

**2021-2022**

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# MEMBER RESOURCE GUIDE



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# YOUR UNION AT WORK



**KBEA membership means you are part of a strong, united team of 150 members who are making a difference for children and schools.**

KBEA is affiliated with NEA-Alaska, representing 13,000 educators throughout Alaska, and the National Education Association (NEA), representing 3.2 million educators across America.

## Benefits and Opportunities of Your Union Membership

- **Professional Development:** Workshops, seminars, and conferences to address your professional needs.
- **Leadership Training:** Participate in local, state and national union representative assemblies.
- **Local Bargaining:** Always working to improve your salary and benefits, planning time, leave days and other conditions of employment.
- **Premier Health Insurance:** As a member of KBEA, your bargaining team will negotiate on your behalf for excellent health benefits and affordable rates.
- **Liability Insurance:** Up to \$1 million protection, in case of a lawsuit.
- **Career Protection:** Professional staff to represent you in grievance, dismissal, non-retention, retirement, and other job-related matters.
- **Professional Communications:** From your local, KBEA, state NEA-Alaska AKtivist, edCommunities, NEA Member Benefits, and much more!
- **Community Outreach:** Communicating our messages and building coalitions to garner support on key issues, such as school funding that effects student learning and educators.
- **Money Savings:** Member discounts on loans, credit cards, insurance, financial services, restaurants, clothes, and recreation - both in Alaska and when you travel.
- **Attorney Referral:** Discounted fees on personal legal matters such as wills, real estate, and traffic violations.
- **Legislative Advocacy:** Promoting legislation that helps us accomplish our mission to educate every child.



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# WELCOME TO KBEA!

Dear Educator,

Welcome to the Kodiak Island Borough School District (KIBSD) and Kodiak Borough Education Association (KBEA)! Together, your district and your association can provide you with valuable resources and support as you begin your career on our amazing island.

I am a lifelong Kodiak resident and began teaching with KIBSD twenty-three years ago. I am an Alutiiq native with roots in Karluk and Afognak. I knew I wanted to become a teacher as soon as I met my kindergarten teacher at Main Elementary. Now, I'm proud to welcome you to our community and our family of educators as we seek to inspire the next generation of Kodiak children.

KBEA has a strong relationship with KIBSD. Over the past several years we've worked to increase our collaboration, communication, and set priorities that are beneficial for public school employees and our students. Everything we do is designed to increase wellness, happiness, and the safety of our staff, students, and families.

Whether Kodiak is the first chapter in your career or you're joining us from another district, we're happy to have you. Kodiak has a rich history, a vibrant community, and dedicated educators who are eager to lend a helping hand.

On behalf of all members of KBEA I hope you have a wonderful school year.

Sincerely,  
Sabrina Sutton  
KBEA President

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## KBEA TEAM MEMBERS



**SABRINA SUTTON**

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**SARAH POWERS**

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**JOSHUA YEH**

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907-274-0536

**DANIELLE SPECHT, RECORDING SECRETARY**

**KRISTINE KING, CORRESPONDING SECRETARY**

**JENNA WAGNER, TREASURER**

**KATHY SIMPLER, MEMBER-AT-LARGE**

**KELLY LONGRICH, MEMBERSHIP CHAIR**

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# ABOUT NEA-ALASKA

NEA-Alaska is an advocate for an excellent public education for each child in Alaska and works to advance the interests of public school employees.

NEA-Alaska, an affiliate of the National Education Association, is an organization of 13,000+ members who work in Alaska's public schools.

Whether it's in a crowded urban classroom or a remote community in rural Alaska with only one school, we all aim to accomplish the same task: provide an excellent public education for every child in Alaska. Please join us in our journey



*Tom Klaaymeyer  
NEA-Alaska President*

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## KNOW YOUR CONTRACT

### YOUR CONTRACT, YOUR RIGHTS

**YOU CAN FIND YOUR  
CONTRACT ONLINE AT:  
[HTTPS://BIT.LY/KBEANA](https://bit.ly/kbeana)**

Knowledge is power and KBEA wants the power in the hands of our members. KBEA negotiates a new contract usually every three years, and therefore, the language changes often. It is important that members understand the changes that have been made, their rights, and how processes and procedures should work.



