

# BEA NEW MEMBER GUIDE

## 2018-2019



Beaverton Education Association  
8900 NE Walker Road, Suite 125  
Hillsboro, OR 97006  
503.645.6066  
[www.beavertonea.org](http://www.beavertonea.org)

**Membership:** The Beaverton Education Association became the exclusive representative for all certified Beaverton employees in 1973 with the passage of the Oregon Public Employee Collective Bargaining statute. BEA currently represents over 2500 educators and approximately 500 substitutes.

**Affiliates:** BEA is proud to be part of the 44,000 members of the Oregon Education Association, which was founded in 1858, and the 3.2 million members of the National Education Association founded in 1848.

**Structure:** BEA has a full-time release President (Sara Schmitt), a half-time release Vice President (Karen Lally), an OEA sponsored UniServ Consultant (Jane Bilodeau) and Administrative Assistant (Donna Allen) available to assist you.

**Governance:** Members at each of our 53 sites are represented by Building Representatives at a monthly Representative Assembly. Members also elect a 13 member Executive Board that meets twice a month. Building Representatives are elected yearly while Officers and Executive Board members serve a two-year term.

**Programs:** BEA represents members' interests through bargaining and collaborative problem solving sessions with the school district. The BEA's political action committee (B-PAC) recruits and elects friends of education, and lobbies our school board and the state legislature to promote the interests of teachers and students.

**Office:** Please use the following to contact BEA if you have a question or concern:  
8900 NE Walker Road, Suite 125, Hillsboro, OR 97006  
Phone: 503-645-6066

President	Sara_Schmitt@beaverton.k12.or.us
Vice President	Karen_Lally@beaverton.k12.or.us
OEA Consultant	Jane.Bilodeau@oregoned.org
OEA Assistant	Donna.Allen@oregoned.org

**Workshops:** BEA offers a variety of free workshops at the BEA office after school throughout the year to help you with instruction and the work you do in your school, as well as workshops to help you with other employment issues. Sign up for a workshop online at [www.beavertonea.org](http://www.beavertonea.org)

**Website:** Our local website can be found at [www.beavertonea.org](http://www.beavertonea.org) Here you will find news, workshop information, FAQ's, useful links, and much more

## RECORD KEEPING

Each member needs to take the initiative of compiling his or her own personnel file. Maintaining your records can help verify and document any disputes that may arise over your salary, seniority, leave, evaluation, and other employment-related matters.

Items You Should Have	
1	Current Collective Bargaining Agreement
2	Copies of your personal employment contracts
3	Copies of one time extended pay or any supplemental contracts (if applicable).
4	Retirement records and correspondence.
5	Certificates, licenses, diplomas, etc.
6	Records of in-services, PDUs, or advanced academic records received.
7	All observations, evaluations, and your responses or comments.
8	Proof of Association membership and information on benefit programs.
9	Record of school and college attendance (if applicable), dates and degrees.
10	Transcripts of all undergraduate and graduate credits and degrees.
11	Record of accumulated sick/personal/vacation leaves (your school secretary can give you your payroll contact information).
12	Record of commendations, awards, and honors.
13	Copies of letters and memos to/from administrators, parents, and colleagues.
14	Copies of all documents in your district-maintained personnel file.

## MEMBERSHIP

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As a BEA/OEA member, you benefit from the collective voice of 44,000 education professionals. OEA exists to represent and advocate for you, your students, and public education. Here's a sampling of programs and services:

- Professional development opportunities and training on a variety of topics and issues of interest to members
- Representation on collective bargaining and employment issues
- Advocacy in the Legislature and in other political arenas
- A strong voice before the Oregon Department of Education, the Public Employees Retirement System, the Teacher Standards and Practices Commission, and other governmental agencies
- Legal assistance regarding employment rights and benefits.
- Liability insurance (a \$1 million employment liability policy) to protect you.
- Up-to-date information on current laws, regulations and policies concerning public education.
- Special publications and a web site ([www.oregoned.org](http://www.oregoned.org)) to keep you current on education issues and provide you with tools you can use as a professional and an advocate for public education.
- Discounts on everything from hotels to car rentals. Visit the NEA Member Benefits website ([www.neamb.org](http://www.neamb.org)) for details.

