TOTEM FORUM

TOTEM ASSOCIATION OF EDUCATIONAL SUPPORT PERSONNEL

Volume 2019/2020 ISSUE 1 September 2019

2019-2020 TOTEM Board Members

President	Sandy Thompson
Vice President	Vacant
Secretary	Felicia Woods
Treasurer	Amey Tamagni

Members at Large

Kathy Miller
Denise Tilley
Alicia Woods

EMPLOYEE REPRESENTATIVES

TOTEM Office 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

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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

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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

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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

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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…

As we begin the 2019-2020 school year, I want to welcome both new and returning staff! I don't think we could have asked for a more beautiful summer. It was a summer of records broken, with record high temperatures, record days without rain and now a record number of fires in our state, the unfortunate result of those temperatures and lack of rainfall. I do hope you all had an enjoyable summer break and were able to spend time with family & friends, doing what makes you smile and rejuvenates you!

It is my honor to start my term as your TOTEM President. I started my career journey with ASD in 1992 as a noon duty, temporary student attendant and subbed as a TA until I was hired full time in 1996 as a Special Programs Para at Creekside Park Elementary. I worked in what was then called a Life Skills classroom for 8 years, then transferring into the Administrative Assistant position, also at Creekside. For the 2016-2017 school year, I transferred to STrEaM Academy Charter School as the Admin/Registrar and had the pleasure of helping to open this brand new charter school. On July 1st, I transitioned to my new position here at the TOTEM office. I feel very fortunate to have worked with great staff, students and parents over the last 23 years.

I sincerely want to thank Sharon Baker, TOTEM President, 2005-2019, for her leadership and dedication to our Union and its membership. She is enjoying her retirement as witnessed by the big smile she has on her face each time I see her!

The TOTEM Executive Board and I are here to serve you, our members. Please feel free to call or email with any questions or concerns you may have as the school year progresses. *-Sandy Thompson Wallace,* CAP, 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.

Congratulations!!

Kudos to all the following PSP Certificate recipients!

Jeriann Bundy
Shelbee Davis
Ana Girbacea
Carla Hollingsworth
Amanda Koch
Tina Parks
Teresa Peterson
Elizabeth Quigley
Ronna Schmidt
Mary Turner
Hua Zhang
Pamela Carberry
Mollibeth Elton
Chad Harrison
Diane Johnson
Janet Lewis
Melody Parone
Tracy Prince
Ingrid Rasmussen
Carrie Smith
Megan Wilcoxson

Kudos also goes to Linda Dove, Secretary at Eagle River High, who passed her Certified Administrative Professional (CAP) exam in April!

TOTEM New Employee Orientation Dates:

As a new employee of the bargaining unit, our goal is to be sure that you understand the rights and benefits to being part of TOTEM Association and the Anchorage School District.

Please come by and talk with some of our Board members to learn more at our new employee orientation. You will have an opportunity to get your questions answered. All TOTEM Employees are welcome to join us, whether you have chosen to be a member or not.

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

Wednesday, September 11, 5:30 pm
Thursday, November 7, 5:30 pm
Tuesday, January 28, 5:30 pm
Thursday, April 2, 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.

Sick Leave & Union Leave Bank Withdrawals

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

Sick Leave (3 hours) on the October 19 paycheck.

Union Leave (3 hours) on the November 15 paycheck.

First Aid/CPR Training

The following dates have been scheduled for First Aid Trainings at the TOTEM Office. Please sign up on MLP if you wish to attend. Classes are open to all TOTEM Members.

Full Day First Aid Training—for those who have not yet been trained or those whose card is expired:

Saturday, October 12, 8am-4pm
Saturday, November 16, 8am-4pm

Half Day Recertification Training—for those whose card has not yet expired. You must bring your current card with you.

Saturday, September 21, 9am-1pm
Saturday, January 18, 9am-1pm

Dues Increase

There will be an increase in dues for the 2019/20 school year. The increases are:

Full time (more than 20 hours/week):

From $59.14 to $59.46

Part time (less than 20 hours/week):

From $30.88 to $31.04

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

Leadership Opportunities for Members

Are you interested in becoming more involved in TOTEM?