Kodiak Island Borough School District

and

Kodiak Borough Education Association

2020-2021

2021-2022

2022-2023

Tentative Agreement Reached

October 11, 2019

Board of Education Ratified

October 16, 2019

# GET INVOLVED! KBEA COMMITTEES

KBEA has several volunteer member committees that work to support the needs of our union. Committee Chairs are appointed by the President, with approval from the Board of Directors. If you would like to join a KBEA committee, please contact: [kbeapresident@gmail.com](mailto:kbeapresident@gmail.com).



COMMITTEE	DESCRIPTION
<b>TEACHER WELFARE</b>	Members of this committee will serve as the bargaining team for KBEA in negotiations with the school district.
<b>PROFESSIONAL RIGHTS AND RESPONSIBILITIES</b>	Members of this committee will process all grievances and complaints as appropriate. PR&R may consider problems of an ethical nature as set forth by the Alaska PTPC guidelines and the NEA Code of Ethics.
<b>PUBLIC RELATIONS</b>	Members of this committee will work to develop public and internal awareness of KEA's programs, purpose, and concerns.
<b>MEMBERSHIP</b>	Members of this committee will organize and conduct membership enrollment as well as inform members of new benefits. Within the first month of the new school year, members of this committee communicate with all new hires in their building about KBEA.
<b>POLITICAL AFFAIRS</b>	Members of this committee follow local, state, and national legislation affecting the interests of our members.
<b>INSTRUCTION AND PROFESSIONAL DEVELOPMENT</b>	Members of this committee develop and implement professional development opportunities for KBEA members.
<b>SOCIAL ACTIVITIES</b>	Members of this committee organize social activities to serve the needs of members, promote collegiality, and share good times.
<b>HEALTH INSURANCE</b>	Members of this committee attend District insurance committee meetings, gather information, and advise membership on health insurance issues.

Find your school union building rep when you have a question or need support from your association!

## KBEA BUILDING REPRESENTATIVES

**East Elementary** - Ingrid Ruotsalainen & Emily Milligan

**Main Elementary** - Tyler Barnes

**North Star Elementary** - Jeanine Costello

**Peterson Elementary** - Erica Thompson & Margaret Schmidt

**Kodiak Middle School** - Lucy O'Brien & Stefanie Kondro

**Kodiak High School/District Wide Services** - Melissa Gandel & Jason Fox

**AK TEACH & Central Services** - Lisa Cavan

**Rural Schools** - Judy Aaron

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# PROFESSIONAL EVALUATION

## EVALUATION OF NON-TENURED EDUCATORS



This is a very brief summary of the evaluation process for non-tenured educators in KIBSD. The entire document is available online at [www.kibsd.org](http://www.kibsd.org) under Staff Links - Employee Forms, Documents, & Resources. Click on Evaluation & Observation Documents.

- NON-TENURED CERTIFICATED EMPLOYEE REQUIREMENTS- Two formal observations with one or more evaluations per year.
- Evaluation summary includes shared documented evidence gathered over time. This includes formal observations as well as observation of non-teaching events, such as: IEP meetings, parent conferences, department meetings, staff meetings, and school-wide initiatives. Artifacts such as lesson plans, portfolios, study guides, professional contributions, student, parent, community input etc., could also be evidence included in the evaluation summary.
- Formal observations include a complete lesson, scheduled in advance, and to include pre and post-conference. Results are used for the annual evaluation summary.
- MINIMUM STANDARDS- Developing or above on all elements. Unsatisfactory in any element requires a Professional Growth Plan. Proficient on all standards. Developing or Unsatisfactory on one or more standards requires a Professional Growth Plan.

If you have any questions regarding your evaluation process, please feel free to ask your KBEA leadership.

