

The Word

SEPTEMBER 2008



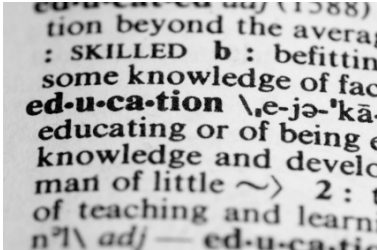
A Message From Our President **Jeff Sikich**

Welcome to our new teachers. Welcome back to our veteran teachers. I hope all of you had an enjoyable, restful and rejuvenating summer vacation. By now you are already into the swing of things. Some of you are new to your buildings, some new to your teaching assignment, and first year teachers are new to everything.

I would ask you to please help your new staff feel comfortable in their new setting. I encourage you to contact your individual Building Reps should any problems or questions arise. We can not help if we are not aware of the problems or issues.

As of this writing we have two vacant positions on our executive board. We need an Elementary PR&R person and we have a vacancy in Public Relations. If any of you are interested, please contact me, Jeff Sikich, at 604-4100 VM 2480.

Have a GREAT teaching year!



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From PR&R

Peggy Oberbeck

Ten Things You Should Know About E-mail, Internet and Technology

1. Read the computer use policy, follow it and re-read it during the year. You or your union should ask for training in areas that you don't understand.
2. Assume you have no privacy regarding e-mail you send and receive on your employer-computer system. Only send e-mails that you would feel comfortable reading on the front page of your local newspaper.
3. A "deleted" computer file, including e-mail, can often be accessed by an experienced IT person.
4. There is a trail on the computer you are using showing what Internet sites you accessed. Do not access anything on the Internet that you do not want your employer to see.

5. Assume that what you see on your computer screen is what your employer gets.
6. Copyright law applies to material on the Internet. Excellent online information is available from the Library of Congress, U.S. Copyright Office: www.copyright.gov.
7. What you post of personal blogs and websites may be seen by many people, including your employer, and it could result in adverse employment action.
8. Unless your school policy provides otherwise, do not give away your password, do not let others see your password, and change your password often. Turn off or lock your computer when you leave your work area.
9. Employers may have exclusive or limited rights to products you create while performing work for them. Your union may want to bargain language that addresses intellectual property rights.
10. For more information about technology issues in education see: www.nea.org/he/techno.html

Information provided by Jina L. Jonen and Greg Spring of the Wisconsin Education Association Council. This information does not constitute legal advice but only provides general principles to consider. Copyright January 2007.

Attention All Traveling Teachers

Please check with your building principal for the correct forms for mileage reimbursement. The form can be filled out weekly, monthly or for the entire year. The district has a mileage chart available on the district intranet. The district reimburses you at the Federal rate of 58.5 cents per mile from July 1 through December 31, 2008. The rate will change Jan 1, 2009. According to the District Business Office, "It is not necessary to list every day when submitting for mileage reimbursement if every day is the same. You can just attach a memo to the mileage reimbursement form that shows the number of total days in the year less days absent multiplied by the daily mileage multiplied by the mileage rate. Remember to separate mileage between 2008 and 2009 because the IRS reimbursement will change."



Membership

Angela Bina

Do you have your WEAC membership card?

WEAC membership cards were mailed out to current members a week or so ago. If you think that you may have misplaced it or thrown it out accidentally, you will need to contact WEAC for a new one. Diana Buchholz will help you in that department:
buchholzd@weac.org

Almost all of our new members have been added to the database and should be receiving their cards soon in the mail. If you have not received your card by mid-October, please contact Diana Buchholz at the email address above.

MEMBERSHIP LISTS

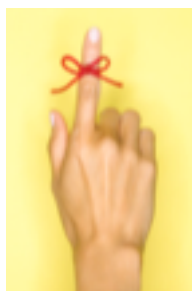
In an effort to "go green", so to speak, I will be eliminating the individual information sheets and disseminating membership rosters via spreadsheet format. Building Reps will be getting this information very soon; please make every effort to check over your contact information carefully, and make any necessary changes. If possible, please add your home email address so that we can contact you without using the district email service when necessary. I promise we won't fill your Inbox with junk!

What does WAWMEA do?

