

# Start of School Year Checklist



Be sure you have completed the following before the end of TRI days. Many of these checklist items may have been completed at the end of the 203-2024 school year. Connect with your UniServ Director after each step to let them know your site is on track to start the year off strong or to ask any questions about these steps.

Nikki Dias  
[ndias@washingtonea.org](mailto:ndias@washingtonea.org)  
UD for Zones 1, 2, and 3

Kent Tse  
[ktse@washingtonea.org](mailto:ktse@washingtonea.org)  
UD for Zones 4 and JSCEE

Jose Vargas  
[jvargas@washingtonea.org](mailto:jvargas@washingtonea.org)  
Interim UD for Zones 5, 6, and Subs

Uti Hawkins  
[uhawkins@washingtonea.org](mailto:uhawkins@washingtonea.org)  
UD for Zones 7, 8, and 9

## Have you updated your site roster?

- SEA does not receive updated staffing reports until October but you can identify new staff to your building and staff who have left your building
- Create a sign-in sheet and capture staff names, home email addresses, and home phone numbers

## Has your site elected your team of 2024-2025 Association Reps (and Alternates) and reported the results to SEA?

- More information on the [Election Process](#), including how many reps your site can have, draft language for calling for nominees, who is eligible to run for positions and vote, and the steps for holding an election
- Report on your election using this [Reporting Form](#)
  - Previous school year ARs are the only members who will be able to complete this reporting form
  - Even if the same AR Team is continuing into the 2024-2025

## Has your site elected a 2024-2025 Building Leadership Team/Program Leadership Team (BLT/PLT)?

- From Article II of our Cert, Para, and SAEOP CBAs:

*Five (5) elected SEA-represented staff. One of the five (5) elected seats will be designated for and voted upon by classified SEA-represented staff. If the BLT exceeds seven (7) SEA members, representation of classified staff should at a minimum be two, one paraprofessional and one SAEOP. Certificated and classified staff will be paid equal shares of the BLT/PLT stipend.*

- Hold elections using a process similar the one used to elect reps online or during a site meeting – all staff in SEA-represented positions may vote

**Has your BLT/PLT determined the staff meeting schedule for the 2024-2025 school year?**

- Ensure that your BLT has presented a [staff meeting schedule](#) to your staff and it has been approved by a 2/3 vote of all staff in SEA-represented positions

**Does your site still need to submit any new waivers that were not already submitted?**

- More information on waivers here and a link to the CBA [Waiver Form](#) (Appendix M of the Certificated SBA)
- If needed, renew any waivers from the 23-24 school year that will be continued or to get any new waivers approved

**Has your site elected a 2024-2025 Building Safety Team?**

- From Article II of our Cert, Para, and SAEOP CBAs:

*The ideal composition of a Building Safety Team is: SEA-represented SAEOP, paraprofessional, nurse, and certificated non-supervisory employee, Principal or Principal designee, and custodian. A BST must have employee-elected and employer-selected representatives. The number of employee selected members must equal or exceed the number of employer-selected members. A BST must elect a chairperson. All other provisions of WAC 296- 800-13020 will be followed.*

- Hold elections using a process similar the one used to elect reps online or during a site meeting – all staff in SEA-represented positions may vote

**Vote on your buildings sub reimbursement policy using this [ballot](#).**

- Vote on how disburse leftover 2023-2024 sub reimbursement funds as whole school. Your choices are:
  - Individual repayment for substitution and coverage
  - Equal disbursement to all members who worked in the building during 2023-2024 by unit
  - Disbursement to building funding by unit for building purchases determined by a vote of the bargaining unit
- Vote on the sub reimbursement for 2024-2025 through a vote by each bargaining unit for use of its own unit's funds. Your choices are
  - Reimbursing individuals for providing coverage for unit represented staff
  - Retaining the funds to be reimbursed to the building for purchases for the bargaining unit
- Report the results to the BLT (to report to HR) and to SEA through the [sub reimbursement policy results here](#)

