PSP)

The Paraprofessional Standards Program (PSP) is sponsored by the National Association of Educational Office Professionals (NAEOP). TOTEM follows the guidelines set by NAEOP, the parent organization. Current guidelines from NAEOP include four years of work experience, where two years must be in an Educational Office Setting. A TOTEM member must either currently work in a clerical based job within the district or must have held an educational office job for a minimum of two years previously. The experience may come from a public-school setting, private school, preschool, university or college.

Another requirement for applicants is to have four years with the TOTEM association to achieve the points needed on the PSP application. For this reason, TOTEM members wishing to apply for a PSP need to complete three years of service prior to attending an Introduction to PSP workshop.

Upon attending an Introduction to PSP workshop, it will be determined if participants meet all the required NAEOP criteria, what level and option can be applied for, and guidance for completion of paperwork will follow. Because the PSP is based on work experience, professional activities, and education, not everyone will qualify. We will do our best to help all interested individuals successfully apply for a PSP, but must follow the NAEOP guidelines to ensure an application is not denied.

Please direct questions to the TOTEM office so that they may be answered accurately by our PSP committee.

PSP Workshop Schedule

In preparation for the January 15, 2018, PSP Deadline, we have scheduled the following workshops:

For Recertifications—Saturday, September 23, 10 am

For New Applicants—Saturday, September 23, 11 am

We will be scheduling a few more dates in anticipation of this deadline. If you are planning to attend, please sign up on MLP. More information and PSP Paperwork can always be viewed on the TOTEM website (www.totemassoc.org).

TOTEM New Member Orientation Dates:

As a TOTEM Member, our goal is to be sure that you understand the rights and benefits to being part of this union and the Anchorage School District.

Please come by and talk with some of our Board members to learn more at our new member orientation. You will have an opportunity to get your questions answered and we can provide you with further information on anything that you find in your new member packet. All TOTEM Members are welcome to join us!

Mark your calendar and join us for one of these dates:

- Tuesday, September 12, 5:30 pm
- Tuesday, November 28, 5:30 pm
- Tuesday, January 30, 5:30 pm
- Tuesday, March 27, 5:30 pm

All meetings will be held at the TOTEM Office, 3310 Arctic Blvd, Ste 200. We hope that you will give us a call with any questions: 562-1183.

Contract Negotiations Update

Well, it's that time again. We are in the third year of our current TOTEM Contract and will be meeting with the District to negotiate a successor. We plan on being in negotiations in October and having a contract for member ratification the first part of November.



Sick & Association Leave Bank Withdrawals

- Per the TOTEM Contract, the following draws on leave will occur:
- Per Section 406: Sick Leave (3 hours) on the October 6th paycheck
- Per Section 108: Association Leave (3 hours) on the November 3rd paycheck.

First Aid/CPR Training

Good news! The TOTEM Board and Employee Representatives are now certified to train TOTEM Employees in First Aid/CPR. In order to help train as many members as possible, First Aid/CPR classes will be held at the TOTEM Office during the 2017/2018 School Year. Here are the dates:

- Saturday, October 21, 8am-4pm
- Saturday, December 16, 8am-4pm
- Saturday, May 5, 8am-4pm

If you are planning to attend a TOTEM First Aid class, please sign up on mylearningplan.com.

What Are TOTEM Site Contacts?

TOTEM tries to have a Site Contact in every ASD facility that has TOTEM employees. This year with retirements, resignations and transfers, we have 20 schools without a Site Contact. If this is something you might be interested in please call the TOTEM office. The responsibilities are:

- * Meet and welcome new TOTEM employees to their site – “First Friend, Best Friend”.
- * Maintain the site bulletin board.
- * Distribute flyers and information, provided by TOTEM to TOTEM employees.
- * Refer members to the TOTEM office if they have questions or concerns.
- * Be a phone contact if there is a need to get information to TOTEM employees quickly.

Site Contacts, **by law, do not** represent TOTEM employees in meetings with principals, supervisors or administrators.

