

Strand, Debbie

From: Strand, Debbie
Sent: Tuesday, March 04, 2014 9:22 AM
To: 'lpemberton@theolympian.com'
Subject: Response - Public Records Request - D. Yarrington
Attachments: PRR - D Yarrington - 3-3-14.pdf

Good morning Lisa,
Attached is a letter from Tim Cummings regarding your public records request.

Have a nice day.

*Debbie Strand
Administrative Assistant to Tim Cummings,
Associate Superintendent of Human Resources
Auburn School District No. 408
(253) 931-4932*



March 3, 2014

Ms. Lisa Pemberton
Education Reporter
The Olympian
111 Bethel Street Northeast
Olympia, Washington 98506

Sent via email - lpemberton@theolympian.com

Dear Ms. Pemberton:

In response to your public records request, Dominic Yarrington was employed by us as a substitute teacher during the 1996/96 and 1996/97 school years. We have no documents responsive to your request.

If you have questions or concerns, feel free to call me at (253) 931-4932.

Sincerely,

Timothy A. Cummings
Associate Superintendent of Human Resources

ds



February 25, 2014

Ms. Lisa Pemberton
Education Reporter
The Olympian
111 Bethel Street Northeast
Olympia, Washington 98506

lpemberton@theolympian.com

Dear Ms. Pemberton:

The purpose of this letter is to acknowledge Auburn School District's receipt of your public records request on February 24, 2014. Pursuant to RCW 42.56.520, the District estimates that it may be able to provide you with documents responsive to your request within thirty (30) business days from the above date to determine the need to clarify the intent of the request, to locate and assemble the information requested, to notify third persons or agencies affected by the request, and/or to determine whether any of the information contained in such documents is exempt from public disclosure.

The above timeframes are simply estimates and processing your request may take longer than predicted. If you have not received notice from us regarding your request within the above timelines, or if you have questions or concerns, feel free to call me at (253) 931-4932.

Sincerely,

Timothy A. Cummings
Associate Superintendent of Human Resources

ds

Feb. 24, 2014

Auburn School District
915 4th St. NE, Auburn, WA 98001
Attn: Vicki Alonzo

Dear Ms. Alonzo:

Pursuant to the state open records law, I write to request access to and copies of the following public records:

-- Copies of all complaints, reports and district investigations of former teacher/coach Dominic Yarrington. I am also requesting a copy of his personnel file, including his resume/job application, employment contracts, any employer evaluations and information on possible disciplinary actions.

I agree to pay any reasonable copying and postage fees of not more than \$200. If the cost would be greater than this amount, please notify me. Please provide a receipt indicating the charges for each document. As provided by the open records law, I will expect your response within five (5) business days. If you choose to deny this request, please provide a written explanation for the denial, including a reference to the specific statutory exemption(s) upon which you rely. Also, please provide all segregable portions of otherwise exempt material. If the items are available electronically, I would like them e-mailed to lpemberton@theolympian.com.

Thank you for your assistance.

Sincerely,

Lisa Pemberton
Education reporter, The Olympian
111 Bethel St. NE

Olympia, WA 98506

Email: lpemberton@theolympian.com

Phone: 360-754-5433

FAX: 360-357-0202

The Olympian

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Tumwater School District continues its investigation of Black Hills coach

By LISA PEMBERTON

lpemberton@theolympian.com December 13, 2013

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Black Hills new head coach Dominic Yarrington directs the Wolves during football practice at Tumwater District Stadium on Friday, Aug. 23, 2013. He has been placed on paid leave pending a district investigation into a personnel issue.

TONY OVERMAN — Staff photographer

- Related Stories:
- Yarrington to coach football at Black Hills
- Black Hills teacher, coach placed on paid leave during district investigation

Black Hills High School teacher and football coach Dominic Yarrington continues to be on paid leave.

"We have not concluded our investigation at this time," said Tumwater School District superintendent Mike Kirby.

Yarrington, who teaches English and social studies, was scheduled to be on paid leave Monday through Wednesday. Officials won't say why he's under investigation; however it is taking longer than they had expected. The issue did not rise to the level where officials felt they needed to contact the police, district spokeswoman Kim Howard said on Monday.

Yarrington was hired in April after spending two seasons as head football coach of West Seattle High School. He had previous football coaching stints at Tyee, Lindbergh and White River high schools.

Under Yarrington's direction this fall, Black Hills went 4-5 overall and 2-3 in 2A Evergreen Conference play.

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Black Hills teacher, coach placed on paid leave during district investigation

By LISA PEMBERTON

lpemberton@theolympian.com December 9, 2013

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Black Hills new head coach Dominic Yarrington directs the Wolves during football practice at Tumwater District Stadium on Friday, Aug. 23, 2013. He has been placed on paid leave pending a district investigation into a personnel issue.

TONY OVERMAN — Staff photographer

- Related Stories:
- Yarrington to coach football at Black Hills
- The line on Black Hills is that improvement is at hand

Tumwater School District officials have placed a teacher and coach at Black Hills High School on short term leave, but won't say why.

Dominic Yarrington teaches English and social studies, and is the school's head football coach.

"He was just put on paid leave today (Monday) through Wednesday, so that an investigation can take place," Tumwater School District spokeswoman Kim Howard said.

She said she couldn't go into details about what the investigation is about, citing that it's a personnel issue. However, she said "it did not rise to the level of calling the police."

Yarrington was hired in April after spending two seasons as head football coach of West Seattle High School. He had previous football coaching stints at Tyee, Lindbergh and White River high schools.

Under Yarrington's direction this fall, Black Hills went 4-5 overall and 2-3 in 2A Evergreen Conference play.

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March 18, 2014

Mr. Patrick Lynch
808 62nd Street Southeast
Auburn, Washington 98092

Email: lynchpl@yahoo.com

Dear Mr. Lynch,

In response to your public records request regarding salary information for Sarah Lynch, below is the information that you have requested.

Sarah Lynch was hired on January 21, 2014, as a 1.0 FTE kindergarten teacher. Her base salary will be \$18,679.64 with an additional tri-contract of \$3437.14. Her total salary for this school year will be \$22,116.78.

If you have any questions regarding this information, please feel free to call my office at (253) 931-4932.

Sincerely,

Timothy Cummings
Assistant Superintendent of Human Resources

Enclosure

ds

Strand, Debbie

From: Strand, Debbie
Sent: Wednesday, March 19, 2014 10:02 AM
To: 'lynchpl@yahoo.com'
Subject: Response to Public Records Request
Attachments: SKMBT_75114031908590.pdf

Hello Mr. Lynch,
Attached is the response to your public records request. Please feel free to call if you have any questions.

Thank you!

Debbie Strand
Administrative Assistant to Tim Cummings, Associate Superintendent of Human Resources Auburn School District No. 408
(253) 931-4932

-----Original Message-----

From: ADM204konica@auburn.wednet.edu [<mailto:ADM204konica@auburn.wednet.edu>]
Sent: Wednesday, March 19, 2014 10:00 AM
To: Strand, Debbie
Subject: Message from KMBT_751

ADM204Konica@auburn.wednet.edu

Strand, Debbie

From: Patrick Lynch [lynchpl@yahoo.com]
Sent: Friday, March 14, 2014 1:09 PM
To: Strand, Debbie
Cc: PublicRecordsRequest@k12.wa.us
Subject: Fw: Public disclosure request

Hi - I was told by the Auburn School District receptionist to reach out to you for the information below. I'm requesting salary information for Sarah Lynch at Lakeland Hills Elementary. Apparently, you only report to OSPI once a year, and Sarah is a new instructor. I've copied the Washington State contact I've been working with in the case there are questions.

Thanks,
Patrick

----- Forwarded Message -----

From: PublicRecordsRequest <PublicRecordsRequest@k12.wa.us>
To: 'Patrick Lynch' <lynchpl@yahoo.com>
Cc: PublicRecordsRequest <PublicRecordsRequest@k12.wa.us>
Sent: Friday, March 14, 2014 8:48 AM
Subject: RE: Public disclosure request

Good morning Patrick,

We do not hold this information at this time. The school district only reports to OSPI in the fall of each year so you will need to contact the school district for this information.

Please let me know if we can provide any additional assistance.

Lisa

Lisa Brownell
Public Disclosure Office
Main: 360-725-6372

Disclaimer: Public documents and records are available to the public as provided under the Washington State Public Records Act (RCW 42.56). This e-mail may be considered subject to the Public Records Act and may be disclosed to a third-party requestor.

From: Patrick Lynch [mailto:lynchpl@yahoo.com]
Sent: Thursday, March 13, 2014 8:10 PM
To: PublicRecordsRequest
Subject: Re: Public disclosure request

Hi Lisa - She is a current teacher. She just started in February 2014.

Thanks,
Patrick

3159.54
~~3295.54~~

2577.16
2593.11

From: PublicRecordsRequest <PublicRecordsRequest@k12.wa.us>
To: "lynchpl@yahoo.com" <lynchpl@yahoo.com>
Sent: Thursday, March 13, 2014 3:47 PM
Subject: RE: Public disclosure request

Good afternoon Mr. Lynch,

The Office of Superintendent of Public Instruction (OSPI) has logged your request as 14-0070. We need a little clarification. Is Sarah Lynch a current teacher for the Auburn School District or should we be searching a previous school year?

Thank you and I look forward to hearing from you.

Regards,
Lisa

Lisa Brownell
Public Disclosure Office
Main: 360-725-6372

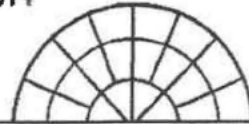
Disclaimer: Public documents and records are available to the public as provided under the Washington State Public Records Act (RCW 42.56). This e-mail may be considered subject to the Public Records Act and may be disclosed to a third-party requestor.

From: lynchpl@yahoo.com [<mailto:lynchpl@yahoo.com>]
Sent: Thursday, March 13, 2014 1:01 PM
To: PublicRecordsRequest
Subject: Public disclosure request

Name: Patrick Lynch
Firm/Organization:
Mailing Address: 808 62nd st se
City, State, Zip: auburn, wa 98092
Telephone: 2537229765
FAX Number:
Email address: lynchpl@yahoo.com
Preference: Electronic, if available
Request: Salary Information for Sarah Lynch. Sarah Lynch is a teacher at Lakeland Hills Elementary School in Auburn, Washington.

Patrick Lynch

APR 08 2014



CONNELLY LAW OFFICES, PLLC

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Fax: (253) 593-0380
www.connelly-law.com

March 31, 2014

Auburn High School
Auburn School District
Dr. Kip Herren, Superintendent
915 Fourth Street NE
Auburn, WA 98002

Re: Preservation of All Evidence

Our Client: Lisa [REDACTED] regarding minor son [REDACTED]

Date of Incident: March 1, 2014

Dear Dr. Herren:

We represent Lisa [REDACTED] regarding her son [REDACTED] was severely injured at your school while playing in the regional basketball game on March 1, 2014.

By this letter, and pursuant to the provisions of law that prohibit spoliation of evidence, I request, pursuant to Washington law, that you retain and preserve the actual wire glass doors regarding this matter from the gymnasium, all video surveillance, all photographs, all maintenance records/logs regarding the wire glass doors of the gymnasium, witness statements, and incident reports in their original, unaltered condition. You are also directed to retain and preserve any and all other evidence relating to this incident. If you have any objection to the broad scope of this anti-spoliation demand, you are directed to raise that issue now in order to avoid spoliation penalties and to ensure that all relevant evidence is preserved according to law.

Do not hesitate to contact me directly should you have any questions.

Very Truly Yours,

Micah R. LeBank

MRL:bem

RECEIVED

JUN 19 2014

DECLARATION OF CUSTODIAN OF RECORDS

HUMAN RESOURCES

THE RECORDS CUSTODIAN FOR:

Auburn School District

MEDICAL RECORDS CUSTODIAN

Answer the following questions regarding:

RE:

Date of Birth:

Social Security #:

Order #:

N/A

183092.003

() The attached documents are a true and completed copy of all records of the above-mentioned individual. The dates of records range from _____ to _____ which are kept and maintained by the facility in the usual course of business. There are _____ pages in the original chart/file and I have supplied _____ pages.

() I have not supplied the complete records of the above-mentioned individual, and the following records have been omitted (Specifically identify each document by date and the physician who authored the record): _____

Were these records made, kept and maintained by the above person/entity in the regular course of business at or near the time of the act, condition, or event recorded herein?

If photocopies have been made of the original records were such copies made under your direction and control and are they true and correct copies of such records? _____

X

That as of the date of this Declaration, no records are in my possession of the above-mentioned individual.

The undersigned Records Custodian for the above-named business declares under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Debbie Strand
Authorized Custodian of Records

Dated at Auburn WA
[City] [State]

This 20th of June, 20 14

Debbie Strand
Printed Name

915 Fourth St NE
Work Address

Auburn WA 98002
(253) 931-4932

Strand, Debbie

From: Holman, Arlista
Sent: Thursday, June 19, 2014 4:05 PM
To: Strand, Debbie
Subject: RE: Academic records - [REDACTED] - dob [REDACTED]

Debbie,
I'm not finding an [REDACTED] in our district with that birth date.

Arlista Holman, CEOE
Auburn High School Registrar
253-931-4876
Fax: 253-931-4705



From: Strand, Debbie
Sent: Thursday, June 19, 2014 11:18 AM
To: Holman, Arlista
Subject: Academic records - [REDACTED] - dob [REDACTED]

Hello Arlista,

I have received a request for all of the academic records on [REDACTED] Could you please send them to me by sometime early next week?

Thanks!

Debbie Strand
Administrative Assistant to Tim Cummings
Associate Superintendent of HR
Auburn School District
(253) 931-4932



03/21/2014

To whom it may concern,

U.S. Legal Support Completes Acquisition of Medreco

Published on 12 February 2014 by [U.S. Legal Support in Events, News](#)

Houston, TX 2.12.14 – U.S. Legal Support Inc., a preeminent provider of full-service court reporting, record retrieval, litigation, ESI and trial services announced the acquisition of Medreco, Inc. a full service record retrieval company based out of Seattle, Washington

Regards,

A handwritten signature in cursive script, appearing to read "Heidi Donovan", is written over a horizontal line.

Heidi Donovan
Customer Service Manager

US Legal Support/Medreco
1904 3rd Ave #900
Seattle, WA 98101
TEL 206.624.1420 x 223 | FAX 206.749.9558



GENERAL RELEASE OF INFORMATION

To: _____

I am requesting that you release all information concerning me to my attorneys at:

Connelly Law Offices
 2301 North 30th Street
 Tacoma, WA 98403

By signing this information release I mean to allow my attorneys to obtain information from any source, including coroner, law enforcement, State of Washington and its agencies, physician, counselor, dentist, psychiatrist, hospital, ambulance owner or operator, nurse, orderly, mental health professional, or any other provider of medical or mental health care, and any school, employer, any federal or state agency, or any other person or entity which has any information pertaining to the undersigned. I understand that my express consent is required to release any information regarding the diagnosis of treatment for HIV (AIDS virus) or other sexually transmitted diseases, drug or alcohol abuse, mental illness or psychiatric treatment. I give my specific authorization for the release of these records to my attorney or their agent.

REVOCATION OF PRIOR RELEASES. I HEREBY REVOKE ALL RELEASES, WAIVERS, OR AUTHORIZATIONS GIVEN BY ME BEFORE THE DATE STATED BELOW FOR ANY REASON OR PURPOSE WHATSOEVER. You are requested not to disclose any information to any insurance company, insurance adjuster, or any other person without written permission to do so from me or my attorneys.

DATE OF RELEASE. This release shall be valid and binding from this date forward until expressly revoked by me in writing. You are authorized to continue to furnish any information until so revoked.

A copy of this Release shall be valid as the original.

RECEIVED

JUN 19 2014

HUMAN RESOURCES

Dated this _____ day of _____, 20____.

Printed Name: Lisa Woods (mother)

Signature: _____

DOB: _____

FEB 9, 1997

SSN: _____

Left msg.
6/19/14

Emailed Artista
6-19 for

all academic records

Ju
Cu

Auburn School District
915 Fourth Street Northeast
Auburn, WA 98002

Records Of: [REDACTED]
Date of Birth: [REDACTED]
Social Security #: N/A

To Whom it May Concern:

Please find the attached documents directing and authorizing you to release the records of [REDACTED] Bernard [REDACTED]

It is very important that the attached Declaration be filled out by the preparer of this request and returned whether records exist or not.

It is important that US Legal Support Company obtain ONE COMPLETE COPY of all the following records: **Obtain all academic records for Auburn High School.**

*****FAX PREPAY INVOICES TO (206) 749-9558*****
*****PLEASE CALL IF COPY FEE EXCEEDS \$50.00*****

Please comply with this request by 07/02/2014.

If you should have any questions call (206) 624-1420. Thank you for your cooperation and assistance.

Sincerely,
Helen Lennstrom
Customer Service Representative

Work Order #: 183092.003

LEGAL
PORT

tle WA 98194-0186
Fax: (206) 749-9558

RECEIVED
JUN 19 2014
HUMAN RESOURCES



June 5, 2014

Mr. Micah LeBank
Connelly Law Offices, PLLC
2301 North 30th Street
Tacoma, Washington 98403

Dear Mr. LeBank:

This letter is in response to your public records request for information regarding the incident of March 1, 2014, involving [REDACTED] during a regional basketball game at Auburn High School.

