



MEETING THE CHALLENGE OF CHANGE

TOTEM FORUM

TOTEM ASSOCIATION OF EDUCATIONAL SUPPORT PERSONNEL

Volume 2016/2017 ISSUE I

September 2016

2016-2017 TOTEM

Board Members

President Sharon Baker
Vice President Sandy Thompson
Secretary Cathy Cotterman
Treasurer Amey Tamagni

Members at Large

Isabel Groff
 Kathy Miller
 Ken Tate
 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

Dee Parsons 742-4200

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 Iliamna, 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

A Note from the President... **Welcome to the 2016/17 School Year!**

I hope you were able to relax and enjoy the beautiful summer we had this year.

We welcome new Superintendent, Dr. Deena Paramo to the District and look forward to working with her. Dr. Paramo has been visiting schools, meeting with employees as she transitions in to ASD.

My Learning Plan has a different look this year—you will now need to use your district connection username and password to log in.

This year the District will be implementing new procedures for an active shooter emergency. These procedures will expand on the current lockdown plan. All staff and students will be trained in the Alert, Lockdown, Inform, Counter, Evacuate (ALICE) Program. More information will be coming to all staff as the school year progresses.

The District is also replacing the current substitute dispatch system. The new sub dispatch system, Aesop, was implemented July 1, 2016. Look for information updates on the system.

And last but not least, in January the District will be upgrading the student management system, Zangle, to "Q". The upgraded program is currently being piloted at both elementary and secondary levels.

TOTEM is going to be expanding our ability to communicate to our members by adding "social media". Contact me if you are interested in helping TOTEM join the 21st Century. Have a great year!

-Sharon Baker, TOTEM President



TOTEM Sick Leave Bank Open Enrollment

Our Sick Leave Bank allows eligible TOTEM employees to receive leave hours from the Bank when they have exhausted their own leave due to a personal illness. Eligible employees are those who have joined the Bank and are contributing leave to the bank. A payroll deduction of three (3) hours occurs in September or October of each year from those who are members of the Bank. A second three (3) hour deduction may be taken during the year if the Bank balance drops below 2000 hours.

Between September 1st and 10th you have the opportunity to enroll in or withdraw from the TOTEM Sick Leave Bank. To do so you will need to notify ASD Human Resources in writing of your intent during that time period.

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, a First Aid/CPR class will be held one Saturday a month at the TOTEM Office during the 2016/2017 School Year. Here are the dates:

Saturday, October 8, 8am-4pm
 Saturday, December 10, 8am-4pm
 Saturday, February 11, 8am-4pm
 Saturday, April 8, 8am-4pm

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



Paid Holiday Notice

Please note that due to the calendar, the following days will be paid holidays during the Winter Break:

December 26, 27 & 30, 2016, and January 2, 2017.

Reminder: You must be in paid status on Friday, December 23, and Monday, January 9, to be paid for these 4 holidays.

Dues Increase

There will be an increase in dues for the 2016/17 school year. The increases are:

Full time (more than 20 hours/week):
 From \$58.30 to \$58.75

Part time (less than 20 hours/week):
 From \$30.47 to \$30.69

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

A Heartfelt Thank You

The proverb "Once an man, twice a child" comes fully into play as I thank each and every TOTEM member who either donated leave, a kind word, kind gesture or something of other significance for my catastrophic leave request. Although I am a 12-month employee for ASD, quite a bit of my time this summer was dedicated to my 89-year-old grandmother. Her declining health and six weeks spent in a skilled nursing facility this summer made it necessary for me to switch roles and become the parent rather than the child in the relationship. Fortunately, she has bounced back as much as she can and I was able to move her, with the help of her stepson and one of her close friends, into an assisted living facility. Without the generosity of my peers in TOTEM, my own finances would have been much less manageable.

I would encourage everyone who takes the time to read this to embrace the essence of your parents, grandparents, elders or whomever is the primary reason for helping you become who you are today. When that person wants to tell you that one story about his/her childhood during the 1920s or shares family history, soak it in. Our elders are unrealized treasures who need to be cared for either as well as we were as children, if not better than we were. Now, on a good day with my grandmother, those historical stories are the connection that keeps her in the adult world. On a rough day, caring for her is such that as caring for a child. The proverb rings so true. No matter what, my love for her is unconditional. She cared for me when I needed her. It is my turn to give back and help her keep her dignity and hold onto some form of normalcy. I thank each TOTEM member for allowing me that privilege.

Sincerely,
 Amey Tamagni, Administrative Assistant, Secondary Special Education

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 27, 5:30 pm
- Tuesday, November 22, 5:30 pm
- Tuesday, January 24, 5:30 pm
- Tuesday, March 21, 5:30 pm
- Tuesday, May 9, 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.



To Our New Board Member!

We want to take a moment to welcome

Ken Tate, Special Education Teacher Assistant, at Clark Middle School who was nominated to serve on the TOTEM Board as a Member at Large Instructional. Ken has been a member of TOTEM since 2012 and is excited for this opportunity to serve.



Sick Leave & Union Leave Bank Withdrawals

Per the TOTEM Contract, the following draws on leave will occur:

- Union Leave (3 hours) on the September 23rd paycheck
- Sick Leave (3 hours) on the November 4th paycheck.

IMPORTANT PSP CHANGES

At the 2016 NAEOP annual conference, the following change was brought before the 2016 Advisory Board and then the Delegates as adopted by the 2015 Governance Board:

***An applicant for a PSP certificate must have two years of educational office experience included on Form I, page 1 as part of the application qualifications. ***

This will limit our TOTEM members applying to those who are currently working as Administrative Assistants, Secretaries, IEP Clericals, Braillists, Audiology Teacher Assistants, Assistive Technology Teacher Assistants, and several other classifications who are not student-based.

However, if a TOTEM member has worked in an educational office setting in his/her past inside or outside of the Anchorage School District, inclusive of colleges, universities, preschools, private schools and etc., this will be considered as the proper experience for qualification.