



INSIGHTS

March 2006 Edition
News & Information
from Human Resources
206.433.2281

CLASSIFIED EMPLOYEE WEEK MARCH 13—MARCH 17, 2006

Governor Christine Gregoire has kept with tradition and, along with Superintendent John Welch's proclamation, has declared March 13–17 as Classified School Employee Week.

Please remember to recognize these employees as they are instrumental in fulfilling the district's paramount duty by supporting the learning environment and are crucial partners with teachers, parents, and administrators in the public schools.



Classified Employee of the Year Nominations Being Accepted

Classified Employee of the Year nomination forms should now be in your buildings. You may either obtain them from your office manager, building secretary, or by calling Marcia Julson in HR, (206) 988-7282 or by requesting them from her by e-mail at julsonmn@hsd401.org.

The nomination forms are due to Nancy Pappas Barnhart, Human Resources by April 3, 2006.

Stay tuned for announcement in May!



Experience is a hard teacher because she gives the test first, the lesson afterwards.

TEACHER CERTIFICATES

Is your teaching certificate expiring this year?

Expiring certificate notices are in the process of being mailed to buildings. Teaching certificate numbers have been included on the memo for your convenience.

The Experience Verification Form that accompanies most renewal applications needs to be submitted in advance to Human Resources and will be completed and returned to your building. Please allow lead time for this process.

Summer school teaching applicants must have completed this process **before they will be considered for a position.**

Transcripts to accompany your renewal application need to be requested from your higher education institution.

If you need something copied from your personnel file, please call and make an appointment 24 hours in advance to view your file.

—Lessons from the Heart

F.Y.I.

Benefits - Wellness Fair



Wednesday, August 31, 2006
11:00 a.m.—4:00 p.m.
ERAC Boardroom

Obtain “up-to-the-minute” information concerning your insurance benefits and other services available to you and your family.

September 1 to October 10, 2006

Will your medical or other insurance plans be changing?

Are you taking advantage of all benefit options available?

Find the answers to these and other important questions you may have.

Open Enrollment for Medical, Dental, and Salary Insurance changes.



BULLETIN BOARDS

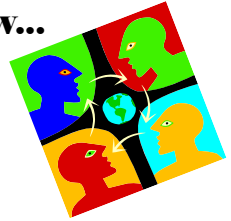
Remember to check your building bulletin boards for valuable and important information.

There is information relating to building news, district news and/or information, union affiliation, etc.

If you have information you wish to share with your fellow employees, check with your building administrator for policies on placing this type of information on them.



You Wanted to Know...



WHO IS YOUR UNION REPRESENTATIVE?

HEA

Alan Sutliff, President 206-246-4340

Teamsters I— Security & Safety

Shop Stewards

Greg Seth, Shop Steward Security
Eric Bates, Alternate Shop Steward Security

Teamsters II—(TFNS) Transportation, Facilities, Nutrition Services

Shop Stewards

Lisa Barron Custodial
Jack Brady Tye
John Buff Maintenance/Lock Smith
Tammy Cimmery Nutrition Services
Tina Frair Nutrition Services
Rick Healy Maintenance/Grounds
Gregory Jones Vehicle Maintenance
Carla Nakashima Nutrition Services
Susan Nardone Custodial
Edward Smith Custodial
*Jerry Wolfe Computer Repair/Info. Svcs.

Teamsters III—Clerical/Non-Instructional

Shop Stewards

Alita White, Betty Albright Evergreen Service Area

Karen Slater, Kyra Kelly,
Gary Armstrong Highline Service Area

Patty Zimmerman,
Sue Bailey, Judy Grohman Mt. Rainier Service Area

Rose Clark, David Cremeens,
Maire Dhu Lemley Tye Service Area

Daniene Giessen, Cathy Schop,
Barb Enghusen ERAC

Ardieta Gunstone,
Tiffany Bock Consolidated Facilities

*Note: Jerry Wolfe’s name was inadvertently omitted in the last issue of “Insights.”



F.Y.I. Continued



Retiring This Year or in the Next 5 Years?

Tuesday, March 21, 2006
5:00–7:00 p.m.
ERAC–Boardroom

Larry Cade, Washington State Health Care Authority
Understanding Your PEBB Medical and Dental
Coverage in 2006

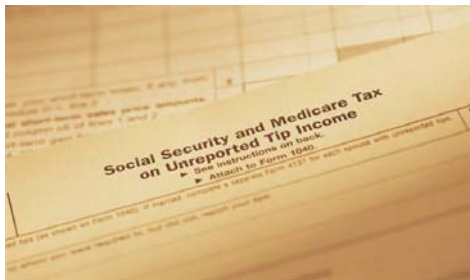
And

Brian Riehs, VEBA Service Group
Understanding VEBA

To register please call:

Human Resources (206) 433-0111
or e-mail rosenadl@hsd401.org
or e-mail glanzbj@hsd401.org

Questions About Your Social Security?



Free for employees/guests of Highline School District

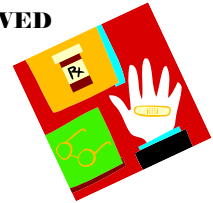
Tuesday, March 28, 2006
ERAC
Boardroom
5:00 p.m.–6:30 p.m.

Monique Ford, Social Security Representative

To register please call:

Human Resources (206) 433-0111
oR e-mail rosenadl@hsd401.org
oR e-mail glanzbj@hsd401.org

FLEX-PLAN SERVICES, INC. HAS MOVED



Flex-Plan Services, Inc. is pleased to announce that they are moving to a larger location.

The phone number will remain the same at (800) 669-3539 or (425) 452-3500. The fax number will remain the same at (866) 535-9227 or (425) 451-7002. The mailing address will remain the same at PO Box 70366, Bellevue, WA 98007. The company website will also remain the same at www.flex-plan.com.

Their new physical address is:
11400 SE 6th Street, Suite 125
Bellevue, WA 98004-6419



Insights will be published monthly and sent in paper form to all departments/buildings on or around payday. The newsletter will also be included on a monthly basis in District News, the electronic newsletter distributed via the District's Communications Department. Additional and time sensitive news may be included in the District News between monthly publication dates.

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