Enclosed are the documents including student incident reports.

If you have questions or concerns, feel free to call me at (253) 931-4932.

Sincerely,

Timothy A. Cummings
Associate Superintendent of Human Resources

ds

1
2
3 SECTION 8J2 - HOLLOW METAL WORK
4

5
6 PART 1 - GENERAL
7

8
9 DESCRIPTION OF WORK

10 THE EXTENT of hollow metal work is shown on the drawings and schedules.

11
12 THIS SECTION includes hollow metal doors, pressed steel frames for doors and
13 related openings.
14

15
16
17 QUALITY ASSURANCE

18 PROVIDE HOLLOW METAL WORK manufactured by a single firm specializing in the
19 production of this type of work, unless otherwise acceptable to the Architect.

20
21 STANDARDS: Meet requirements and recommendations of applicable portion of
22 standards listed.
23

24
25 American Society for Testing and Materials - ASTM
26 United States of America Standards Institute - USASI (ASA)
27 Underwriters' Laboratories - UL
28 Steel Door Institute - SDI
29 American Welding Society - AWS
30 Uniform Building Code 1973 Edition
31

32 DOOR DIMENSIONS: The dimensions given on the Door Schedule are approximate only.
33 All doors shall be manufactured from dimensions taken at the job site. Special
34 conditions of the opening and/or frame shall be considered in establishing the
35 door dimensions.
36

37 PROVIDE SHOP DRAWINGS of all metal doors, metal frames and special doors in
38 accordance with the General Conditions. Show elevations, locations, Architect's
39 markings, quantities, materials, jamb conditions, and methods of assembling.
40 Indicate hardware installation data, thickness of materials, methods of anchoring
41 frames and details of construction.
42

43 PROVIDE UNDERWRITERS' LABORATORIES LABELS on doors and frames where and of Class
44 noted. Modify these specifications and Architect's details as required to secure
45 labels.
46

47 FURNISH DETAILED DRAWINGS of variations from standards, including any required to
48 secure fire labels. Furnish letter from the manufacturer stating that hollow metal
49 doors and frames delivered to the project conform to these specifications.
50

51 WORKMANSHIP: Execute in strict accordance with best steel cabinet craftsmanship.
52 Cut, punch, form and miter to hair line measurements. Re-roll, hammer level and
53 straighten steel for flat surfaces. Make exposed joints invisible. Use welding
54 wherever possible in preference to screws, bolts and nuts. Finish work smooth,
55 true and free from waves or buckles. Welds shall be continuous for all exposed
56 joints.
57

STORE METAL DOORS in vertical position with not less than 1/4" space between units to maintain dry, ventilated condition, and to prevent damage to materials or structure.

PROTECT FRAMES completely from mechanical or water damage by covering with reinforced paper or polyethylene and by wood strips fastened to jambs to prevent scarring. Maintain protection until all equipment and fixtures are installed.

GAUGES referred to are U.S. standard gauges.

PROVIDE ADDITIONAL STIFFENING or reinforcement and install wherever necessary to prevent excessive deflection due to wind.

PROVIDE SPLIT MULLIONS as required for thermal expansion and for fabrication.

ISOLATE ANY PARTS in contact with dissimilar metals by covering with gasketing tape, DuPont #5029A or Prestite #576.

MANUFACTURER: Provide hollow metal doors and frames as manufactured by one of the following:

- American Welding and Mfg. Co.
- Ceco Corp.
- Fenestra
- Mesker Brothers Industries, Inc.
- Republic Steel Corp.
- Steelcraft Mfg. Co.
- Virginia Metal Prods.

PART 2 - PRODUCTS

GENERAL

ALL EXTERIOR DOORS and frames shall be fabricated of zinc coated steel in the gauges specified. The steel shall be hot dipped so as to provide a ductile coating, tightly adherent to the base steel. The zinc coating shall be in accordance with ASTM A 525.

DOOR FRAME MATERIALS

FABRICATE FRAMES FROM FIRST quality open hearth full cold rolled stretcher leveled 16 gauge sheet steel for frames up to 3'-0" wide and 14 gauge for frames over 3'-0" wide.

FRAME FABRICATION

WELD UP FRAMES in one piece. Jamb and head members shall be one piece with no intermediate splice joints. Combination frame and trim formed to detail as shown. Joints mitered on trim, reinforced and spot-welded; joints at stops mechanically interlocked. All contact edges shall be closed tight and all welds on exposed surfaces dressed smooth and flush. Ship to the job ready to install with removable strap brace across the bottom jamb.

1 PREPARE FRAMES AT THE FACTORY for the installation of hardware. Mortise, reinforce,
2 drill and tap to templates to receive all mortised hardware; frames to receive
3 surface applied hardware shall be provided with reinforcing plates only. Provide
4 cover boxes in back of all hardware cutouts. Except where adjustable sound stops
5 are to be installed, door frames punched to receive rubber or vinyl door silencers;
6 provide three silencers on lock side of single doors and two silencers for each
7 leaf in heads of double door frames. Lock strikes shall be set out and adjusted
8 to provide clearance for silencers.
9

10 FABRICATE hollow metal fire door frames in accordance with requirements of Under-
11 writers' Laboratories for class of door opening indicated. Authorized construction
12 details and requirements for approved doors take precedence over project details
13 or specifications, except for gauges of metal when the Project Specification
14 requires thicker gauges than those required for approved frames. Frames shall bear
15 the Underwriters' Laboratories label for class of opening scheduled.
16

17 PROVIDE GLAZING STOPS, adjustable sound stops and other accessories as required
18 or detailed.
19

20 REINFORCE FRAMES for butts at hinge locations. Spot weld to frame. Provide
21 reinforcement for closers on all frames whether scheduled or not.
22

23 INCLUDE STRUCTURAL STEEL MEMBERS at mullions, transoms, or other locations, where
24 indicated or required. Build into hollow metal frames.
25

26 BUCK AND FRAME ANCHORS: Provide metal anchors of shapes and sizes required for the
27 adjoining type of wall constructions. Locate anchors on jambs near the top and
28 bottom of each frame and at intermediate points. Anchors not more than 30" o.c.,
29 and not less than 4 anchors per jamb, exclusive of floor anchor.
30

31 To concrete walls: 12 gauge frame stiffeners, 3" wide, at bolt locations welded
32 to frame. Provide holes in stiffeners to receive bolts for anchoring to concrete.
33 For frames over 4' wide, provide stiffeners on 3" centers at head. Locate stiffeners
34 near floor at jambs, near corners of frame at head. Dimple frame at bolt holes.
35

36 To floors: Clip angles, not lighter than 12 gauge, welded to top and bottom of each
37 jamb. Two holes in each clip angle to receive floor anchors. Arrange so that clip
38 angles may be field adjusted to floors if required.
39

40 41 42 DOOR MATERIALS

43 FABRICATE DOORS FROM first quality open hearth full cold rolled stretcher leveled
44 16 gauge sheet steel. Completely fill voids in doors with insulating material
45 or impregnated Kraft Honey Comb Core.
46

47 48 49 DOOR FABRICATION

50 WHERE REQUIREMENTS FOR SPECIAL TYPES conflict with foregoing provisions in this
51 Section, specifications for special types shall govern.
52

53 CONSTRUCT DOORS to be flush faced, Steel Door Institute Type II heavy duty,
54 Style #2 Seamless hollow steel construction with lights as scheduled.
55

56 MORTISE, REINFORCE, DRILL AND TAP DOORS to template at factory to receive hardware
57 specified elsewhere. Provide reinforcing for surface-mounted hardware except kick
58 and mop plates; drilling and tapping for surface hardware to be done in field.
59

1 GROUT FULL all jambs. Repoint exposed recessed grout if necessary to secure a
2 smooth finish. Allow mortar in heads of frames set in masonry to set before
3 proceeding with masonry work. Clean off all splatterings and cement stains.
4

5
6 FILL BOLT HOLES with automobile body putty.
7

8
9 DOOR INSTALLATION

10
11 INSTALL DOORS AND HARDWARE to secure close fit to opening, to operate without
12 bind, and to close positively without undue pressure or to leave play when closed.
13

14
15 SPECIAL ACOUSTIC SOUND DOORS

16
17 ADJUST STOPS to maintain STC rating.
18
19

20
21 END OF SECTION 8J2
22
23
24
25
26
27
28
29
30
31
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Reinforce all doors for door closers, regardless of whether closer is scheduled in Hardware. Gauges of metal for reinforcing shall comply with hardware manufacturer's recommendations, but shall not be less than that provided under Commercial Standard CS242-62.

CUT FOR, FIT AND INSTALL lights and louvers where scheduled. Glass shall be 1/4" thick welded wire type or as indicated on the drawings. Retain glass in beveled, self-trimming stops fabricated of 18 gauge bonderized steel with baked enamel finish and through fastenings standard with manufacturer. Louvers are specified in Section 10Q0.

PROVIDE CLEARANCES between door and frame of 1/8" at head, 3/32" at jambs, 1/2" over floors and 3/16" over thresholds. Allow for carpeting where scheduled.

BEVEL STILE edges 1/8" in 2".

PRIME COATING

CLEAN METAL (INCLUDING GALVANIZED METAL) THOROUGHLY of all oil, grease and dirt. Bonderize and bake on one coat of primer. Fill all imperfections with metal body filler to produce a perfectly flush and flat surface and bake on a second coat of primer. Pack and crate adequately to deliver to site without scratches or blemishes.

SPECIAL ACOUSTIC SOUND DOORS

GENERAL: Special acoustic door and frame units shall be as manufactured by Overly Manufacturing Co. or Kreiger Steel Products (Kreigersonic). STC rating and labeled rating shall be as listed on the schedules. Gauge and thickness of doors and frames shall be as required for the listed STC rating, UL label and size of opening. Certification of tested performances in accordance with ASTM E90-61T or E90-66T shall be provided.

UNIT F, DOORS 2, 20, 21, 22: Provide with sound seals, astragals and automatic door bottom as part of the door and frame unit. Refer to Section 8S0 for remainder of finish hardware.

UNIT F, PAIR OF DOORS BETWEEN STAGE AND SHOP: Provide with sound seals, astragal, automatic door bottom and and finish hardware (butts, closers, door stops, kickplates, lockset) as part of the door and frame unit. Cylinder to be keyed to existing building system. Opening size is 9'- 0" wide x 12'- 0" high. Sound rating to be min. STC 50.

PART 3 - EXECUTION

FRAME INSTALLATION

SET BUCKS AND FRAMES plumb and true; brace until built in. Set clips to floors with bolts into expansion shields. Shim frames built into concrete to true lines and secure bolts. Close space between frame and concrete and masonry with wood closer strip secured over a strip of sponge rubber which is compressed uniformly into the crack to a depth of approximately 3/16".

2 SECTION 8AO - GLASS AND GLAZING5 PART 1 GENERAL8 DESCRIPTION OF WORK

10 THE EXTENT of glass and glazing work is shown on the drawings.

12 THE REQUIRED APPLICATIONS of glass and glazing include (but are not necessarily limited to) the following:

- 15 Glazing exterior windows.
- 16 Glazing exterior entrances.
- 17 Glazing doors.
- 18 Glazing interior relights.

21 QUALITY ASSURANCE

23 SAFETY GLASS: Comply with ANSI Z97.1, with label on each piece.

25 STANDARDS: Meet requirements and recommendations of applicable portions of the following standards:

27 Flat Glass Jobbers Association - FGJA

National Association of Architectural Metals Manufacturers - NAAMM

31 REMOVE NO LABELS from individual items until glazing materials have been installed and approved. Labels shall show manufacturer, quality and thickness.

34 STORE AND HANDLE glazing materials to prevent damage to structure. Remove broken or scratched glass promptly from site.

39 PART 2 - PRODUCTS42 GLASS

44 ACCEPTABLE GLASS MANUFACTURERS: American St. Gobain, Libby Owens Ford, Mississippi Glass Company, Pittsburgh Glass Company, Ford Motor Company.

47 MAXIMUM ALLOWABLE AREA OF GLASS IN SQUARE FEET FOR WIND LOADING AT VARYING HEIGHT ZONES:

49	Height	3/16"	1/4"
50	above	heavy	float
51	<u>ground</u>	<u>sheet glass</u>	<u>glass</u>
52			
53	0-29 ft.	47 sq.ft.	53 sq.ft.

57 PROVIDE GLASS OF GREATER DIMENSION and quality if the width of an opening exceeds the maximum width of the sheet glass scheduled for the opening, thereby making it impossible to install the glass with "grain horizontal."

WHERE GLASS IS CALLED FOR on the drawings the thickness shall be determined from the foregoing table.

TYPES AND THICKNESSES:

<u>Abbreviation used on plans</u>	<u>Thickness</u>	<u>Type</u>	<u>Quality or color</u>
GL.	1/4"	Float	Clear
GL.	3/16"	Heavy sheet	Clear
W.GL.	1/4"	Wire glass	Polished plate, clear, wire pattern parallel to edges
INSUL.GL.	3/16" + 3/16"	Float	3/16" clear float interior and exterior, 1/2" air space with bronze spacer and metal edges
INSUL.TINTED TEMPERED GLASS	3/16" + 3/16"	Float	3/16" Bronze Float interior and exterior, 1/2" air space with bronze spacer metal edges.
T.GL.	1/4"	Tempered without tong marks	Clear
ONEWAY MIRROR GL.	1/4"	Transparent mirror	Clear
ENAM.CAB.	1/4"	Enameled cement asbestos board	Glasweld, finish both sides color as selected

MIRROR GLASS

CLEAR PLATE GLASS (FS DD-G-451, Type I, Class 1, Quality q2), 1/4" thick except as otherwise indicated; with silver coating, copper protective coating and 2 mil thick paint coating; comply with CS 27.

GLAZING MATERIAL

BEDDING COMPOUND: Knife grade of caulking compound conforming to Fed. Spec. TT-C-598 Type II.

PROVIDE FINISHING GLAZING COMPOUND compounded in brown color to match the aluminum sash and conforming to Fed. Spec. TT-D-781A Type II.

GLAZING TAPE: 1/16" EC 1202 manufactured by Minnesota Mining and Manufacturing Company 1/2" wide.

PART 3 - EXECUTION

INSTALLATION OF GLASS

GENERAL

INSTALL EXTERIOR GLASS completely bedded and sealed against leakage.

CUT GLASS CAREFULLY to fit opening with clearances recommended by FGJA. Edges shall be clean without chips or cracks.

SUPPORT LARGE SHEETS UNIFORMLY on two setting blocks at quarter points.

SET ALL GLASS with "grain" horizontal. Beads shall fit closely. Cover all compound at corner miters.

WEATHER: Do no glazing in dusty conditions or in temperatures below 40 degrees F. unless temperature of glazing location is controlled. Do no glazing in rain unless fully protected to keep dry.

TYPICAL OUTSIDE GLAZED SASH

BACK BED GLAZING REBATES at sill, head and jambs with bedding compound. Fill webs and all four corners completely, carefully cover holes for fastenings in sill bar and spread compound to cover vertical faces of rebate.

PLACE SPACERS IN POSITION on sill bars, set glass in place and press against compound on vertical faces of rebate to position glass in center of glazing space.

NOTCH SILL GLAZING BEAD to by-pass setting blocks, then snap into place. Snap right bead into place, then head bead, then left bead.

FORCE GLAZING COMPOUND into space between glazing bead and glass with caulking gun or putty knife. Cut sharp line at edge of bead and at edge of sash.

DOORS AND RELIGHTS

GLAZE WITH TAPE both sides of glass.

MIRROR GLASS

INSTALL MIRROR GLASS using adhesive and mechanical fasteners per manufacturer's recommendation or as detailed.

CLEANING

CLEAN ALL GLASS after Architect has inspected glass and glazing thoroughly. Remove labels and remove glazing compounds with solutions which do not damage glass, sash or adjacent materials. All windows shall be washed immediately before Architect's final inspection for acceptance, and maintained in a clean condition until finally inspected.

END OF SECTION 840

RECEIVED

MAR 12 2014

STUDENT INCIDENT REPORT

Describe the incident in sufficient detail to show the conditions that existed at the time of the incident. Any unsafe acts or conditions should be corrected immediately. Retain all completed reports to the extent required by law. (for district use only)

School District: Fife School District No. 417

Student Name: [REDACTED] School: Fife High School

Gender: [REDACTED] Age: 17 Grade: 11 Phone: [REDACTED]

Home Address: 2029 S. 380th St. Federal Way WA 98003
Street

Date of Accident: 3/1/2014 Time: 2:30 PM

Location: ☐ Class ☐ Playground ☐ Gym ☐ Laboratory ☐ Shop ☒ Off-Premises ☐ Other:

Description of Accident: During a state playoff game at Auburn High School, [REDACTED] made an attempt to keep a ball in play, which was going out of bounds, under the basket. This effort took him out of bounds and when he put his hand out to stop himself, he made contact with the closed gym entrance door, and his hand and arm broke through the window on the door. This caused two severe lacerations and severe bleeding to his left arm.

Part of Body Injured: Left Arm Type of Injury (e.g. cut, Burn): Two deep lacerations

Extent of injury (e.g. minor, severe): Severe No. of School Days Lost: 8 and counting.