CONTRACT QUESTIONS	Contract on the HR section of the BSD Website BEA Building Representative BEA Office, 503-645-6066
INSURANCE QUESTIONS	Building Association Representative Debbie Johnson, HR 503-356-4459
QUESTION ABOUT LEAVES	BEA Building Representative BEA Office, 503-645-6066 BSD Human Resources
ABSENCE MANAGEMENT	Building Secretary BEA Building Representative Sub Help Desk, 503-356-4340
LICENSURE QUESTIONS	Teresa Ferrer – OEA Professional Practice Consultant, 503-495-2108 Teresa.Ferrer@oregoned.org
SCHOOL RELATED LEGAL HELP	BEA Office 503-645-6066
TUITION REIMBURSEMENT	Contract Article 17 BEA Building Representative BEA Office, 503-645-6066
GRANT WRITING	Beaverton Education Foundation 503-643-7453 <a href="http://www.beavertonedfoundation.org">www.beavertonedfoundation.org</a>
ANY MISCELLANEOUS QUESTIONS	BEA Building Representative BEA Office, 503-645-6066

Your BEA Building Representatives or teammates will be able to assist you with the basics. This is sometimes information that we take for granted but will be helpful for you to know before your first day.

## DO YOU KNOW?

- 📅 Your school hours
- 📅 Your classroom and curriculum duties and responsibilities
- 📅 Additional duties and responsibilities such as bus, hall, and lunch duties
- 📅 The district's and/or school's policy
  - Homework
  - Dispensing medication
  - Referrals to special programs
  - E-mail and Internet usage
  - Grading and report cards
  - Fire drills and lock downs
  - Field trips
- 📅 How to handle a sick day, personal time off day, or an emergency for you
- 📅 Who to contact in case of a classroom or school emergency
- 📅 When staff, team, or other regular meetings are held
- 📅 Where and how to get classroom supplies
- 📅 How to communicate with parents
- 📅 How to fill out school forms
- 📅 How and when you are paid; payroll deductions
- 📅 What insurance coverage you have
- 📅 When Back to School Night is and what the policy or procedure is for it

## DO YOU HAVE THESE ITEMS?

Required district forms such as W-2, insurance enrollment, teaching license, contract

Calendar

A copy of the Student and Family Handbook

Forms you will need right away: accident/absence reports and hall passes



## USEFUL INFORMATION

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- Plan relentlessly. Create back-up plans and plans for teaching students of varying abilities.
- Set high and consistent expectations. Reinforce positive behavior and academic performance expectations constantly. Notice and say something when students meet your goals.
- Respect. Teach it and model it at all times in the classroom and outside of the classroom—always!
- Reach out for support early and often. Don't wait for a problem to get out of hand. Communicate with parents early on or even before the school year begins. Ask your local education Association for help. Document everything and let administrators in the school know about problems before they get out of hand.
- Get involved in a school activity. But, don't feel you have to do everything. Participate in an extracurricular activity that strengthens your relationship with colleagues, parents, and students and that you might enjoy. On the flip side, know when to say no. You—and your students—will be better off if you have a life outside of your career.
- Support one another and seek wisdom from others. Look for team teaching assignments and opportunities to work with other first-year teachers so you can support one another. Also, find a mentor if you don't have one assigned to you. Mentors can be lifesavers. They can help you keep your perspective.
- Roll with the punches. Surprises can be fun. Not only can they be enriching, but you can take pride in knowing you were flexible enough to meet new challenges.
- Fight isolation in all aspects of your work. Work closely with counselors and other school staff who can respond to your students' social problems. You don't have to fix everything by yourself.
- Take care of yourself. Block off time in your calendar to take care of yourself physically, mentally, emotionally, and spiritually. Renew your energy. Cut yourself some slack. Treat yourself the way you treat your students: with patience, compassion and respect.
- Love learning, love your students, and love teaching.

## USEFUL INFORMATION

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### WHAT TO DO IF YOU ARE CALLED TO A MEETING WITH AN ADMINISTRATOR THAT COULD RESULT IN DISCIPLINE

- You have the right to representation.
- Your representative can be anyone you choose – either your BEA Building Representative, your BEA President or Vice President, or your UniServ Consultant.
- Do not discuss the matter with anyone until you have secured representation.
- Do not respond to any charges presented to you without Association advice.
- You always have the option to insist that the meeting be adjourned until you have your BEA Building Representative present.
- Be sure to get advice early. Don't wait to "see what happens next."
- Do not agree to any proposals without Association advice.
- Make no public statements about your situation.
- Have your BEA Representative review your written statements.
- *NEVER, never resign without discussing it with your BEA Representative in advance.*



# WELCOME TO BEAVERTON! HAVE A GREAT SCHOOL YEAR!



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