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# ADVOCACY

## OUR SCOPE OF WORK

### Overview of Employee Discipline Procedures:

Under state law KBEA members have certain rights and obligations.

If the meeting with your supervisor requires you to answer questions about some incident or situation and you reasonably believe you could or will be disciplined as a result, then your rights do come into play. The employer must conduct an investigation before disciplinary action is taken and the law requires a fair investigation. You, as an employee, have an obligation to obey the employer's rules.

If you are called into a meeting and your supervisor asks questions as part of an investigation, you have the right to representation (Rights Representative or UniServ Staff). The employee shall be given 48 hours prior written notice of the time and nature of the meeting and shall be apprised of the right to have an Association representative present. When a principal requires a meeting of a disciplinary nature, the principal will first attempt to schedule the meeting outside the student contact day.

The employer must follow progressive discipline. Any disciplinary action taken against an employee shall be appropriate to the behavior which precipitates said action.

You should answer all questions truthfully. If there is some indication that you are involved in a criminal matter, it is best not to answer any questions that might incriminate you in any way. You will want to consult with an attorney first, before answering questions, if it is a criminal matter.



### Minimum Procedural Safeguards of Due Process:

- The opportunity to be heard at a meaningful time and in a meaningful manner.
- Timely and adequate notice detailing the reasons for proposed discipline.
- The right to representation.
- An effective opportunity to defend.
- An opportunity to confront and cross-examine adverse witnesses at a hearing.
- A decision resting solely on the legal rules and evidence introduced at a hearing.
- A statement by an impartial decision maker of the reasons for his/her determination and the evidence relied on.



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# REPRESENTATION

## 1. THE WEINGARTEN RULE:

***It is the right of the employee to have a union representative present at a meeting with the employer if the employee has a reasonable expectation that discipline may result.***



### Key Concepts:

- The right to representation only comes when the employee requests it. Management does not have to advise you of your rights.
- An employee may NOT unilaterally leave the interview to seek representation contrary to the supervisor's orders.
- An employer cannot require substituting one designated union representative for another representative.
- Time should be provided to consult with your representative before the investigative meeting.
- The right to a representative only applies in situations where an employee reasonably expects disciplinary action could result.
- The employer has no duty to bargain with any union representative at the investigative interview.

### If you are facing disciplinary action...

#### DO:

- Contact your local employee rights rep immediately.
- Listen carefully to accusations, and then ask for time before you respond.
- Insist that a local rep be present for any interview or meeting regarding charges or possible charges against you.
- Make detailed notes of all related events.
- List names of witnesses.
- Request, and keep, copies of all documents and papers related to the incident.
- Meet deadlines with appropriate responses.

#### DO NOT:

- Resign.
- Admit guilt, or accept blame in any incident.
- Make any public statements.
- Sign any papers or agreements.
- Agree to pay any expenses for any damage, or to make restitution, etc.
- Reveal your liability coverage(s).
- Agree to meet without an employee rights representative.
- Seek private legal counsel before conferring with your local association.

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# REPRESENTATION, CONTINUED

## 2. JUST CAUSE: THE SEVEN TESTS

**1. NOTICE-** Did the employer give the employee forewarning or foreknowledge of the possible or probable consequences of the employee's disciplinary conduct?

**2. REASONABLE RULES & ORDER-** Was the employer's rule or management order reasonably related to: (a) the orderly, efficient and safe operation of the employer's business and (b) the performance that the employer might properly expect of the employee?

**3. INVESTIGATION-** Did the employer, before administering the discipline to an employee, make an effort to discover whether the employee did in fact violate or disobey a rule or order of management?

**4. FAIR INVESTIGATION-** Was the employer's investigation conducted fairly and objectively?

**5. PROOF-** At the investigation, did the "judge" obtain substantial evidence or proof that the employee was guilty as charged?

**6. EQUAL TREATMENT-** Has the employer applied its rules, orders, and penalties evenhandedly to all employees, and without discrimination?

**7. PENALTY-** Was the degree of discipline administered by the employer in a particular case reasonably related to: (a) the seriousness of the employee's proven offense and (b) the record of the employee in his/her service with the employer?