Name of Person in Charge at Time of Accident: Joe Keller

Assistant
Principal/Athletic

Title: Director Present at Scene? XYes ☐ No Phone No.: 253-517-1100

Action Taken: Worked with the trainers and head coach to stop the severe bleeding. Accompanied the EMT's to the emergency room in Auburn. Waited to discuss [REDACTED] condition with the doctors until mother arrived.

By Whom: Joe Keller When: At the time of the accident.

☐ Sent to School Nurse ☐ Sent Home ☐ 911 Called ☒ Sent to Hospital/Doctor

Person Notified: XMother ☐ Father ☐ Other: Phone No.: [REDACTED]

Name of Parent/Guardian: Lisa [REDACTED] Home Phone: [REDACTED]

Work Phone: [REDACTED] Cell Phone: Insurance: XYes ☐ No

Witness(es): Mark Schelbert, Head Coach

Person Prepared Report: Joe Keller Title: Assistant Principal, Athletic Director

Print Name

Signature: [Signature] Date: 3/3/2014

Principal Signature: [Signature] Date: 3/12/2014

Send Original Copy to Business Office

Schools- keep a copy for your records

RECEIVED

MAR - 6 2014

MIKE NEWMAN
DEPUTY SUPERINTENDENT

INCIDENT REPORT - STUDENT

WASHINGTON SCHOOLS * Risk Management Pool

PO Box 88700 * Tukwila, WA 98138-2700 * 206-394-9737 * 800-488-7569

FAX (206) 394-9712

This form does **NOT** comply with RCW 4.96.020 for the filing of a Claim for Damages. This form is to be completed by **DISTRICT PERSONNEL ONLY**.

Please use this form to -
REPORT ALL CLAIMS OR POTENTIAL CLAIMS

DO NOT use this form to - **REPORT EMPLOYEE (on-the-job) INJURIES**

Report to the Pool Immediately and Forward Supplemental Information Under Separate Cover, If Necessary

GENERAL INFORMATION		Date Completed: 3/1/14	
DISTRICT: AUBURN - #408 School: AHS		Phone #: 253-931-4880	
Name of Contact Person: Kortie Henry			
INCIDENT INFORMATION		TIME: 2:30pm	
Date of Incident: 3/1/14		<input checked="" type="checkbox"/> INJURY	
LOCATION: <input type="checkbox"/> CLASS <input type="checkbox"/> PLAYGROUND <input checked="" type="checkbox"/> GYM <input type="checkbox"/> SHOP			
<input type="checkbox"/> OFF PREMISES <input type="checkbox"/> OTHER, SPECIFY _____			

athlete ran into door and glass going for loose ball. open fracture of ulna, humerus, and thumb. Massive blood loss and bone deformities.

WITNESS(ES): Tiffany Ostrander		PHONE: 509-961-9670	
IDENTIFY AGENCY CALLED TO SCENE (police, fire, etc.)		REPORT #:	
INJURIES (complete separate form for each injured individual)		STUDENT <input checked="" type="checkbox"/> EMP <input type="checkbox"/> OTHER <input type="checkbox"/>	
NAME: [REDACTED]		GENDER: [REDACTED]	
Last First Middle		AGE: 11	
ADDRESS: Fife		GRADE: 11	
Street City Zip Code		Home Phone#:	
NAME OF PARENT/GUARDIAN (if applicable):		Work Phone#:	
PART OF BODY INJURED: (L) arm		TYPE OF INJURY: fractures	
EXTENT OF INJURY (e.g. minor, severe): severe			
Name of Person In Charge At Time of Accident: Tiffany Ostrander		Title: ATC	
Phone #: 253-931-4880		Present at Scene? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Action Taken/By Whom/When: 911 called, splinted and stopped bleeding by ATC			
<input type="checkbox"/> Sent To Health Room <input type="checkbox"/> Sent Home <input checked="" type="checkbox"/> 911 Called		If Student, Accident Ins? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input checked="" type="checkbox"/> Sent To Hospital/Doctor			
Principal Signature: [Signature]		Date: 3/4/14	

**ISLAND HOSPITAL PHYSICAL THERAPY
& REHABILITATION**

Holly Treadway, PT, DPT, ATC

360.299.1328

Fax 360.299.1375

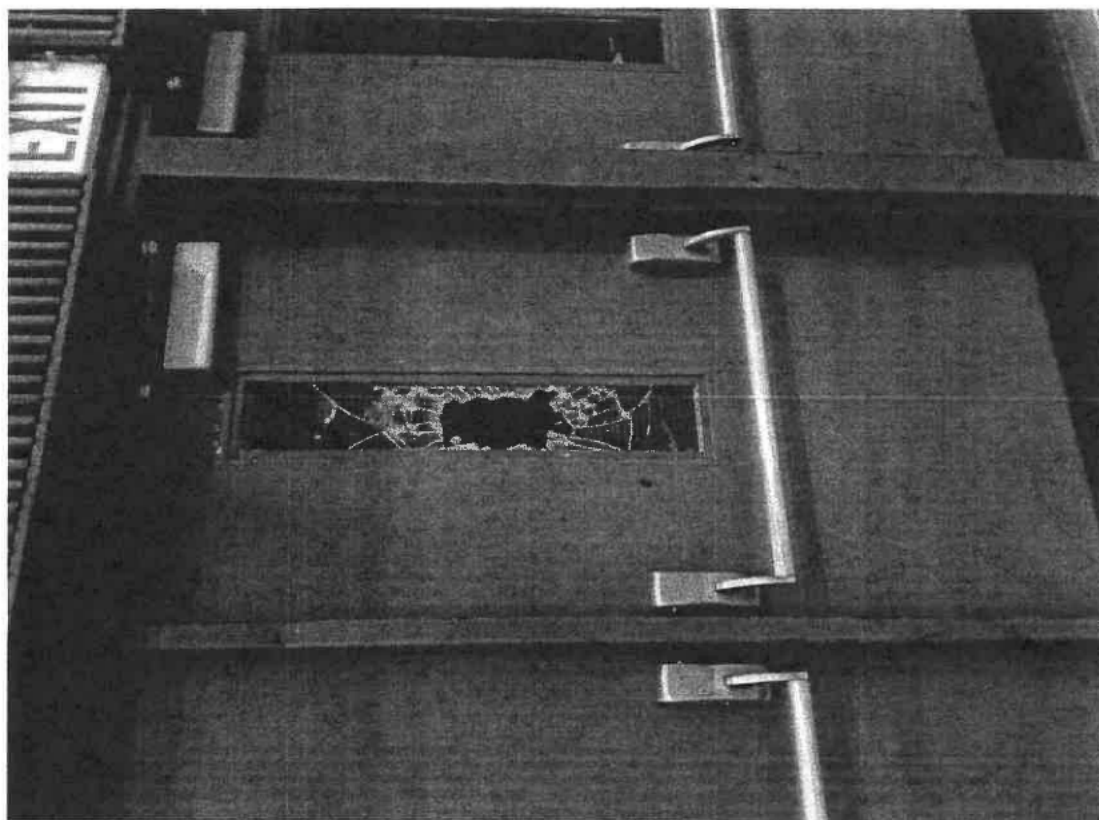
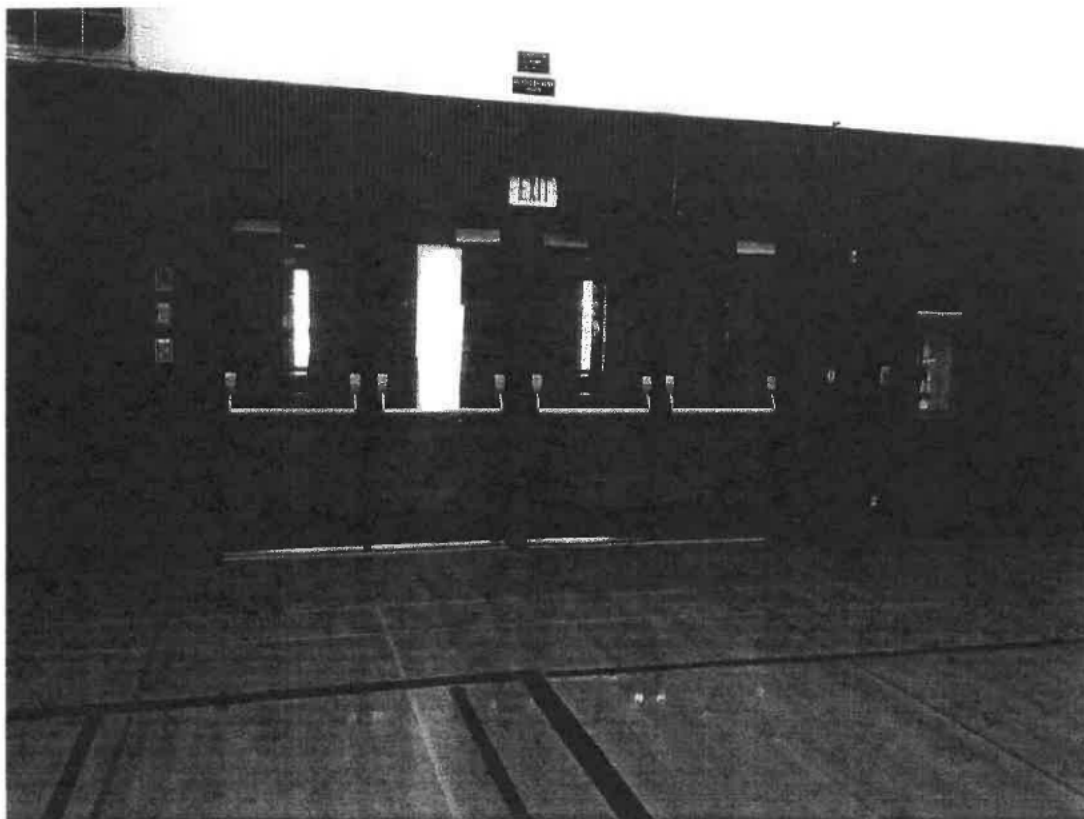
htreadway@islandhospital.org

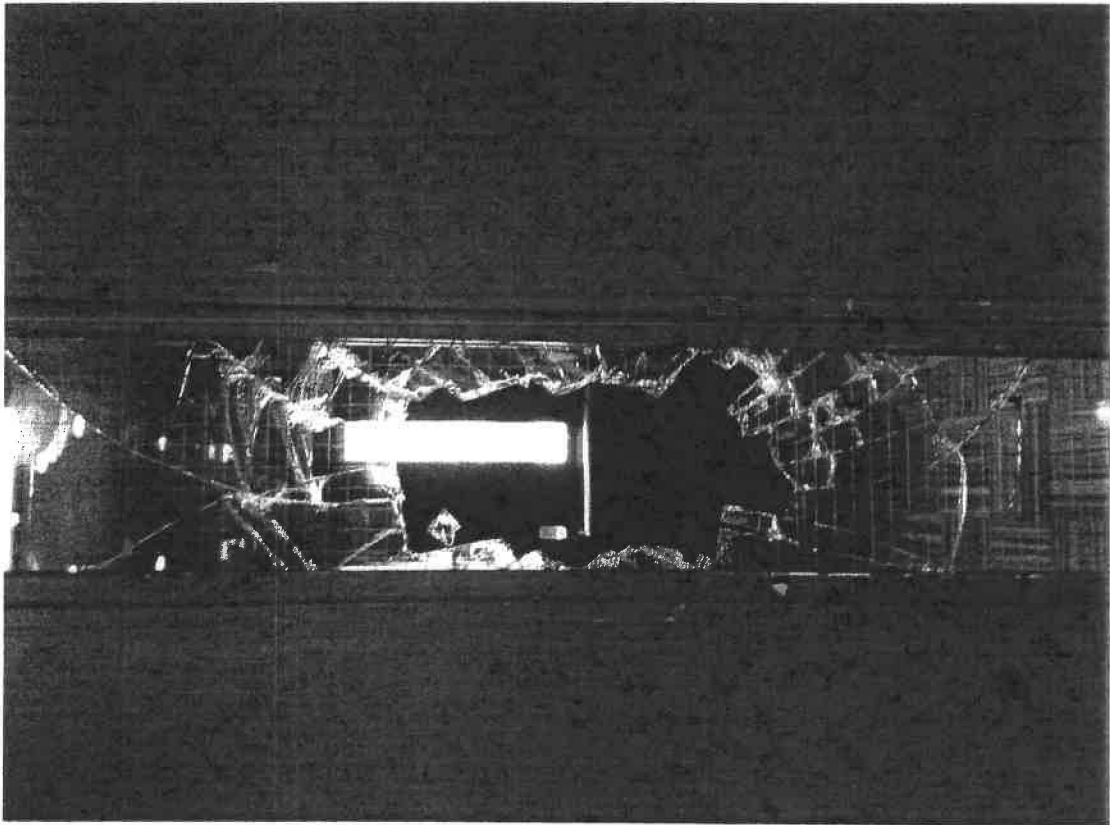
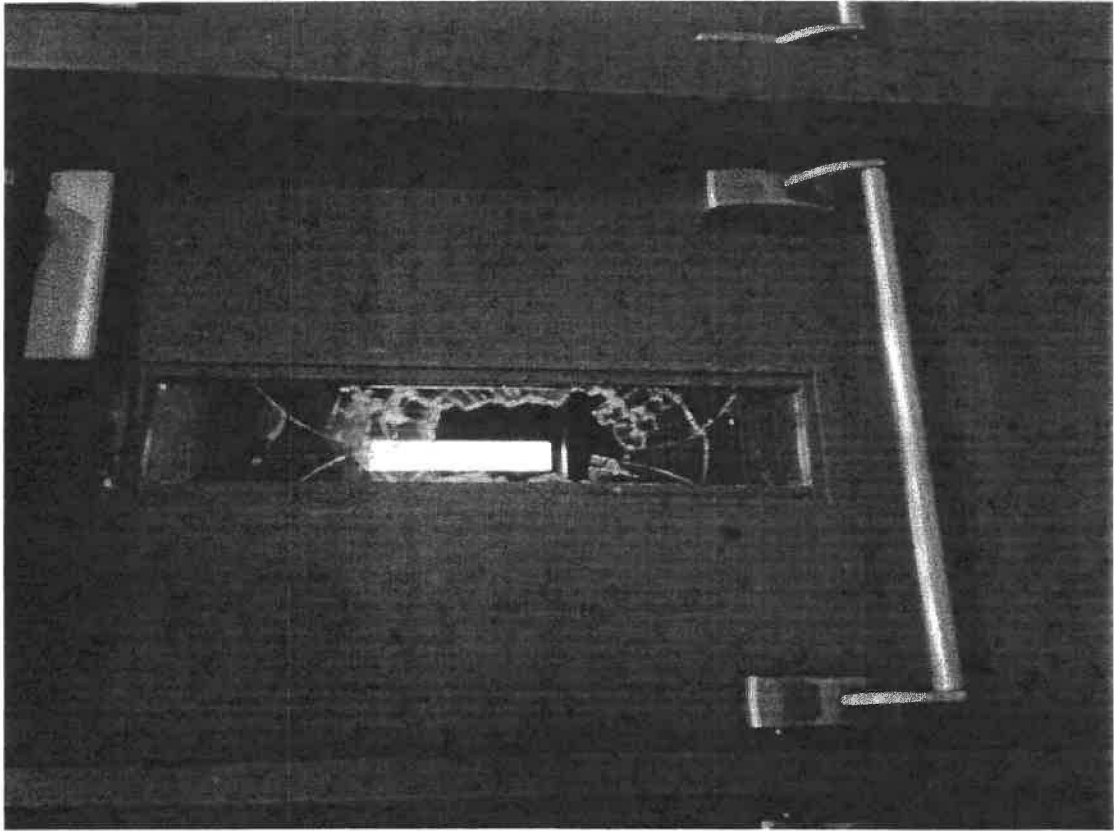


ISLAND HOSPITAL

715 Seafarers Way Suite 100, Anacortes, Washington 98221

second PT at the
scene - from
Anacortes H.S.







CLAIM NOTIFICATION FORM

Claim Notification Form

RECEIVED
APR 16 2014
CLERK OF DISTRICT COURT
CLERK OF DISTRICT COURT

Member District:

Auburn School District
915 Fourth St NE
Auburn WA, 98002

Claimant:

██████████

Location of Loss:

AUBURN HIGH SCHOOL

Date of Loss:

3/1/2014

Type of Claim:

General Liability Bodily Injury

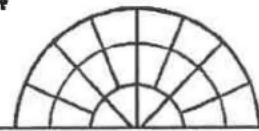
Claim Number Assigned:

027942-001-OBI

WSRMP Adjuster Handling Claim:

Peterson, Sue

APR 08 2014



CONNELLY LAW OFFICES, PLLC

John R. Connelly, Jr.
Lincoln C. Beauregard
Micah R. LeBank
Nathan P. Roberts
Anna L. Price
Julie A. Kays
Amanda M. Searle

2301 North 30th Street
Tacoma, WA 98403
Toll Free: (855) 593-5100
Tacoma: (253) 593-5100
Seattle: (206) 816-3002
Fax: (253) 593-0380
www.connelly-law.com

March 31, 2014

Auburn High School
Auburn School District
Dr. Kip Herren, Superintendent
915 Fourth Street NE
Auburn, WA 98002

**Re: Our Client: Lisa [REDACTED] legal guardian of [REDACTED]
Date of Incident: March 1, 2014**

Dear Dr. Herren:

We represent Lisa [REDACTED] regarding her son [REDACTED] was severely injured at your school while playing in the regional basketball game on March 1, 2014. The purpose of this letter is to request copies of any and all records in your possession, which relate to [REDACTED] regarding this matter.