TOTEM Executive Board

Our TOTEM Board currently has (2) vacant Member-at-Large positions open. One is for a non-instructional member and one is for an instructional member. Please give the office a call if you would like more information on what this entails and the time commitment involved.

Our Board meets the 3rd Thursday of each month at 5:30pm here at the TOTEM office. If you have a concern you would like to bring forward please let us know and we will include you on the meeting agenda.

TOTEM Employee Representatives

ASD is a large District and TOTEM has approximately 1,300 bargaining unit members in 62 different job titles. We are the 2nd largest bargaining unit after the teachers. If you have ever thought about getting more involved, learning more about the Collective Bargaining Agreement (CBA) and helping your fellow employees when situations arise where they need some assistance & guidance, give the office a call to get more information!

APEA/AFT EPIC Board

Do you have an interest in politics? Would you like to have a voice on the State level in our Union? TOTEM holds (2) board positions on EPIC (Employee Political Information Committee) as part of APEA/AFT. Both of our alternate board seats are vacant at this time, and we are currently seeking interested members to fill those seats. Give the office a call!

PSP Workshops & Information

In preparation for the January 15th NAEOP certification deadline we have scheduled the following workshops. Please register on MLP for the session you are going to attend.

Saturday, September 28th	10 am – recertifications	11 am ~ new certificates
Thursday, October 3rd	5:45 pm – recertifications	6:45 pm – new certificates
Saturday, October 19th	10 am – recertifications	11 am ~ new certificates

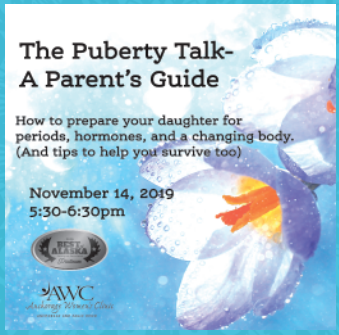
The following information will help you get started on the process and better prepare your for the workshops. . **Amey Tamagni** is the current TOTEM PSP Chair. You can reach Amey at Tamagni_Amey@asdk12.org

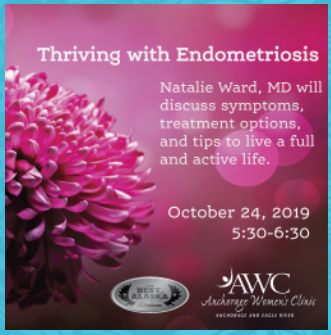
For new certifications and recertifications:

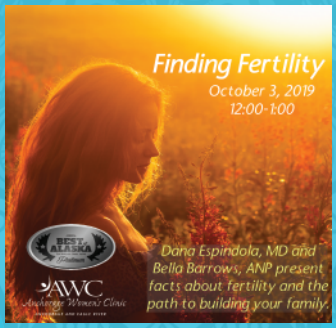
- Go to the TOTEM website at http://www.totemassoc.org/psp.html and print out the forms needed for certification
- There is a $45 application fee for certification and a $25 application fee for recertification payable to NAEOP by check or Visa/MasterCard ($5 fee applies).
- Log onto My Learning Plan and print out a transcript of your continuing education workshops and in-service trainings that you have taken. Have your supervisor sign and date the transcripts for you.
- If you are using college credits or business school credits, please make sure you have ordered sealed transcripts and unofficial transcripts. Have them both sent to you. Bring these with you to the workshop. If you have seminars or workshops that are not accounted for on My Learning Plan, please bring signed copies of certificates of completion for each.

AWC
Anchorage Women's Clinic
ANCHORAGE AND EAGLE RIVER

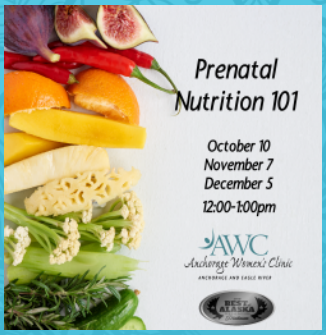
Free Women's Health Education for your Life







See our website under 'Patient Resources' for more information



Free Community Health Education Classes

Anchorage Women's Clinic
3260 Providence Dr.
Suite 425
C Tower, 4th Floor
Anchorage, Alaska

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RSVP by emailing: marketing @awcp.net
or call (907)561-7111

www.anchoragewomensclinic.com