Are you curious about what your Association really does? Want to learn more about the political and educational climate in our area? Interested to know how others are dealing with situations in

their own buildings? Does anyone want to connect and network, share happiness and woes, and gain some fantastic ideas? We have the place for you!

Come to any of our Building Representative Assembly meetings (commonly known as RAs) on the second Wednesday of each month. We meet at the UEP on 138th & Burleigh in Brookfield. Meetings start at 4:00 and refreshments and delicious snacks are provided. Everyone is welcome and encouraged to attend - we want to see you there!



Don't Forget!

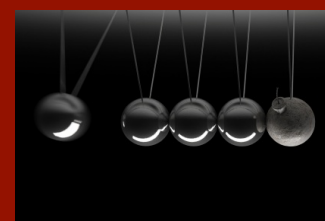
Get your transcripts and paperwork ready so you can submit your credits for lane advancement by the **SEPTEMBER 25th Deadline!**

The Final Record of Units Earned for Advancement on the Salary Schedule must be submitted to Instructional Principals no later than September 15th, 2008.

Submit course approval forms before your class begins this fall!!!!

If you have any questions or problems with this process....

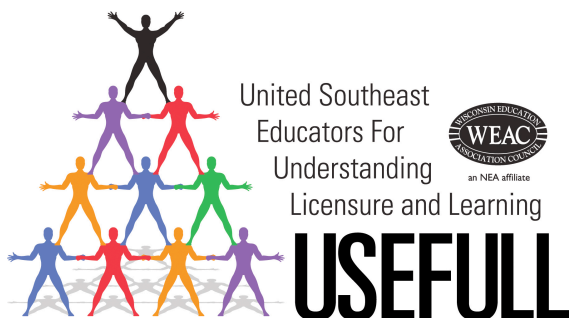
Please contact your building rep and PR &R so we can assist **YOU!**



Political Action Save the Date!

West Suburban Council will sponsor a Political Action Night right after the Representative Assembly, **October 22, 2008** at the UEP at about 5:00





USEFULL is...*your professional organization providing professional development and licensure assistance to you at no additional cost!*

USEFULL is...*members helping members!*

USEFULL is...*your union dues working for you!*

FOR ALL MEMBERS OF:

**Council #10
Lakewood UniServ Council
North Shore United Educators
TriWauk UniServ Council
West Suburban Council**

2008-2009 Calendar of Workshops

Watch for these flyers and register early!

Seats are limited and fill quickly!

Wednesday, October 1, 2008 -Overview of the PDP Process

Tuesday, October 7, 2008 - Preparing Your PDP for Verification

Wednesday, November 5, 2008 - Goal Writing and Approval Workshop

Thursday, November 6, 2008 - PDP Goal Approval

Wednesday, January 7, 2009 - PDP Verification

Wednesday, January 28, 2009 - Classroom Discipline & Non-Violent Intervention

Thursday, February 5, 2009 - Privacy in the Workplace

Thursday, April 23, 2009 - Overview of the PDP Process

**All workshops begin at 5 p.m. at the UEP Building in Brookfield,
with a light meal being served at 4:30 p.m.**

13805 W. Burleigh Rd. ■ Brookfield, WI 53005 ■ 262-789-6000

Important Dates

September 15

Last day to turn in Final Record of Units Earned to Principals. Due in Human Resources office September 25th.

September 25

Last day to turn in transcripts and paperwork for salary advancement to Human Resources.

October 1

Overview of the PDP Process - Register EARLY - 262-789-6000 (See page 4)

October 7

USEFULL - Preparing your PDP for Verification- Register EARLY - 262-789-6000(See page 4)

October 22

WSC Representative Assembly- UEP 4:30 pm - Political Action Night

September

10
WAWMEA Representative Assembly- UEP 4:00 pm

22
WAWM Board of Education - ADM BLDG 7:00 pm

October

1
WAWMEA Executive Board Meeting - UEP 4:00 pm

1
USEFULL - Overview of the PDP Process - Register EARLY - 262-789-6000

7
USEFULL - Preparing your PDP for Verification- Register EARLY - 262-789-6000

8
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30 - 31
WEAC Convention -Alliant Energy Center - Madison