First, please produce all documents in your possession which pertain to the incident that occurred on March 1, 2014 and the injuries sustained by [REDACTED] including but not limited to any incident reports, witness statements, investigations, memorandum, photographs of the glass wire doors from the gymnasium, all video surveillance of the incident, maintenance records and logs regarding the wire glass door(s) of the gymnasium, and any other documents which relate to the above incident and injuries sustained by [REDACTED]. I have enclosed both a release that authorizes you to provide this information to our firm.

Second, we are requesting that you produce all documents in the District's possession regarding the maintenance of the gymnasium, any renovations conducted in the past 15 years, any documents including literature or educational materials regarding wire glass and the hazards associated with this material.

Finally, please provide any documents regarding injuries sustained by students within the District involving wired glass over the past fifteen years including any lawsuits that have been brought against the district regarding injuries sustained from wired glass.

This request is sent pursuant to the Public Records Act., RCW 42.56. The law, at RCW 42.56.520, calls for a response within five business days. Supreme Court opinions set strict limits on exemptions: see *O'Connor v. Dep't of Soc. & Health Servs.*, 143 Wn.2d 895 (2001). The law also calls for a liberal interpretation of the statute's purpose to promote full access to public records, and it says the exemptions must be narrowly construed. If part of a record is

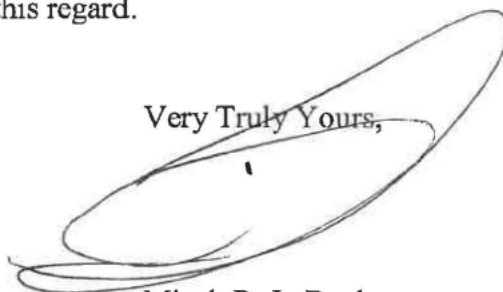
March 31, 2014

Page 2 of 2

exempt, the rest of it must still be released. Denial of any part of this request must be accompanied by a written statement of exactly what is being denied and the specific reasons for each denial, subject to judicial review.

Thank you for your assistance in this regard.

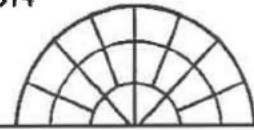
Very Truly Yours,

A handwritten signature in dark ink, appearing to read "Micah R. LeBank". The signature is written in a cursive style with a large, sweeping loop at the end.

Micah R. LeBank

MRL:bem

APR 08 2014



CONNELLY LAW OFFICES, PLLC

John R. Connelly, Jr.
Lincoln C. Beauregard
Micah R. LeBank
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www.connelly-law.com

March 31, 2014

Auburn High School
Auburn School District
Dr. Kip Herren, Superintendent
915 Fourth Street NE
Auburn, WA 98002

Re: Preservation of All Evidence

Our Client: Lisa [REDACTED] regarding minor son [REDACTED]

Date of Incident: March 1, 2014

Dear Dr. Herren:

We represent Lisa [REDACTED] regarding her son [REDACTED] was severely injured at your school while playing in the regional basketball game on March 1, 2014.

By this letter, and pursuant to the provisions of law that prohibit spoliation of evidence, I request, pursuant to Washington law, that you retain and preserve the actual wire glass doors regarding this matter from the gymnasium, all video surveillance, all photographs, all maintenance records/logs regarding the wire glass doors of the gymnasium, witness statements, and incident reports in their original, unaltered condition. You are also directed to retain and preserve any and all other evidence relating to this incident. If you have any objection to the broad scope of this anti-spoliation demand, you are directed to raise that issue now in order to avoid spoliation penalties and to ensure that all relevant evidence is preserved according to law.

Do not hesitate to contact me directly should you have any questions.

Very Truly Yours,

Micah R. LeBank

MRL:bem

**WASHINGTON SCHOOLS
RISK MANAGEMENT POOL**

March 19, 2014

RECEIVED
MAR 20 2014
MIKE NEWMAN
DEPUTY SUPERINTENDENT

Ms. Lisa [REDACTED]
2029 S 380th St
Federal Way WA 98003

Re: Member: Auburn School District
Date of Loss: 03/01/2014
Claim No.: 27942-SP
Claimant: [REDACTED]

Dear Ms. [REDACTED]

The Washington Schools Risk Management Pool (WSRMP) is an interlocal cooperative of school districts. WSRMP is not an agent of its member districts with respect to statutory filing of a claim for damages or service. However, WSRMP does perform various functions on behalf of its member districts, including claim adjusting. Accordingly, we are corresponding with regard to the above-captioned claim.

We have been made aware of an injury involving [REDACTED]. At this time, we are able to offer the district's emergency medical payment coverage. Under this coverage, we can pay up to \$2,000 for reasonable and necessary emergency medical expenses incurred by the claimant for the above referenced loss within 30 calendar days (03/01/2014 to 03/25/2014) following the accident. ***This coverage is in excess over any other available medical payments coverage available from any other source or insurance policy.***

In order for WSRMP to reimburse medical expenses, we must have Medicare information on file. Please complete, sign and return the attached form promptly, as payment will not be made without this document. Please forward your explanation of benefit form(s) along with any billings you wish us to consider for payment. If you do not have insurance, please send us a letter stating such.

Please note that payment of any medical expenses should not be construed as an admission of liability or negligence on the part of the School District. In addition, payment of medical bills should not be construed as an agreement to pay any other expenses relating to this incident.

If you have any questions regarding this matter, please call me at 206-394-9725 or 800-488-7569 (if you are calling from outside the Seattle dialing area).

Sincerely,



Susan A. Peterson, AIC, PCLS
Claims Coordinator

SP/ib

Encl: Medicare Status Form
Cc: Ms. Natalie Williams, Auburn School District



CLAIM NOTIFICATION FORM

Claim Notification Form

RECEIVED
MAR 12 2014
DIKE NEWMAN
DEPUTY SUPERINTENDENT

Member District:

Auburn School District
915 Fourth St NE
Auburn WA, 98002

Claimant:

[REDACTED] /

Location of Loss:

AUBURN HIGH SCHOOL

Date of Loss:

3/1/2014

Type of Claim:

General Liability Emergency Medical Expense

Claim Number Assigned:

027942-001-EME

WSRMP Adjuster Handling Claim:

Peterson, Sue



April 28, 2014

Mr. Micah LeBank
Connelly Law Offices, PLLC
2301 North 30th Street
Tacoma, Washington 98403

Dear Mr. LeBank:

The purpose of this letter is to acknowledge Auburn School District's receipt of your public records request regarding an accident on March 1, 2014, involving [REDACTED]. Pursuant to RCW 42.56.520, the District estimates that it may be able to provide you with documents responsive to your request within thirty (30) business days from the above date to determine the need to clarify the intent of the request, to locate and assemble the information requested, to notify third persons or agencies affected by the request, and/or to determine whether any of the information contained in such documents is exempt from public disclosure.

The above timeframes are simply estimates and processing your request may take longer than predicted. If you have not received notice from us regarding your request within the above timelines, or if you have questions or concerns, feel free to call me at (253) 931-4932.

Sincerely,

Timothy A. Cummings
Associate Superintendent of Human Resources

ds

Strand, Debbie

From: Curtis M. Leonard [cleonard@pregodonnell.com]
Sent: Monday, April 28, 2014 10:06 PM
To: Strand, Debbie; Cummings, Tim
Subject: Fwd: Pubic Information Request
Attachments: SKMBT_75114040815030.pdf; ATT00001.htm

Debbie:

Can you send out the standard 5 day response if this hasn't already happened. I will be assisting in responding to this request.

Sent from my iPhone

Service + Solutions = Success



Curtis M. Leonard

Associate, Seattle,

Seattle:	Portland:	Anchorage:
901 5th Ave. Ste 3400 Seattle, WA 98164 P: (206) 287-1775 F: (206) 287-9113	222 SW Columbia Ste 1575 Portland, OR 97201-6615 P: (503) 224-3650 F: (503) 224-3649	310 "K" St., Ste 200 Anchorage, AK 99501 P: (907) 274-1544 F: (907) 276-5291

Email: cleonard@pregodonnell.com

Website: www.pregodonnell.com

Confidentiality Notice: This message is being sent by or on behalf of a lawyer. It is intended exclusively for the individual or entity to which it is addressed. This communication may contain information that is proprietary, privileged or confidential or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by e-mail and delete all copies of the message.

Begin forwarded message:

From: "Newman, Mike" <mnewman@auburn.wednet.edu>
Date: April 8, 2014 at 4:09:28 PM PDT
To: "Curtis M. Leonard" <cleonard@pregodonnell.com>
Cc: "Cummings, Tim" <tcummings@auburn.wednet.edu>
Subject: Pubic Information Request

Curtis:

Attached is pending lawsuit in the disguise of a public information request, with of course the usual threat of penalties. This incident occurred at AHS Gym during a West Central District basketball game. As I understand the incident, the student athletes elbow went through the relite window on one of the gym doors when he was going after a ball that was going out of bounds.

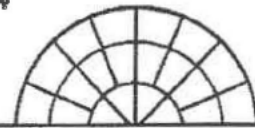
We have sent this to the Risk Management Pool as well.

Mike

APR 08 2014

CONNELLY LAW OFFICES, PLLC

John R. Connelly, Jr.
Lincoln C. Beauregard
Micah R. LeBank
Nathan P. Roberts
Anna L. Price
Julie A. Kays
Amanda M. Searle



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www.connelly-law.com

March 31, 2014

Auburn High School
Auburn School District
Dr. Kip Herren, Superintendent
915 Fourth Street NE
Auburn, WA 98002

Re: Our Client: Lisa [REDACTED] legal guardian of [REDACTED]
Date of Incident: March 1, 2014

Dear Dr. Herren:

We represent Lisa [REDACTED] regarding her son [REDACTED] [REDACTED] Woods was severely injured at your school while playing in the regional basketball game on March 1, 2014. The purpose of this letter is to request copies of any and all records in your possession, which relate to [REDACTED] regarding this matter.

First, please produce all documents in your possession which pertain to the incident that occurred on March 1, 2014 and the injuries sustained by [REDACTED] including but not limited to any incident reports, witness statements, investigations, memorandum, photographs of the glass wire doors from the gymnasium, all video surveillance of the incident, maintenance records and logs regarding the wire glass door(s) of the gymnasium, and any other documents which relate to the above incident and injuries sustained by [REDACTED]. I have enclosed both a release that authorizes you to provide this information to our firm.

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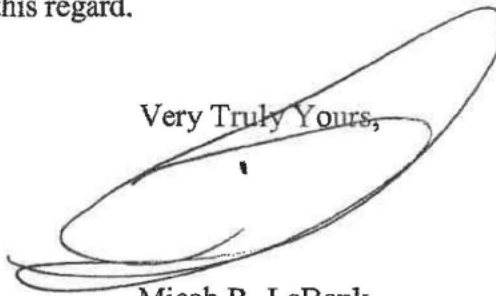
March 31, 2014

Page 2 of 2

exempt, the rest of it must still be released. Denial of any part of this request must be accompanied by a written statement of exactly what is being denied and the specific reasons for each denial, subject to judicial review.

Thank you for your assistance in this regard.

Very Truly Yours,

A handwritten signature in dark ink, appearing to be "Micah R. LeBank", enclosed within a large, loopy oval shape.

Micah R. LeBank

MRL:bem



September 22, 2014

Mr. Andrew Lukes
Robblee Detwiler & Black, P.L.L.P
2101 Fourth Avenue, Suite 1000
Seattle, Washington 98121-2317

Dear Mr. Lukes:

Please be advised that the District previously send all documents responsive to your request. In your September 11 letter, you request additional documents posed as questions. As you are aware, the District is not obligated to create documents to respond to a PRA request. Notwithstanding, the District will provide the additional clarification, in response to your inquiries:

Our school police officers are commissioned through the Auburn Police Department. They had to attend the Basic Law Enforcement Academy to receive their commission. The standard on that is 720 hours. They receive a minimum of 24 hours of additional certified training each year (this is a requirement of the State of Washington). Our officers also must qualify with their weapons twice a year. This is all overseen by the Auburn Police Department in order for them to keep their commission.

I hope this answers your questions. In the event that you have any additional requests for documents under the PRA, do not hesitate to contact me.

Sincerely,

Timothy A. Cummings
Associate Superintendent of Human Resources

ds

Strand, Debbie

From: McCluskey, Robin
Sent: Monday, September 15, 2014 8:27 AM
To: Strand, Debbie
Subject: RE: Questions from Auburn School District

Yes, we are commissioned through the APD. Yes, we always meet the annual training requirements. Training is offered by APD and we always get additional training through our summer conference. Hope this helps! (you must be filling out those insurance papers again!)

From: Strand, Debbie
Sent: Monday, September 15, 2014 8:17 AM
To: McCluskey, Robin
Subject: FW: Questions from Auburn School District

Hi Robin,
Could you look at the email that I received below from Brian Williams (APD).

You are Don were commissioned through the APD....correct?
Have you and Don met the requirements that are listed below?
Does the APD arrange for you to attend the annual certified trainings listed below?

Thank you!

Debbie Strand
Administrative Assistant to Tim Cummings
Associate Superintendent of HR
Auburn School District
(253) 931-4932

From: Brian Williams [<mailto:bwilliams@auburnwa.gov>]
Sent: Monday, September 15, 2014 8:12 AM
To: Strand, Debbie
Subject: RE: Questions from Auburn School District

Hi Debbie,

These questions can be hard to answer because I am unaware of the standards that the school district has for the police officers you employ.

Commissioned officers attend the Basic Law Enforcement Academy (BLEA) to receive their commission. Currently this standard is at 720 hours.

The State of Washington requires that each officer receive at least 24 hours of additional certified training each year.

Commissioned officers must qualify with their weapons twice per year.

Sgt. Brian Williams #8731
Training and Community Programs

Auburn Police Department
40 East Main St; Ste 201
Auburn, WA 98002
O-253-804-3124
F-253-931-5108



From: Jamie Sidell
Sent: Monday, September 15, 2014 6:17 AM
To: 'Strand, Debbie'
Cc: Brian Williams
Subject: RE: Questions from Auburn School District

I have cc'd Sgt Brian Williams, our Training Sgt. He will be able to help you out.

Jamie Sidell | Commander Patrol Division
Auburn Police Department
40 East Main Street #201 | Auburn, WA 98002
253-931-3021 | 253-931-5108 fax



From: Strand, Debbie [<mailto:dstrand@auburn.wednet.edu>]
Sent: Friday, September 12, 2014 3:41 PM
To: Jamie Sidell
Subject: Questions from Auburn School District

Officer Sidell,

Do you know the answers to the following questions in respect to the Auburn School District police officers, or do you know where I would find them?

in order to completely respond to my request I need to know:

Specifically, what classes, courses or training are required for Auburn School District police officers to maintain their police commissions?

Are there additional classes, courses, or training that are required by the District to remain qualified for their positions?

Finally, are there specific courses officers must take to become or remain qualified to carry firearms?

Are officers required to attend any classes, courses or training through the Washington Criminal Justice Training Commission? If so, which classes, courses or training, specifically?

I am in the process of answering a Public Records Request and need some information.

Any help you can give us on this would be greatly appreciated!

Thank you!

Debbie Strand
Administrative Assistant to Tim Cummings
Associate Superintendent of HR
Auburn School District
(253) 931-4932

The information contained in this electronic communication is personal, privileged and/or confidential information intended only for the use of the individual(s) or entity(ies) to which it has been addressed. If you read this communication and are not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication, other than delivery to the intended recipient is strictly prohibited. If you have received this communication in error, please immediately notify the sender by reply e-mail. Thank you.

Robblee Detwiler & Black, P.L.L.P.
Attorneys at Law

Jacob H. Black
Kristina Detwiler
Daniel Hutzenbiler
SaNni M-K Lemonidis

2101 Fourth Avenue
Suite 1000
Seattle, Washington 98121-2317
206.467.6700 · 1.800.548.7959
206.467.7589 facsimile

Andy Lukes
Bradley Medlin
Benjamin S. Teets

September 11, 2014

RECEIVED
SEP 15 2014
HUMAN RESOURCES

Tim Cummings, Associate Superintendent
Auburn School District
915 4th St. NE
Auburn, WA 98002

Re: Auburn School District Police Officers Records Request
Our File No. 3246-030 - SIU Commission Change

Dear Mr. Cummings:

Thank you for your letter dated September 8, 2014. Unfortunately, the information provided is not completely responsive to my request. The response states that, "Our police officers must complete all required trainings to maintain their position." It also states that the officers in question do carry firearms and "attend all the required trainings." The job description attached to the September 8 letter is equally vague. It states that officers are required to "maintain qualification for police commission status."

I need to know specifically what training is referred to in these responses. Through information requests to other schools and municipalities, I have learned that many officers go through a course offered by the Washington Criminal Justice Training Commission. Depending on the scope of their commissions, some officers complete the full Basic Law Enforcement Academy (known as BLEA). Other officers who have more limited authority complete the much shorter Reserve Academy.