### KBEA PR&R COMMITTEE

This committee will process all grievances and complaints as appropriate. PR&R may consider problems of an ethical nature as set forth by the Alaska PTPC guidelines and the NEA Code of Ethics. Speak to your building representative and/or the KBEA President if you have a problem, expect a problem, or if you just have questions. Information will be forwarded as needed to the PR&R Committee.



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# MEMBER BENEFITS

**HELPING MEMBERS LIVE AFFORDABLY, COMFORTABLY AND SECURELY**



## KNOW YOUR MEMBERSHIP BENEFITS!

No matter what stage of your career and life you are in, as a member of the Kodiak Borough Education Association, NEA-Alaska, and NEA, you have resources at your fingertips to make things a little easier. From discounted movie tickets for a well deserved night out, to discounted insurance rates and attorney fees, to the cruise of a lifetime to celebrate retirement, we've got you covered.

### **Attorney Referral Program**

During any calendar year, eligible members are entitled to two free 30-minute consultation sessions with participating attorneys. During the two free sessions, you may discuss any non-job related legal matter except income tax preparation. NEA-Alaska members in all membership categories (along with their families) are eligible for the Attorney Referral Program benefit. Find contact info for participating attorneys here:

<http://www.neaalaska.org/attorney-referral-program/>

### **Auto, Home and Educator Disability Insurance**

Horace Mann offers special rates for KBEA/NEA-Alaska members on Auto, Homeowners, and Disability Income Protection Insurance. Visit their website at: [horacemann.com](http://horacemann.com) or contact our local agent:

Kennon Belisle @ 907-526-9922.

**To see a full list of benefits please visit the NEA-Alaska website at:**  
[www.neaalaska.org/benefits](http://www.neaalaska.org/benefits)

# MEMBER BENEFITS, CONTINUED

## NEA-Alaska Access Benefits

About to purchase something in the following categories: auto, car rental, condos & resorts, cruise, dinner & food, entertainment & recreation, golf, health & beauty, travel, movies or any shopping, in general?

Make sure you check for discounts on [neaalaska.accessdevelopment.com](http://neaalaska.accessdevelopment.com), or better yet, the My Deals mobile app. Register with your NEA-Alaska member card (pictured on right) to print, download, or use discounts online.



## NEA Student Loan Forgiveness Navigator

Get a free student loan checkup with income-based repayment plan options, find out if you qualify for any cancellation or forgiveness plan, and free phone and chat support.

When you are completing the Loan Forgiveness Navigator, you will answer basic personal information, tax information, and can sync your student loans through our secure website. We recommend having a recent tax return and student loan statement available.

**For more information, or to complete your Free Student Loan Checkup or other Premium Services, visit:**  
**[NEAMB.com/LoanForgiveness](http://NEAMB.com/LoanForgiveness)**



## NEA Member Benefits

Every member of KBEA/NEA-Alaska and NEA enjoys the discounts and resources of NEA Member Benefits. Accessible at [neamb.com](http://neamb.com), these benefits are here to save you time and money while meeting your everyday needs. Make sure you name a beneficiary for your complimentary life insurance.

**Cash Rewards Card \* Visa Prepaid Card \*  
Savings Program \* Personal Loans \*  
Retirement Program \* Life Insurance \*  
Long Term Care \* Pet Insurance \*  
Medicare Support \* NEA Vacations \*  
Rental Car Discounts \* Identity Theft  
Protection \* and more!**

## SUPPORT LINC

### SupportLinc Member Assistance Program

At some point in our lives, each of us faces a problem or situation that is difficult to resolve. When these instances arise, SupportLinc will be there to help.

SupportLinc provides short-term counseling and expert referrals for a wide array of personal and work-related concerns from family and relationship counseling, substance abuse, stress management, and work-life balance to NEA-Alaska members.

**For more information, call:**  
**1-888-881-LINC**  
**or visit:**  
**[www.supportlincmap.com](http://www.supportlincmap.com)**