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**Board of Directors:**

Jay Hagen  
 Shaunna Ballas  
 Dr. Sara Fagerlie  
 Brandy Hekker  
 Josh Seek

December 3, 2020

Dear [REDACTED]

This letter is to acknowledge that on November 25, 2020, Snohomish School District received a Request for Documents which was dated 11/24/20 in which you requested the following information:

1) *Copy of the school district employee leave usage for the 2020-2021 school year to date. I am requesting that the information be compiled into either a csv or excel file. The file is to include the date of absence, employee name (unless prohibited by HIPPA which I don't feel meets the intent of the ACT), the assigned school of the individual, their position within the school (administration, educator, para educator (if applicable) grade taught, and subject taught.* **District response:** For leave requests, the district was able to pull a report stating the employee name, if the employee is a PSE member (classified staff member), certificated staff member, non-rep, admin or principal. The system does not distinguish if a para educator may work in a lunchroom, recess, crossing guard, etc. The report shows the building location the employee is assigned to and how many hours of leave they took on a specific day. We have included another excel spread sheet we were able to pull from the system that shows employee's name, position description, position assignment, and department if applicable (this list includes all regular district employees).

2) *Current substitute teacher and para educators pool that the Snohomish School District uses. I would like this in an electronic file format that includes the subject, grade levels that they are qualified to substitute.* **District response:** Included in the documents provided is the sub pool list for classified staff and certificated staff. Our system does not break out subjects or grades, and many subs teach different subjects or grades. We were able to pull additional lists that show subs based on special education endorsement, elementary endorsement, or emergency sub (which means they are not certified but the sub has a four-year degree and can sub but can't take long term sub positions). These subs are all on the main list as well. The classified list does not have a breakout of where para educators work, they can be assigned to multiple positions.

The district has provided the complete lists, but not all of the certificated or classified staff are willing to accept job assignments at this time for a variety of reasons including childcare issues, health concerns, quarantine, not comfortable teaching remote, etc.

The documents are being sent in electronic format. Since the cost is negligible for the electronic copies I can forward these to you at no cost. This completes the records request.

Sincerely,  
 Kim Radek  
 Executive Assistant  
 to the Superintendent