In order to completely respond to my request I need to know:

- Specifically, what classes, courses or training are required for Auburn School District police officers to maintain their police commissions?
- Are there additional classes, courses, or training that are required by the District to remain qualified for their positions?
- Finally, are there specific courses officers must take to become or remain qualified to carry firearms?
- Are officers required to attend any classes, courses or training through the Washington Criminal Justice Training Commission? If so, which classes, courses or training, specifically?

Tim Cummings
September 11, 2014
Page Two

Thank you for your prompt attention to this matter. If you have any questions about my request, the easiest way to reach me is by telephone at (206) 467-6700.

Sincerely,



Andrew G. Lukes

AGL:bb



COPY

September 8, 2014

Mr. Andrew Lukes
Robblee Detwiler & Black, P.L.L.P
2101 Fourth Avenue, Suite 1000
Seattle, Washington 98121-2317

Dear Mr. Lukes:

The purpose of this letter is to respond to your request regarding the SIU Commission Change.

In response to your questions, the following is the information that we have:

- Enclosed you will find a copy of a job posting detailing requirements of the job as a police officer for our school district
- Our police officers are commissioned through the Auburn Police Department
- Our officers must complete all required trainings to maintain their position
- Our officers do carry a firearm and attend the required trainings
- Our officers are not a part of a collective bargaining agreement

If you have questions or concerns, feel free to call me at (253) 931-4932.

Sincerely,

Timothy A. Cummings
Associate Superintendent of Human Resources

ds

**CLASSIFIED APPLICATION FORM,
DISCLOSURE FORM, LETTER OF
APPLICATION, THREE LETTERS OF
RECOMMENDATION, AND RESUME
(Candidate Information Form optional) TO
BE SENT TO:**

**Human Resources
Auburn School District No. 408
915 Fourth Street Northeast
Auburn, Washington 98002
(253) 931-4916**

District employees may contact Human Resources to request that their most recent evaluation and/or letters of recommendation be given consideration.

Position information, applications and forms are available online:

<http://www.auburn.wednet.edu>

Anticipated schedule:

Screening completed: September 9
Interview calls made: September 10
Interviews held: September 12

**AN EQUAL OPPORTUNITY
EMPLOYER**

Auburn School District complies with all federal rules and regulations and does not illegally discriminate on the basis of age; gender; race; color; creed; religion; national origin (including language); sex; sexual orientation including gender expression or identity; honorably discharged veteran or military status; the presence of any sensory, mental, or physical disability; the use of a trained dog guide or service animal; and provides equal access to the Boy Scouts and other designated youth groups.

Inquiries regarding compliance procedures may be directed to:

Tim Cummings at (253) 931-4932, Title IX Officer and Section 504 and ADA Coordinator.

Notice:

All newly hired employees must complete an Employment Eligibility form and present identification for review and verification in accordance with the Immigration Reform and Control Act requirement.



ENGAGE • EDUCATE • EMPOWER

SCHOOL POLICE OFFICER

JOB NO. N14-43

Opens: August 25, 2014

Closes: September 8, 2014; 4:30 p.m.

**Human Resources
Auburn School District No. 408
915 Fourth Street Northeast
Auburn, Washington 98002
(253) 931-4916
<http://www.auburn.wednet.edu>**

Robblee Detwiler & Black, P.L.L.P.
Attorneys at Law

Jacob H. Black
Kristina Detwiler
Daniel Hutzenbiler
SaNni M-K Lemonidis

2101 Fourth Avenue
Suite 1000
Seattle, Washington 98121-2317
206.467.6700 · 1.800.548.7959
206.467.7589 facsimile

1st response
Sent 7-2

Andy Lukes
Bradley Medlin
Benjamin S. Teets

July 1, 2014

Tim Cummings, Associate Superintendent
Auburn School District
915 4th St. NE
Auburn, WA 98002

Re: SIU Commission Change
Our File No. 3246-030

Dear Mr. Cummings:

Please consider this letter a public records request. Please provide me with the following records related to school resource officers:

1. All documents such as the school resource officer job description which detail job duties of fire/arson investigators.
2. The commissions or other governing documents for school resource officers detailing what authority they have to perform their duties.
3. All policies that specifically apply to school resource officers. Please include all policies detailing any and all training fire/arson investigators are required to complete.
4. If school resource officers carry firearms, please provide any policies detailing any and all firearms-specific training they complete.
5. Organizational charts showing where school resource officers fall in the organizational structure.
6. Any collective bargaining agreements covering school resource officers.

Please provide hard copies of the requested records at your earliest convenience. The copies can be mailed to:

Andrew G. Lukes
Robblee Detwiler & Black
2101 Fourth Avenue; Suite 1000
Seattle, WA 98121

1st response
Sent 7-2

Due Aug 15

2nd Res
Sent 8/11/14

RECEIVED

JUL 02 2014

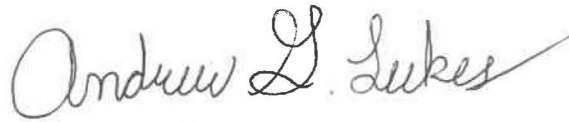
HUMAN RESOURCES

Due Sept 25

Tim Cummings
Page Two
July 1, 2014

Please do not hesitate to contact me if you have any questions or need any clarification of my request. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Andrew G. Lukes". The signature is written in dark ink and includes a long, sweeping horizontal stroke at the end.

Andrew G. Lukes

AL:mk

cc: Client



COPY

August 11, 2014

Mr. Andrew Lukes
Robblee Detwiler & Black, P.L.L.P
2101 Fourth Avenue, Suite 1000
Seattle, Washington 98121-2317

Dear Mr. Lukes:

This letter is in response to our first response to your request for information regarding the SIU Commission Change – File Nol. 3246-030. Originally we requested 30 business days to compile the information you requested but we need a thirty day extension.

If you have questions or concerns regarding this extension, please feel free to call me at (253) 931-4932.

Sincerely,

Timothy A. Cummings
Associate Superintendent of Human Resources

ds



July 2, 2014

Mr. Andrew Lukes
Robblee Detwiler & Black, P.L.L.P
2101 Fourth Avenue, Suite 1000
Seattle, Washington 98121-2317

Dear Mr. Lukes:

The purpose of this letter is to acknowledge Auburn School District's receipt of your public records request on July 2, 2014. Pursuant to RCW 42.56.520, the District estimates that it will be able to provide you with documents responsive to your request within thirty (30) business days from the above date to determine the need to clarify the intent of the request, to locate and assemble the information requested, to notify third persons or agencies affected by the request, and/or to determine whether any of the information contained in such documents is exempt from public disclosure.

The above timeframes are simply estimates and processing your request may take longer than predicted. If you have not received notice from us regarding your request within the above timelines, or if you have questions or concerns, feel free to call me at (253) 931-4932.

Sincerely,

Timothy A. Cummings
Associate Superintendent of Human Resources

ds

Robblee Detwiler & Black, P.L.L.P.
Attorneys at Law

Jacob H. Black
Kristina Detwiler
Daniel Hutzenbiler
SaNni M-K Lemonidis

2101 Fourth Avenue
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206.467.6700 • 1.800.548.7959
206.467.7589 facsimile

Andy Lukes
Bradley Medlin
Benjamin S. Teets

July 1, 2014

RECEIVED

JUL 02 2014

HUMAN RESOURCES

Tim Cummings, Associate Superintendent
Auburn School District
915 4th St. NE
Auburn, WA 98002

Re: SIU Commission Change
Our File No. 3246-030

Dear Mr. Cummings:

Please consider this letter a public records request. Please provide me with the following records related to school resource officers:

1. All documents such as the school resource officer job description which detail job duties of fire/arson investigators.
2. The commissions or other governing documents for school resource officers detailing what authority they have to perform their duties.
3. All policies that specifically apply to school resource officers. Please include all policies detailing any and all training fire/arson investigators are required to complete.
4. If school resource officers carry firearms, please provide any policies detailing any and all firearms-specific training they complete.
5. Organizational charts showing where school resource officers fall in the organizational structure.
6. Any collective bargaining agreements covering school resource officers.

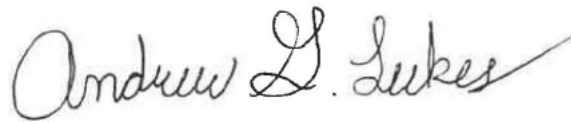
Please provide hard copies of the requested records at your earliest convenience. The copies can be mailed to:

Andrew G. Lukes
Robblee Detwiler & Black
2101 Fourth Avenue; Suite 1000
Seattle, WA 98121

Tim Cummings
Page Two
July 1, 2014

Please do not hesitate to contact me if you have any questions or need any clarification of my request. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Andrew G. Lukes". The signature is written in dark ink and includes a long, sweeping horizontal stroke at the end.

Andrew G. Lukes

AL:mk

cc: Client

Strand, Debbie

From: Curtis M. Leonard <cleonard@pregodonnell.com>
Sent: Thursday, October 23, 2014 1:38 PM
To: Strand, Debbie
Subject: RE: Mr. Perdue called

10/27/14
Curtis indicates
that materials were
sent to Mr. Perdue

Just called him. My office is sending documents tomorrow. Clark indicated that some additional documents will be send today. If you scan and send to me today – that would be great.

Curtis

Service + Solutions = Success



Curtis M. Leonard

Associate, Seattle,

Seattle:	Portland:	Anchorage:
901 5th Ave. Ste 3400 Seattle, WA 98164 P: (206) 287-1775 F: (206) 287-9113	222 SW Columbia Ste 1575 Portland, OR 97201-6615 P: (503) 224-3650 F: (503) 224-3649	310 "K" St., Ste 200 Anchorage, AK 99501 P: (907) 274-1544 F: (907) 276-5291

Email: cleonard@pregodonnell.com

Website: www.pregodonnell.com

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From: Strand, Debbie [mailto:dstrand@auburn.wednet.edu]
Sent: Thursday, October 23, 2014 12:24 PM
To: Curtis M. Leonard
Subject: Mr. Perdue called

Mr. Perdue called regarding his PRR.
Would you be able to call him at 253-735-4200?

Thanks!

Debbie Strand
Administrative Assistant to Tim Cummings
Associate Superintendent of HR
Auburn School District
(253) 931-4932



September 16, 2014

Mr. Steve Perdue
30 3rd Avenue South
Algona, Washington 98001

Dear Mr. Perdue:

The purpose of this letter is to acknowledge that we are working on gathering the information that you have requested and the District estimates that we will need an extension of thirty (30) business days to finish the request.

If you have not received notice from us regarding your request within the above timelines, or if you have questions or concerns, feel free to call me at (253) 931-4932.

Sincerely,

Timothy A. Cummings
Associate Superintendent of Human Resources

ds

ATTENTION AUBURN SCHOOL DISTRICT

Request for Public Records

Date: 7-23-14

I request the public records for **Kelsey Stevenson** that have to do with the [REDACTED] incident that happened on 6-7-11. She was reprimanded and removed from her position on 6-7-11 and we request this write up she got or reprimand she got and or incident report.

I request the school incident report for [REDACTED] from 6-7-11 the day that [REDACTED] was assaulted and her one on one removed from her position.

This request does not cancel out my earlier request for information only to prioritize this request before the request from the 18th.

Thanks for your time

Regards

Steve Perdue

253-735-4200

30-3rd AVE S. Algona WA. 98001

JA Perdue 7-24-14

RECEIVED
JUL 24 2014
HUMAN RESOURCES

ATTENTION AUBURN SCHOOL DISTRICT

Request for Public Records

Date: 7-23-14

I request the public records for [REDACTED] from the incident that happened on 6-7-11 with her one on one aid.

Her one on one aid was reprimanded and removed from her position on 6-7-11 and we request this incident report on file, the incident report from 6-7-11 is [REDACTED] right to have. We have requested many times.

I request the school incident report for [REDACTED] from 6-7-11 the day that [REDACTED] was assaulted.

This request does not cancel out my earlier request for information; this is to prioritize the information and time to get it to us.

Please prioritize this request before the request from the 18th.

Thanks for your time

Regards

Steve Perdue

253-735-4200

30-3rd AVE S. Algona WA. 98001

Steve Perdue 7-24-14

RECEIVED

JUL 24 2014

HUMAN RESOURCES



COPY

July 19, 2014

Mr. Steve Perdue
30 3rd Avenue South
Algona, Washington 98001

Dear Mr. Perdue:

The purpose of this letter is to acknowledge Auburn School District's receipt of your public records request on July 18, 2014. Pursuant to RCW 42.56.520, the District estimates that it will be able to provide you with documents responsive to your request within forty-five (45) business days from the above date to determine the need to clarify the intent of the request, to locate and assemble the information requested, to notify third persons or agencies affected by the request, and/or to determine whether any of the information contained in such documents is exempt from public disclosure.

The above timeframes are simply estimates and processing your request may take longer than predicted. If you have not received notice from us regarding your request within the above timelines, or if you have questions or concerns, feel free to call me at (253) 931-4932.

Sincerely,

Timothy A. Cummings
Associate Superintendent of Human Resources

ds

ATTENTION AUBURN SCHOOL DISTRICT

Request for Public Records

RECEIVED

JUL 18 2014

HUMAN RESOURCES

Date: 7-17-14

Done 9/22

The dates of **6-7-11** are referring to the incident with [REDACTED] assigned one on one aid being removed and reprimanded for striking her several times with witnesses seeing it happen, based on reports.

The dates **3-22-2011** are referring to when [REDACTED] almost choked to death in the cafeteria, got sick, missed school and was treated for Aspiration pneumonia.

I request all the public records for **Kelsey Stevenson** that have to do with [REDACTED] and any incidents, including the incidents that happened on 6-7-11 and 3-22-11. Or complaints from another aid, teacher or employee and any complaints they have made about another aid, teacher or employee in there file. I request all training certificates and or class certifications and qualifications that are for teaching children with disabilities, Autism, retardation, PICA, Sign language training, aversive training classes courses or certificates.

She was reprimanded and removed from her position on 6-7-11 and we request this write up she got or reprimand she got. All Kelsey's statements as well, emails. All witness statements pertaining to the incident on 6-7-11 and 3-22-11.

We also request any other incidents, write ups, or reprimands filed against Kelsey deemed to be public record per RCW.

I request the school incident report for [REDACTED] from 6-7-11 the day that [REDACTED] was assaulted. And from 3-22-11 incident report. I request all training certificates and or class certifications and qualifications that are for teaching children with disabilities, Autism, retardation, PICA, Sign language training, aversive training classes courses or certificates.

I request any records and witness statements the school attorney and **Principal Richard Zimmerman** or the auburn school district have presented to each or to the city of Auburn officials on this incident of 6-7-2011 including emails, letters and forms. We also request any other incidents, write ups, or reprimands filed against him deemed to be public record per RCW. Or complaints from another aid, teacher or employee and any complaints they have made about another aid, teacher or employee in there file. I request all training certificates and or class certifications and qualifications that are for teaching children with disabilities, Autism, retardation, PICA, Sign language training, aversive training classes courses or certificates.

I request **Marcela Figueroa's** statements, letters, email or affidavits of what happened on 6-7-11 and 3-22-11 we also request any other incidents, write ups, or reprimands filed against her while employed in the Auburn School District deemed to be public record per RCW. Or complaints from another aid, teacher or employee and any complaints they have made about another aid, teacher or employee in there file.

I request any of Marcela Figueroa's aids statements who witnessed these incidents on 6-7-11 and 3-22-11, and reports or notices telling the principal of what they saw. Aid we have not been able to name as we were not given any information. Any other employee's statements that involved either incident. I request all training certificates and or class certifications and qualifications that are for teaching children with disabilities, Autism, retardation, PICA, Sign language training, aversive training classes courses or certificates.

I request **Deanna Keizer** statements, letters, email or affidavits of what happened on 6-7-11 and 3-22-11 we also request any other incidents, write ups, or reprimands filed against her while employed in the Auburn School District deemed to be public record per RCW. Or complaints from another aid, teacher or employee and any complaints they have made about another aid, teacher or employee in there file. I request all training certificates and or class certifications and qualifications that are for teaching children with disabilities, Autism, retardation, PICA, Sign language training, aversive training classes courses or certificates.

I request **Venda Adams** statements, letters, email or affidavits of what happened on 6-7-11 and 3-22-11 we also request any other incidents, write ups, or reprimands filed against her while employed in the Auburn School District deemed to be public record per RCW. Or complaints from another aid, teacher or employee and any complaints they have made about another aid, teacher or employee in there file. I request all training certificates and or class certifications and qualifications that are for teaching children with disabilities, Autism, retardation, PICA, Sign language training, aversive training classes courses or certificates.

I request **Richard Zimmerman** statements, letters, email or affidavits of what happened on 6-7-11 and 3-22-11 we also request any other incidents, write ups, or reprimands filed against him while employed in the Auburn School District deemed to be public record per RCW. Or complaints from another aid, teacher or employee and any complaints they have made about another aid, teacher or employee in there file. I request all training certificates and or class certifications and qualifications that are for teaching children with disabilities, Autism, retardation, PICA, Sign language training, aversive training classes courses or certificates.

I request **Pat Mulick** statements, letters, email or affidavits of what happened on 6-7-11 and 3-22-11 we also request any other incidents, write ups, or reprimands filed against him while employed in the Auburn School District deemed to be public record per RCW. Or complaints from another aid, teacher or employee and any complaints they have made about another aid, teacher or employee in there file. I request all training certificates and or class certifications and qualifications that are for teaching children with disabilities, Autism, retardation, PICA, Sign language training, aversive training classes courses or certificates. Autism clinics, classes, school, thank you letters from parents, complaints from parents.

I request **Officer D. Dotson** statements, letters, email or affidavits of what happened on 6-7-11 and 3-22-11 we also request any other incidents, write ups, or reprimands filed against him while employed in the Auburn School District deemed to be public record per RCW. Or complaints from another aid, teacher or employee and any complaints they have made about another aid, teacher or employee in there file. I request all training certificates and or class certifications and qualifications that are for teaching children with disabilities, Autism, retardation, PICA, Sign language training, aversive training classes courses or certificates.

I request **Darin Adams** statements, letters, email or affidavits of what happened on 6-7-11 and 3-22-11 we also request any other incidents, write ups, or reprimands filed against him while employed in the Auburn School District deemed to be public record per RCW. Or complaints from another aid, teacher or employee and any complaints they have made about another aid, teacher or employee in there file. I request all training certificates and or class certifications and qualifications that are for teaching children with disabilities, Autism, retardation, PICA, Sign language training, aversive training classes courses or certificates.

I request **Karen Coon** statements, letters, email or affidavits of what happened on 6-7-11 and 3-22-11 we also request any other incidents, write ups, or reprimands filed against her while employed in the Auburn School District deemed to be public record per RCW. Or complaints from another aid, teacher or employee and any complaints they have made about another aid, teacher or employee in there file. I request all training certificates and or class certifications and qualifications that are for teaching children with disabilities, Autism, retardation, PICA, Sign language training, aversive training classes courses or certificates.

I request **Doug Burt** statements, letters, email or affidavits of what happened on 6-7-11 and 3-22-11 we also request any other incidents, write ups, or reprimands filed against him while employed in the Auburn School District deemed to be public record per RCW. Or complaints from another aid, teacher or employee and any complaints they have made about another aid, teacher or employee in there file. I request all training certificates and or class certifications and qualifications that are for teaching children

with disabilities, Autism, retardation, PICA, Sign language training, aversive training classes courses or certificates.

I request **Ethan Nelson** statements, letters, email or affidavits of what happened on 6-7-11 and 3-22-11 we also request any other incidents, write ups, or reprimands filed against him while employed in the Auburn School District deemed to be public record per RCW. Or complaints from another aid, teacher or employee and any complaints they have made about another aid, teacher or employee in there file. I request all training certificates and or class certifications and qualifications that are for teaching children with disabilities, Autism, retardation, PICA, Sign language training, aversive training classes courses or certificates.

I request **Cindy Sherrod** statements, letters, email or affidavits of what happened on 6-7-11 and 3-22-11 we also request any other incidents, write ups, or reprimands filed against her while employed in the Auburn School District deemed to be public record per RCW. Or complaints from another aid, teacher or employee and any complaints they have made about another aid, teacher or employee in there file. I request all training certificates and or class certifications and qualifications that are for teaching children with disabilities, Autism, retardation, PICA, Sign language training, aversive training classes courses or certificates.

I request **Clark Grace** statements, letters, email or affidavits of what happened on 6-7-11 and 3-22-11 we also request any other incidents, write ups, or reprimands filed while employed in the Auburn School District deemed to be public record per RCW. Or complaints from another aid, teacher or employee and any complaints they have made about another aid, teacher or employee in there file. I request all training certificates and or class certifications and qualifications that are for teaching children with disabilities, Autism, retardation, PICA, Sign language training, aversive training classes courses or certificates.

I request **Cathleen Vest** statements, letters, email or affidavits of what happened on 6-7-11 and 3-22-11 we also request any other incidents, write ups, or reprimands filed against her while employed in the Auburn School District deemed to be public record per RCW. Or complaints from another aid, teacher or employee and any complaints they have made about another aid, teacher or employee in there file. I request all training certificates and or class certifications and qualifications that are for teaching children with disabilities, Autism, retardation, PICA, Sign language training, aversive training classes courses or certificates.

I request **Bethany Joyce** statements, letters, email or affidavits of what happened on 6-7-11 and 3-22-11 we also request any other incidents, write ups, or reprimands filed against her while employed in the Auburn School District deemed to be public record per RCW. Or complaints from another aid, teacher or

employee and any complaints they have made about another aid, teacher or employee in there file. I request all training certificates and or class certifications and qualifications that are for teaching children with disabilities, Autism, retardation, PICA, Sign language training, aversive training classes courses or certificates.

I request **Cindy Nakaya** statements, letters, email or affidavits of what happened on 6-7-11 and 3-22-11 we also request any other incidents, write ups, or reprimands filed against her while employed in the Auburn School District deemed to be public record per RCW. Or complaints from another aid, teacher or employee and any complaints they have made about another aid, teacher or employee in there file. I request all training certificates and or class certifications and qualifications that are for teaching children with disabilities, Autism, retardation, PICA, Sign language training, aversive training classes courses or certificates.

I request **Rhonda Larson**

Statements, letters, email or affidavits of what happened on 6-7-11 and 3-22-11 we also request any other incidents, write ups, or reprimands filed against her while employed in the Auburn School District deemed to be public record per RCW. Or complaints from another aid, teacher or employee and any complaints they have made about another aid, teacher or employee in there file. I request all training certificates and or class certifications and qualifications that are for teaching children with disabilities, Autism, retardation, PICA, Sign language training, aversive training classes courses or certificates.

I request **Dr Dennis "kip" Herren**

Statements, letters, email or affidavits of what happened on 6-7-11 and 3-22-11 we also request any other incidents, write ups, or reprimands filed against him while employed in the Auburn School District deemed to be public record per RCW. Or complaints from another aid, teacher or employee and any complaints they have made about another aid, teacher or employee in there file. I request all training certificates and or class certifications and qualifications that are for teaching children with disabilities, Autism, retardation, PICA, Sign language training, aversive training classes courses or certificates.

I request **Jennifer Traufler**

Statements, letters, email or affidavits of what happened on 6-7-11 and 3-22-11 we also request any other incidents, write ups, or reprimands filed against her while employed in the Auburn School District deemed to be public record per RCW. Or complaints from another aid, teacher or employee and any complaints they have made about another aid, teacher or employee in there file. I request all training certificates and or class certifications and qualifications that are for teaching children with disabilities, Autism, retardation, PICA, Sign language training, aversive training classes courses or certificates.

I request **Mr. Jomar Nacanaynay**

Statements, letters, email or affidavits of what happened on 6-7-11 and 3-22-11 we also request any other incidents, write ups, or reprimands filed against her while employed in the Auburn School District deemed to be public record per RCW. Or complaints from another aid, teacher or employee and any complaints they have made about another aid, teacher or employee in there file. I request all training certificates and or class certifications and qualifications that are for teaching children with disabilities, Autism, retardation, PICA, Sign language training, aversive training classes courses or certificates.

I request **Nick Goerge**

Statements, letters, email or affidavits of what happened on 6-7-11 and 3-22-11 we also request any other incidents, write ups, or reprimands filed against him while employed in the Auburn School District deemed to be public record per RCW. Or complaints from another aid, teacher or employee and any complaints they have made about another aid, teacher or employee in there file. I request all training certificates and or class certifications and qualifications that are for teaching children with disabilities, Autism, retardation, PICA, Sign language training, aversive training classes courses or certificates.

I request **Alison Kehara SLP**

Statements, letters, email or affidavits of what happened on 6-7-11 and 3-22-11 we also request any other incidents, write ups, or reprimands filed against her while employed in the Auburn School District deemed to be public record per RCW. Or complaints from another aid, teacher or employee and any complaints they have made about another aid, teacher or employee in there file. I request all training certificates and or class certifications and qualifications that are for teaching children with disabilities, Autism, retardation, PICA, Sign language training, aversive training classes courses or certificates.

I request **Juanita Herrera** statements, letters, email or affidavits of what happened on 6-7-11 and 3-22-11 we also request any other incidents, write ups, or reprimands filed against her while employed in the Auburn School District deemed to be public record per RCW. Or complaints from another aid, teacher or employee and any complaints they have made about another aid, teacher or employee in there file. I request all training certificates and or class certifications and qualifications that are for teaching children with disabilities, Autism, retardation, PICA, Sign language training, aversive training classes courses or certificates.

I request **Janette Frazier** statements, letters, email or affidavits of what happened on 6-7-11 and 3-22-11 we also request any other incidents, write ups, or reprimands filed against her while employed in the Auburn School District deemed to be public record per RCW. Or complaints from another aid, teacher or employee and any complaints they have made about another aid, teacher or employee in there file. I request all training certificates and or class certifications and qualifications that are for teaching children with disabilities, Autism, retardation, PICA, Sign language training, aversive training classes courses or certificates.

I request **Lindsey Pickle** statements, letters, email or affidavits of what happened on 6-7-11 and 3-22-11 we also request any other incidents, write ups, or reprimands filed against her while employed in the Auburn School District deemed to be public record per RCW. Or complaints from another aid, teacher or employee and any complaints they have made about another aid, teacher or employee in there file. I request all training certificates and or class certifications and qualifications that are for teaching children with disabilities, Autism, retardation, PICA, Sign language training, aversive training classes courses or certificates.

I request **Miss Niagitue** statements, letters, email or affidavits of what happened on 6-7-11 and 3-22-11 we also request any other incidents, write ups, or reprimands filed against her while employed in the Auburn School District deemed to be public record per RCW. Or complaints from another aid, teacher or employee and any complaints they have made about another aid, teacher or employee in there file. I request all training certificates and or class certifications and qualifications that are for teaching children with disabilities, Autism, retardation, PICA, Sign language training, aversive training classes courses or certificates. Her name may be misspelled because we can't read her signature well.

Thanks for your time

Regards

Steve Perdue

253-735-4200

30-3rd AVE S. Algona WA. 98001

 Steve Perdue

Handwritten or Carolyn Perdue. July 18-2014



COPY

September 8, 2014

Mr. Danick Baron
SmartProcure, LLC
700 West Hillsboro Blvd., Suite 4-100
Deerfield Beach, Florida 33441

Dear Mr. Baron:

The purpose of this letter is to clarify the information that you need for the public records request you submitted to us.

You have requested electronic record of our purchase orders dated 01/01/2008 to present. You indicate that you need purchase order number or equivalent, purchase order date, line item details, line item quantities, line item prices, vendor ID number, name, address, contact person, and email address. Unfortunately, we do not have this information in electronic form. The only way we could get this information for you is if we printed every purchase order and then scanned them to you. The district reserves the right to charge a fee of \$.15 per page.

Please let us know if you want us to proceed with this request. Please feel free to email me at tcummings@auburn.wednet.edu or telephone me at (253) 931-4932.

Sincerely,

Timothy A. Cummings
Associate Superintendent of Human Resources

ds

DUE 10/30

Strand, Debbie

From: Van Hee, Gary
Sent: Wednesday, August 06, 2014 10:06 AM
To: Strand, Debbie
Cc: Dammel, Troy; Podesta, Debra; Bernasconi, Jan
Subject: FW: SmartProcure Public Records Request Auburn School Dist For PO/Vendor Information
Attachments: Preprogrammed Software Reports by Manufacturer.pdf

1st response
Sent 8-6-14
60 DAY

Hi Debbie, can you please respond to this request. We will need at least 60 days, maybe longer.

I will want to ask Curtis about redacting some of the information that may be on the purchase orders. After I get some guidance from Curtis, we may need a lot longer, depending upon the amount of redaction is required.

From: Podesta, Debra
Sent: Monday, August 04, 2014 4:10 PM
To: Van Hee, Gary
Cc: Dammel, Troy
Subject: FW: SmartProcure Public Records Request Auburn School Dist For PO/Vendor Information

Gary,

I know you have dealt with public records request before. Troy received the one below and it sounds like the guy just wants a report of every PO that the Auburn School District has ever had from 2008 to current.

Do you have any suggestions on how to deal with this?

Debra

From: Dammel, Troy
Sent: Monday, August 04, 2014 8:14 AM
To: Podesta, Debra
Subject: FW: SmartProcure Public Records Request Auburn School Dist For PO/Vendor Information

Hi,

I'm not familiar with Auburns public record request procedures yet. Do we get these often and who processes these?

Thanks,

Troy Dammel

From: Danick Baron [<mailto:dbaron@smartprocure.us>]
Sent: Monday, August 04, 2014 7:59 AM
To: Dammel, Troy
Subject: SmartProcure Public Records Request Auburn School Dist For PO/Vendor Information

Dear Troy or Custodian of Public Records,

- SmartProcure is submitting a public records request to the Auburn School Dist for an electronic record of purchase orders dated 01/01/2008 to current.

The information requested is:

1. Purchase order number or equivalent
2. Purchase order date
3. Line item details
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and email address

The attached document describes pre-programmed software reports other government agencies have used to fulfill the request with minimal effort. If the Auburn School Dist also processes purchase orders for other agencies please provide the same information requested above for those agencies, as well as, the name and address of the agency the purchase order was for.

Please email the information or use the following web link. There is no file size limitation:

<http://upload.smartprocure.us/?st=WA&org=AuburnSchoolDist>

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please email me at dbaron@smartprocure.us.

Regards,

--

Danick Baron
SmartProcure, LLC
700 W. Hillsboro Blvd. Suite 4-100
Deerfield Beach, 33441
954-692-6964.

Preprogrammed Software Reports by Manufacturer

*(Note: Report Names in **BOLD** are preferred reports saved as MS Excel or text files)*

American Data Group

- **po330-ls Purchase Orders Status**
- **ap340-ls Vendor Name/Address Listing**
- **po320-ls PO's Issuance Report**

Asyst

- **PO Control Report**
- **List of Vendors for all Vendor Sorted by Number, long format**

Blackbaud Fundware

- **Invoices – Detail report**
- **Invoice Distribution Report**

BS&A

- **Purchase Order History Report**
- **Vendor Activity Report**

Edmunds & Associates

- **Purchase Order Listing by P.O. Number**
 - Please ensure Format: Detail with Line Item Notes is included
- **Vendor Listing by Vendor Id**

New World Systems

- **Purchase Order Report**
- **Vendor Listing**

SpringBrook

- **PO List by Vendor**
- **Vendor Master List**

SunGard – HTE

- **PI314L – Purchase Order Report by Purchase Order**
 - Please ensure Selection Criteria for “Print Line Items” is set to “Y”.
- **PI205L – Vendor List by Name Select All Vendors**
- **GM013L – Alphabetical Vendor List**
- **GM370L – Vendor Activity Listing**

SunGard – Naviline

- **PI314L – Purchase Order Report by Purchase Order**
 - Please ensure Selection Criteria for “Print Line Items” is set to “Y”.
- **PI205L – Vendor List by Name Select All Vendors**

SunGard - Pentamation

- **PURCHA31 - Purchase Orders by Date Required**
- **UPPVEN31 - Vendor List - Vendor Name Order**
- **ACCTPA21 - Check Register**
- **ACCTPA31 - Vendor Payment History**

Tyler Technologies - Eden

- **apinHsVN - Invoice History Listing**
- **POHistrpt - Purchase Order History Listing**
- **apVenLst - Vendor Listing**

Tyler Technologies - Munis

- **PO List by Vendor**
- **poreport - Open Purchase Orders by Vendor Report**
- **Requisition Report (rqentpst)**
- **Vendor List**
- **Vendor Invoice List**
- **polistbyven**
- **Open Purchase Orders by Account Grouped by Account**
- **Invoice History by GL Account (apinvgl)**

Tyler Technologies - FundBalance

- **Vendor Master Listing - Detail**
- **Purchase Order Status Report Detail w/ GL**

Tyler Technologies - Incode

- **Purchase Order Status Report Detail Report**
- **Vendor Listing**

USTI - Asyst

- **PO Control Report**
- **List of Vendors, Sorted by Number, Long Format**
- **A/P Control Report**
- **Vendor YTD Purchases Report**

****Note: If you need assistance generating these reports, please contact SmartProcure for additional information on the report formats specific to your software system.*

Strand, Debbie

From: Alonzo, Vicki
Sent: Tuesday, August 19, 2014 12:48 PM
To: Strand, Debbie; Van Hee, Gary
Subject: FW: [commnet] Fwd: Smart Procure Baron PRR Email Communications
Attachments: Baron Smart Procure PRR 8 4 2014 Emails.pdf

Here is how Bainbridge Island School District responded to the records request.

After finding out only scanned copies are available, the records request was withdrawn.

From: Pamela Keyes [mailto:pkeyes@bisd303.org]
Sent: Tuesday, August 19, 2014 11:46 AM
To: Commnet Mailing List
Cc: Galen Goff
Subject: [commnet] Fwd: Smart Procure Baron PRR Email Communications

PSESD COMMNET Mailing List
Dear CommNet Colleagues,

BISD was contacted by SmartProcure, and I'm sending you our response - for a couple of reasons:

- You'll have our response and rationales.
- You'll see that after responses were exchanged, the request was withdrawn.

Hope this helps,

Pam

Pam Keyes, Community Relations Coordinator
Bainbridge Island School District
8489 Madison Avenue NE
Bainbridge Island, WA 98110
Office: 206-780-1398
Fax: 206-842-2928

*"Where is the wisdom we have lost in knowledge? Where is the knowledge we have lost in information?"
T.S. Eliott*

----- Forwarded message -----

From: Kathleen Roberts <kroberts@bisd303.org>
Date: Tue, Aug 19, 2014 at 11:39 AM
Subject: Smart Procure Baron PRR Email Communications
To: "Keyes, Pamela" <pkeyes@bisd303.org>
Cc: "Marilyn (Lani) Chaffee" <mchaffee@bisd303.org>

Hi Pam:

- Attached is the email communications between myself and Danick Baron of Smart Procure regarding her public records request. Please share with your colleagues.

Kathy Roberts
Administrative Assistant to the Superintendent
206-780-1052
kroberts@bisd303.org

You are currently subscribed to commnet as: valonzo@auburn.wednet.edu
To unsubscribe send a blank email to leave-195800-44548.5177d7712d018e49b0015adfdc2bb393@lists.psesd.org

Re: Public Records Request - August 4, 2014

1 message

Kathleen Roberts <kroberts@bisd303.org>
To: Danick Baron <dbaron@smartprocure.us>
Bcc: "Roberts, Kathleen (Kathy)" <kroberts@bisd303.org>

Mon, Aug 11, 2014 at 3:38 PM

Hi Danick:

I didn't say our district doesn't use purchase orders, I stated we don't keep electronic versions of the purchase orders. Your clarification *"request is for all purchases and expenditures such as invoices, and check registers. Please advise if any of this purchasing information is available in an electronic format. If records do not exist there is no expectation to create them"* was helpful.

Again, our district does not keep electronic versions of those aforementioned records. As you are not interested in hard copies or scanned copies, may I assume your public records request has been completed?

Thanks for your response.

Kathy Roberts
Administrative Assistant to the Superintendent
206-780-1052
kroberts@bisd303.org

On Mon, Aug 11, 2014 at 2:31 PM, Danick Baron <dbaron@smartprocure.us> wrote:

Hi Kathy,

Thank you for your follow up in regards to our public records request. You've indicated that your agency does not use purchase orders, thank you for the information. To clarify, our request is for all purchases and expenditures such as invoices, and check registers. Please advise if any of this purchasing information is available in an electronic format. If records do not exist there is no expectation to create them.

Please be advised that we are only interested in electronic records. We are not looking for scanned or physical copies.

By the way, what financial software system are you using? I may be able to send you some examples. Attached a file with a sample of a PO report and a check register report. This is just to give a general idea of what we are looking for.

Please keep me posted should there be any questions or concerns.

Regards,

Danick

On Thu, Aug 7, 2014 at 12:46 PM, Kathleen Roberts <kroberts@bisd303.org> wrote:

Dear Mr. Baron:

The Bainbridge Island School District is in receipt of your public records request dated August 4, 2014 as follows:

SmartProcure is submitting a public records request to the Bainbridge Island School District for an electronic record of purchase orders dated 01/01/2008 to current.

The information requested is:

- 1. Purchase order number or equivalent**
- 2. Purchase order date**
- 3. Line item details**
- 4. Line item quantity**
- 5. Line item price**
- 6. Vendor ID number, name, address, contact person and email address**

Bainbridge Island School District does not have electronic copies of the purchase orders that contain the information you requested. The district maintains hard copy files of these documents. Preparing the documents for review is estimated to take 4 - 6 weeks. When the documents have been compiled, we will be back in touch with you with one of the following actions:

- Make the records available for inspection or copying at the Bainbridge Island School District Administration Building located at 8489 Madison Avenue NE, Bainbridge Island, Washington. Please Note: There is no fee for inspecting public records. The district requires a copying charge of \$.15 per page.
- Send the documents electronically per your request. Please Note: The district requires a scanning charge of \$.15 per page with payment received prior to transmission of the PDF documents.
- Payments can be made by cash, check, or money order payable to "Bainbridge Island School District."

Please let us know how you plan to proceed with this public records request. If you would still like the documents in electronic format, we will proceed with that preparation and send your company an invoice. If you plan to review the hard copy documents, we will schedule a time for your company to do so.

We look forward to working with you to comply with this public records request.

Please confirm receipt of this email.

Kathy Roberts

Administrative Assistant to the Superintendent

206-780-1052

kroberts@bisd303.org

Kathy Roberts

Administrative Assistant to the Superintendent

206-780-1052

kroberts@bisd303.org

Danick Baron

SmartProcure, LLC
700 West Hillsboro Blvd.
Suite 4-100
Deerfield Beach, FL 33441
(O) 954-692-6964
(F) (954) 688-2505
Email: dbaron@smartprocure.us
Website: smartprocure.us

SmartProcure Public Records Request Withdrawn

1 message

Danick Baron <dbaron@smartprocure.us>

Fri, Aug 15, 2014 at 12:28 PM

To: kroberts@bisd303.org

Dear Kathy,

Thank you for your communication regarding our public records request. Based on the communication from the Bainbridge Island School District advising that the information requested is not available in any electronic format, please close our request and consider it withdrawn.

If you have any questions regarding this request please reply to this communication or contact me by telephone at 954-692-6964.

Regards,

—

Danick Baron
SmartProcure, LLC
954-692-6964



COPY

August 6, 2014

Mr. Danick Baron
SmartProcure, LLC
700 West Hillsboro Blvd., Suite 4-100
Deerfield Beach, Florida 33441

Dear Mr. Baron:

The purpose of this letter is to acknowledge Auburn School District's receipt of your public records request on August 4, 2014. Pursuant to RCW 42.56.520, the District estimates that it will be able to provide you with documents responsive to your request within sixty (60) business days from the above date to determine the need to clarify the intent of the request, to locate and assemble the information requested, to notify third persons or agencies affected by the request, and/or to determine whether any of the information contained in such documents is exempt from public disclosure.

The above timeframes are simply estimates and processing your request may take longer than predicted. If you have not received notice from us regarding your request within the above timelines, or if you have questions or concerns, feel free to call me at (253) 931-4932.

Sincerely,

Timothy A. Cummings
Associate Superintendent of Human Resources

ds

Strand, Debbie

From: Van Hee, Gary
Sent: Wednesday, August 06, 2014 10:06 AM
To: Strand, Debbie
Cc: Dammal, Troy; Podesta, Debra; Bernasconi, Jan
Subject: FW: SmartProcure Public Records Request Auburn School Dist For PO/Vendor Information
Attachments: Preprogrammed Software Reports by Manufacturer.pdf

Hi Debbie, can you please respond to this request. We will need at least 60 days, maybe longer.

I will want to ask Curtis about redacting some of the information that may be on the purchase orders. After I get some guidance from Curtis, we may need a lot longer, depending upon the amount of redaction is required.

From: Podesta, Debra
Sent: Monday, August 04, 2014 4:10 PM
To: Van Hee, Gary
Cc: Dammal, Troy
Subject: FW: SmartProcure Public Records Request Auburn School Dist For PO/Vendor Information

Gary,

I know you have dealt with public records request before. Troy received the one below and it sounds like the guy just wants a report of every PO that the Auburn School District has ever had from 2008 to current.

Do you have any suggestions on how to deal with this?

Debra

From: Dammal, Troy
Sent: Monday, August 04, 2014 8:14 AM
To: Podesta, Debra
Subject: FW: SmartProcure Public Records Request Auburn School Dist For PO/Vendor Information

Hi,

I'm not familiar with Auburns public record request procedures yet. Do we get these often and who processes these?

Thanks,

Troy Dammal

From: Danick Baron [<mailto:dbaron@smartprocure.us>]
Sent: Monday, August 04, 2014 7:59 AM
To: Dammal, Troy
Subject: SmartProcure Public Records Request Auburn School Dist For PO/Vendor Information

Dear Troy or Custodian of Public Records,

SmartProcure is submitting a public records request to the Auburn School Dist for an electronic record of purchase orders dated 01/01/2008 to current.

The information requested is:

1. Purchase order number or equivalent
2. Purchase order date
3. Line item details
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and email address

The attached document describes pre-programmed software reports other government agencies have used to fulfill the request with minimal effort. If the Auburn School Dist also processes purchase orders for other agencies please provide the same information requested above for those agencies, as well as, the name and address of the agency the purchase order was for.

Please email the information or use the following web link. There is no file size limitation:

<http://upload.smartprocure.us/?st=WA&org=AuburnSchoolDist>

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please email me at dbaron@smartprocure.us.

Regards,

--

Danick Baron
SmartProcure, LLC
700 W. Hillsboro Blvd. Suite 4-100
Deerfield Beach, 33441
954-692-6964.



COPY

September 8, 2014

Mr. Travis Strawn
Washington Policy Center
3404 4th Avenue South
Seattle, Washington 98134

Dear Mr. Strawn:

In response to your request regarding the amounts of contributions that the Auburn School District has given to the Network for Excellence in Washington Schools (NEWS) organization, the following is the list of contributions we have made (1/12/09 - \$10,000, 2/8/10 - \$10,000, and 4/28/14 - \$14,721).

If you have questions or concerns, feel free to call me at (253) 931-4932.

Sincerely,

Timothy A. Cummings
Associate Superintendent of Human Resources

ds

Strand, Debbie

From: Strand, Debbie
Sent: Monday, August 25, 2014 3:28 PM
To: Johns, Ruth
Subject: FW: Public Records Request

Importance: High

I see in the system ^{three}~~one~~ contribution –

\$10,000 1/12/09

\$10,000 2/8/10

\$14,721 4/28/14

Debbie Strand
Administrative Assistant to Tim Cummings
Associate Superintendent of HR
Auburn School District
(253) 931-4932

From: Strand, Debbie
Sent: Monday, August 25, 2014 3:24 PM
To: Johns, Ruth
Subject: Public Records Request

Hi Ruth,

We received a request for the total amount of contributions that the Auburn School District has given to the Network for Excellence in Washington Schools (NEWS) organization and the dates those contributions were made.

Curtis said that the board acted on this a couple of times (he thought).

Thanks!

Debbie Strand
Administrative Assistant to Tim Cummings
Associate Superintendent of HR
Auburn School District
(253) 931-4932

Strand, Debbie

From: Human Resources
Sent: Friday, August 08, 2014 12:46 PM
To: Strand, Debbie
Subject: FW: Public Record Request

Follow Up Flag: Follow up
Flag Status: Flagged

From: Washington Policy Center <intern@washingtonpolicy.org>
Sent: Friday, August 8, 2014 12:38 PM
To: Human Resources
Subject: Public Record Request

Hello,

Is this the correct office to file a Public Record Request to the Auburn School district? If so I have listed my request below, and if not could you please direct to the office in which to file a Public Record Request.

Date of Request: 8/6/14
Name of Requestor: Travis Strawn
Organization: Washington Policy Center
Phone #: (206) 937-9691
Email: intern@washingtonpolicy.org
Mailing Address: 3404 4th Ave S, Seattle, WA 98134

Request:

I am requesting the total amount of contributions the Auburn School District has given to the Network for Excellence in Washington Schools (NEWS) organization and the dates those contributions were made.

As I said above, if this is not the correct office to file a public record request, or the process needs to be more formal, please let me know.

Thank You,
Travis Strawn
Washington Policy Center

Board Action 2 X



August 12, 2014

Mr. Travis Strawn
Washington Policy Center
3404 4th Avenue South
Seattle, Washington 98134

Dear Mr. Strawn:

The purpose of this letter is to acknowledge Auburn School District's receipt of your public records request on August 8, 2014. Pursuant to RCW 42.56.520, the District estimates that it will be able to provide you with documents responsive to your request within thirty (30) business days from the above date to determine the need to clarify the intent of the request, to locate and assemble the information requested, to notify third persons or agencies affected by the request, and/or to determine whether any of the information contained in such documents is exempt from public disclosure.

The above timeframes are simply estimates and processing your request may take longer than predicted. If you have not received notice from us regarding your request within the above timelines, or if you have questions or concerns, feel free to call me at (253) 931-4932.

Sincerely,

Timothy A. Cummings
Associate Superintendent of Human Resources

ds

Strand, Debbie

NEWS

From: Human Resources
Sent: Friday, August 08, 2014 12:46 PM
To: Strand, Debbie
Subject: FW: Public Record Request

RECEIVED
AUG 08 2014
HUMAN RESOURCES

From: Washington Policy Center <intern@washingtonpolicy.org>
Sent: Friday, August 8, 2014 12:38 PM
To: Human Resources
Subject: Public Record Request

Hello,

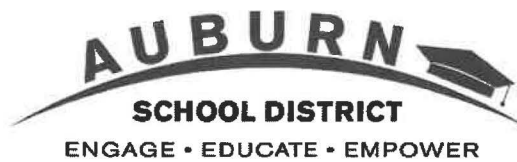
Is this the correct office to file a Public Record Request to the Auburn School district? If so I have listed my request below, and if not could you please direct to the office in which to file a Public Record Request.

Date of Request: 8/6/14
Name of Requestor: Travis Strawn
Organization: Washington Policy Center
Phone #: (206) 937-9691
Email: intern@washingtonpolicy.org
Mailing Address: 3404 4th Ave S, Seattle, WA 98134
Request:

I am requesting the total amount of contributions the Auburn School District has given to the Network for Excellence in Washington Schools (NEWS) organization and the dates those contributions were made.

As I said above, if this is not the correct office to file a public record request, or the process needs to be more formal, please let me know.

Thank You,
Travis Strawn
Washington Policy Center



October 15, 2014

Marilyn Hoksbergen
President, PSEA

Dear Marilyn:

Enclosed are the copies of all of our administrators' contracts that you requested.

If you have questions or concerns, feel free to call me at (253) 931-4932.

Sincerely,

Timothy A. Cummings
Associate Superintendent of Human Resources

ds



August 21, 2014

Marilyn Hoksbergen
President, PSEA

Dear Marilyn:

The purpose of this letter is to acknowledge Auburn School District's receipt of your public records request on August 21, 2014. Pursuant to RCW 42.56.520, the District estimates that it will be able to provide you with documents responsive to your request within thirty (30) business days from the above date to determine the need to clarify the intent of the request, to locate and assemble the information requested, to notify third persons or agencies affected by the request, and/or to determine whether any of the information contained in such documents is exempt from public disclosure.

The above timeframes are simply estimates and processing your request may take longer than predicted. If you have not received notice from us regarding your request within the above timelines, or if you have questions or concerns, feel free to call me at (253) 931-4932.

Sincerely,

Timothy A. Cummings
Associate Superintendent of Human Resources

ds

Strand, Debbie

From: Leighton, Debbie
Sent: Thursday, August 21, 2014 11:22 AM
To: Strand, Debbie
Cc: Cummings, Tim
Subject: FW: Information request

Would you please send the standard notice that gives us the time to take care of this request and then fill the request as you are able to within that timeframe?

Thank you,

Debbie

Debbie L. Leighton, SHRP
Executive Director of Human Resources
dleighton@auburn.wednet.edu
253-931-4918

From: marilyn hoksbergen [mailto:pseapres500@gmail.com]
Sent: Thursday, August 21, 2014 11:13 AM
To: Leighton, Debbie
Subject: Information request

Hello Debbie,

I am making a request for public information listed below:

Copies of all 2014/2015 contracts for all administrators, all exempt employees and all non-represented employees for the upcoming school year.

Superintendent Kip Herren

Deputy Superintendent Mike Newman

Associate Superintendent Tim Cummings

Associate Superintendent Rod Luke

Assistant Superintendent Ryan Foster

Assistant Superintendent Heidi Harris

Assistant Superintendent Rhonda Larson

Executive Director Cynthia Blansfield

Executive Director Clark Crace

Executive Director Dennis Grad

Executive Director Jeff Gross

Executive Director Debbie Leighton

Executive Director Gordon O'Dell

Executive Director Randall Thomas

Executive Director Neil Vein

Director Jennifer Clouser

Director Troy Dermot

Director Julie DeBolt

Director Rob Swaim

Director Mike Weibel

Assistant Director Vicki Alonzo

Assistant Director Carol Barker
Assistant Director Robert Kenworthy
Assistant Director Tom McDermott
Assistant Director Kelly Nybo
Assistant Director Tami Petrina
Coordinator Karen Arnsen
Coordinator Jim Bayer
Coordinator Janis Campbell-Aikens
Coordinator Denise Daniels
Coordinator Adam DeBrular
Coordinator Jim DeJong
Coordinator David Easley
Coordinator Ron Fricks
Coordinator Doug Gonzales
Coordinator Lori Harding
Coordinator Carol Hering-Phillips
Coordinator Brendan Jeffreys
Coordinator Randy Jones
Coordinator Adam Ladage
Coordinator John Lobdell
Coordinator Laurel Lorenz
Coordinator Ben Moenter
Coordinator Patrick Mulick
Coordinator Robin Pratt
Coordinator Cindy Sherrod
Coordinator Alex Siwec
Coordinator Pam Smith
Coordinator Gary Van Hee

Electronic or Hard copies are fine and thank you.

Sincerely,

Marilyn J. Hoksbergen
PSEA President
PSEA Membership Chair
AMHS Head Custodian



Center for Education
Data & Research

DECEMBER 29, 2014

PUBLIC RECORDS REQUEST

ATTN: DISTRICT PUBLIC RECORDS OFFICER OR PUBLIC INFORMATION DEPARTMENT

To whom it may concern,

As of December 29th, 2014 our records indicate that your school district has not satisfied our original request dated December 4th, 2014. If you have already sent the requested material but it has not arrived, please let us know. A copy of the original letter is below:

This request is being sent pursuant to the Public Records Act (RCW 42.56).

This is an official request for information related to *Teacher Collective Bargaining Agreements* (CBA's) for certificated instructional staff (i.e. classroom teachers) associated with your school district. Specifically, we are interested in the *Layoff/Reduction in Force* provisions within these agreements. These records are to be used by the Center for Education Data & Research (CEDR) at the University of Washington. CEDR is examining variation in the way teachers are selected to receive RIF notices and to account for any trends in the population of teachers who are ultimately laid off. We are collecting this information from all school districts in Washington State as part of a comprehensive state-wide analysis.

Ideally, the information we are requesting in this letter would be sent electronically, either in Excel, Word or PDF file formats, to the email address: uwcedr@gmail.com. We are happy to receive records by regular mail or fax if this is more convenient for your district. **Please see the second page of this letter for an exact description of the information we are requesting.**

If you have any questions or concerns you can reach us at CEDR during normal business hours or via email any time. Thank you for your time and consideration.

Sincerely,

Andrew Katz

Center for Education Data & Research

University of Washington Bothell

3876 Bridge Way N, Ste 201, Seattle, WA 98103

Phone 206.547.5585 Fax: 206.547.1641

www.cedr.us

Please note that per RCW 42.56.520 you have five business days to respond to this official request.

REQUEST FOR INFORMATION FROM SCHOOL DISTRICT RECORDS

Description of information requested: Any and all Teacher Collective Bargaining Agreements that cover the **2007/08 – 2012/13** school years. For instance, if your district has a collective bargaining agreement that spans the 2005/06 – 2009/10 school year, and another that spans the 2010/11 – 2015/16 school year, we are requesting both of those documents because they both contain school years within our sample of interest.

Please include the following information:

- District name, either in your email or within the file name(s) of sent CBA's.
- The school years that each CBA spans (if not already stated within the document)

Additional details: We would like to obtain these records as soon as possible. We prefer electronic records.

We agree to pay \$.15 per page (if printed) for each document requested and shall do so prior to the release of the documents. I understand it is illegal for me to use any materials received as a result of this request for commercial purposes, (RCW 42.17.260 {7}). By signing this request, I agree not to use any documents or lists received as a result of this request for commercial purposes and further agree not to give, sell, or provide access to such documents to any other person who intends to use them for commercial purposes.

Signature: *Andrew Katz*

Date: *12/4/2014*

Name: Andrew Katz - Center for Education Data & Research (CEDR)

Address: 3876 Bridge Way N, Ste. 201

City: Seattle

Zip: 98103

Phone: 206.547.5585

Fax: 206.547.1641

Email: uwcedr@gmail.com

Please note that per RCW 42.56.520 you have five business days to respond to this official request.

Strand, Debbie

From: cedr cedr <uwcedr@gmail.com>
Sent: Monday, January 05, 2015 8:29 AM
To: Strand, Debbie
Subject: Re: FW: Public Records Re: Reduction in Force

Debbie,

I'm so sorry but your original email slipped through the cracks on our end. After looking back through our records, you had already satisfied our request. Again I apologize for the confusion and thank you for your speedy replies! This satisfies our request.

Andrew Katz

On Fri, Jan 2, 2015 at 11:54 AM, Strand, Debbie <dstrand@auburn.wednet.edu> wrote:

Hello,

I just received another letter from Andrew Katz indicating that we did not satisfy your request dated 12/4. I had originally emailed this information on 12/11.

Please let me know if this information does or does not satisfy your request.

Thank you!

Debbie Strand

Administrative Assistant to Tim Cummings

Associate Superintendent of HR

Auburn School District

(253) 931-4932

From: Strand, Debbie
Sent: Thursday, December 11, 2014 11:36 AM
To: 'uwcedr@gmail.com'

Subject: Public Records Re: Reduction in Force

Importance: High

Attached are the documents that you requested. I have attached the language from of our collective bargaining agreements 2006/07–2008/09, 2009/10-2010/11, and 2011/12-2012/13.

Please let me know that you received these documents.

Also, please feel free to call with any questions.

Thank you!

Debbie Strand

Administrative Assistant to Tim Cummings

Associate Superintendent of HR

Auburn School District

(253) 931-4932

--

Center for Education Data & Research
3876 Bridge Way N
Ste 201
Seattle, WA 98103
Email 1: uwcedr@gmail.com
Email 2: CEDR@uw.edu
Phone: 206.547.5585
Fax: 206.547.1641

Strand, Debbie

From: Strand, Debbie
Sent: Friday, January 02, 2015 11:55 AM
To: 'uwcedr@gmail.com'
Subject: FW: Public Records Re: Reduction in Force
Attachments: Auburn SD 2006-07 - 07-08 - 08-09.pdf; Auburn SD 2009-10 - 10-11.pdf; Auburn SD 2011-12 - 12-13.pdf

Importance: High

Hello,

I just received another letter from Andrew Katz indicating that we did not satisfy your request dated 12/4. I had originally emailed this information on 12/11.

Please let me know if this information does or does not satisfy your request.

Thank you!

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Administrative Assistant to Tim Cummings
Associate Superintendent of HR
Auburn School District
(253) 931-4932

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Importance: High

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Importance: High

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Please let me know that you received these documents.

Also, please feel free to call with any questions.

Thank you!

Debbie Strand
Administrative Assistant to Tim Cummings
Associate Superintendent of HR
Auburn School District
(253) 931-4932

CEDR

Center for Education
Data & Research

RECEIVED
DEC. 04 2014
HUMAN RESOURCES

DECEMBER 4, 2014

PUBLIC RECORDS REQUEST

ATTN: DISTRICT PUBLIC RECORDS OFFICER OR PUBLIC INFORMATION DEPARTMENT

To whom it may concern,

This request is being sent pursuant to the Public Records Act (RCW 42.56).

This is an official request for information related to *Teacher Collective Bargaining Agreements* (CBA's) for certificated instructional staff (i.e. classroom teachers) associated with your school district. Specifically, we are interested in the *Layoff/Reduction in Force* provisions within these agreements. These records are to be used by the Center for Education Data & Research (CEDR) at the University of Washington. CEDR is examining variation in the way teachers are selected to receive RIF notices and to account for any trends in the population of teachers who are ultimately laid off. We are collecting this information from all school districts in Washington State as part of a comprehensive state-wide analysis.

Ideally, the information we are requesting in this letter would be sent electronically, either in Excel, Word or PDF file formats, to the email address: uwcedr@gmail.com. We are happy to receive records by regular mail or fax if this is more convenient for your district. **Please see the second page of this letter for an exact description of the information we are requesting.**

If you have any questions or concerns you can reach us at CEDR during normal business hours or via email any time. Thank you for your time and consideration.

Sincerely,

Andrew Katz
Center for Education Data & Research
University of Washington Bothell
3876 Bridge Way N, Ste 201, Seattle, WA 98103
Phone 206.547.5585 Fax: 206.547.1641
www.cedr.us

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REQUEST FOR INFORMATION FROM SCHOOL DISTRICT RECORDS

Description of information requested: Any and all Teacher Collective Bargaining Agreements that cover the **2007/08 – 2012/13** school years. For instance, if your district has a collective bargaining agreement that spans the 2005/06 – 2009/10 school year, and another that spans the 2010/11 – 2015/16 school year, we are requesting both of those documents because they both contain school years within our sample of interest.

Please include the following information:

- District name, either in your email or within the file name(s) of sent CBA's.
- The school years that each CBA spans (if not already stated within the document)

Additional details: We would like to obtain these records as soon as possible. We prefer electronic records.

We agree to pay \$.15 per page (if printed) for each document requested and shall do so prior to the release of the documents. I understand it is illegal for me to use any materials received as a result of this request for commercial purposes, (RCW 42.17.260 {7}). By signing this request, I agree not to use any documents or lists received as a result of this request for commercial purposes and further agree not to give, sell, or provide access to such documents to any other person who intends to use them for commercial purposes.

Signature: *Andrew Katz*

Date: *12/4/2014*

Name: Andrew Katz - Center for Education Data & Research (CEDR)

Address: 3876 Bridge Way N, Ste. 201

City: Seattle

Zip: 98103

Phone: 206.547.5585

Fax: 206.547.1641

Email: uwcedr@gmail.com

Please note that per RCW 42.56.520 you have five business days to respond to this official request.

1 by human resources. The signature requirement began with the 2003-04
2 school year.

3
4 The contents of an Employee's building file will be maintained by the
5 building principal/supervisor. This file is the evaluation-working file
6 and shall contain items that the principal/supervisor utilizes in the
7 evaluation process. At the time of evaluation, the Employee may request to
8 review the principal's file of the Employee.

9
10 An Employee may request the removal of any derogatory materials **after three**
11 **years**, except evaluations, from either the building or District file. In
12 order for material to be removed, there must be mutual agreement. A denial
13 of request may be appealed to the Superintendent or his/her designee.

14
15 **I. Reduction in Force of Employees/Employment of Reduced Employees**

16
17 **1. General Provisions and Definitions**

18
19 If the certificated staff in the District is to be reduced, the Board
20 will determine the program to be retained by the District and the
21 Superintendent will develop a list of Employees to be recommended to the
22 Board for reduction by the District. For the purpose of this section,
23 administrators may be reassigned as Employees consistent with their
24 experience and qualifications as Employees as defined by the following
25 provisions:

- 26
27 a. Employees will be non-renewed/reduced if they do not currently have
28 both the certification and the endorsement necessary to qualify them
29 to teach in any position in the program retained by the Board; and
30
31 b. Employees will be non-renewed/reduced if they currently have both the
32 certification and the endorsement only for those positions in the
33 program retained by the Board of Directors that are to be filled by
34 more senior Employees as determined by the criteria set forth in
35 section III.I.2, subject to the following:

- 36
37 (1) Seniority and credits applicable for placement on the District
38 salary schedule must be earned prior to October 1 of the current
39 school year and must be documented by official transcripts to
40 the office of human resources. It will be the responsibility of
41 the individual Employee to furnish the District with such
42 documentation on or before the first of December for the current
43 school year.

1
2
3 (2) Part-time Employees will have, for retention purposes only,
4 seniority as established by this section. Part-time Employees
5 will not be eligible for contract conditions other than those
6 held at the time of retention determination. The Auburn
7 Education Association president will be specifically excluded
8 from the conditions of this paragraph and will be considered as
9 a full-time Employee for consideration of contract conditions
10 for the ensuing school year.

11 c. COBRA language will be consistent with state laws (WAC 182-12-133).

12
13 2. Seniority Criteria

14
15 In establishing seniority for the purpose of staff reduction, the
16 following criteria will be applied in the order in which they are
17 listed:

- 18
19 a. In order to qualify for ranking, the Employees must possess such
20 valid Washington State certification, endorsement, and/or other
21 licenses for certificates as may be required by state law and regulations.
- 22
23 b. Employees identified above will be ranked according to their length
24 of service up to the end of the preceding contract year as recognized
25 by the District for purposes of placement on the District salary
26 schedule.
- 27
28 c. In the event that ties exist, doctoral degree(s), master's degree(s),
29 or bachelor's degree(s), as recognized by the District for salary
30 schedule placement purposes, will be used to determine seniority with
31 the higher degree(s) indicating greater seniority.
- 32
33 d. In the event that ties still exist, those Employees with the greater
34 number of reported credits/clock hours accepted by the District will
35 be considered to have greater seniority than those Employees with
36 fewer credits.
- 37
38 e. In the event that ties still exist, Employees with the lower Employee
39 ID numbers will be considered to have greater seniority than those
40 with higher Employee ID numbers.

1 f. The president of the Association, as designated on or before May 15
2 for the year during which this procedure is to be implemented, will
3 be considered to be placed ahead of the most senior Employee in the
4 District, provided such Employee can otherwise be retained in the
5 program adopted by the Board. However, the president will be listed
6 on the seniority list according to their actual seniority criteria,
7 set forth above. The Association will hold harmless, defend, and
8 reimburse the District for any judgment, suit, or action against the
9 District as a result of implementation of this section.

10 11 3. Seniority List

12
13 No later than March 15, or the following Monday if March 15 falls on a
14 weekend, the District will provide the Association with an official
15 seniority listing of Employees, from least to most senior according to
16 the above criteria, and will provide each Employee with a copy of their
17 individual seniority information via a Seniority Information Memo. An
18 individual's seniority information will include that person's name,
19 present assignment, certificate type, endorsements, degree, years of
20 experience, days of experience, credits beyond degree, and Employee ID
21 number. The District will post one copy of the entire seniority list at
22 each school building.

23 24 4. Appeals

25
26 Any Employee may file, in writing with the Assistant Superintendent of
27 Human Resources, objections only to the District's information contained
28 in that Employee's Seniority Information Memo. The Employee will submit
29 the appeal, in writing, within ten (10) calendar days following the day
30 the District places the Employee's Seniority Information Memo in the
31 Employee's district mailbox. If the tenth calendar day falls on a
32 weekend or holiday, the appeal may be submitted the next following
33 school day. The appeal must include a full statement of the facts
34 supporting the Employee's objection as well as the recommended
35 modification. Disposition of the Employee's request for modification
36 will be made in writing by the Assistant Superintendent of Human
37 Resources, in consultation with the Association president, by April 1.
38 If an Employee's challenge is sustained after the seniority list has
39 been posted at each building, the District will post a revised seniority
40 list at each building. The determination by the Assistant
41 Superintendent of Human Resources shall be final and binding and
42 modifications made to the seniority list pursuant to any such appeal may

1 not be further challenged by any party. The Association will be
2 notified, in writing, of any change in the official seniority list.

3
4 5. Staff Selection

- 5
6 a. In the event that Employees within the present staff are not
7 qualified for assignment, the District may employ such less senior
8 and/or additional certificated Employees as may be required to staff
9 the educational program adopted by the board.
10
11 b. A list of Employees to be non-renewed will be delivered to the
12 Association on or before May 15.
13
14 c. When an Employee is assigned to a position other than that held at
15 the time of implementation of these procedures, it will be so noted
16 in the evaluations of the Employee during the initial year of
17 assignment. Employees assigned to positions other than those held at
18 the time of implementation of these procedures, whose administrator
19 believes them to be struggling in the positions assigned, will be
20 provided with a plan of assistance and support.
21

22 6. Provisions of Reemployment

- 23
24 a. Employees non-renewed as a result of reduction in force (RIF) will be
25 placed on an employment list according to the seniority information
26 set forth above. These Employees will have priority according to
27 their seniority information in the filling of positions for which
28 they are qualified under III.I.1. They will also be given priority
29 in substitute teaching positions for which they are qualified. Their
30 names will remain on said list for two years, ending October 1 of the
31 second year. Individuals hired from said list will retain all rights
32 and benefits accrued prior to non-renewal.
33
34 b. Individuals included on the employment list will inform the District
35 human resources officer of any change in personal information (name,
36 address, telephone number), availability, or eligibility for
37 employment.
38
39 c. Offers for employment by the District will be in writing and
40 delivered in person or by certified mail. A copy of each offer will
41 be mailed to the Association.
42

1 d. An individual forfeits the right to employment under this section if
2 he/she does any of the following:
3

4 (1) signs a continuing, full time, certificated Employee contract
5 with another District (or, for part time Employees, a contract
6 equivalent in time to the position formerly held in the Auburn
7 School District);
8

9 (2) fails to accept an offer of employment with the Auburn School
10 District within five (5) school days of receiving the offer;
11

12 (3) fails to report for work within eleven (11) school days from the
13 date employment is offered by the Auburn School District;
14 However, no individual will forfeit rights by accepting a non-
15 continuing contract with another District, by signing a contract
16 in another District for fewer hours than held during the year in
17 which non-renewed, or by refusing a position in the Auburn
18 School District for a fewer number of hours than held during the
19 year in which non-renewed.
20

21 7. Provisions of RIF (Reduction in Force) Leave
22

23 The District shall allow Employees RIF leave in accordance with the
24 following criteria:
25

26 a. RIF leave will be granted to an individual for one (1) full
27 contracted year at a time, only if it permits the District to employ
28 a qualified individual included on the employment list.
29

30 b. The Employee requesting RIF leave will file a written request for RIF
31 leave with the District human resources officer.
32

33 c. The District will have the right to deny RIF leave, in writing, if
34 the District considers said applicant essential to the orderly and
35 effective operation of the educational program during the ensuing
36 year, or if a qualified replacement is not included on the District
37 employment list.
38

39 d. Employees may receive two leaves under this section if the conditions
40 in part 7.a. above continue to be met. However, the District retains
41 its right to deny said leave under part 7.c. above. Employees
42 requesting a continuation of RIF leave must file a written request

1 with human resources by March 1. The District will provide written
2 approval or denial to the Employee by April 30.

- 3
- 4 e. The position of the Employee on leave will be temporarily filled by a
5 qualified individual included on the District's employment list.
6 Said qualified individual will not have continuing employment rights
7 to the position to which temporarily assigned.
8
- 9 f. Said leave will in no way exempt the Employee on leave from reduction
10 in force (RIF) consistent with these procedures during the current or
11 subsequent school year(s).
12
- 13 g. This subsection will in no way limit the District in the operation or
14 management of the District educational program.
15
- 16 h. Employees taking RIF leave under this subsection will be re-employed
17 for the ensuing school year provided that the position they formerly
18 held has not been reduced.
19
- 20 i. Employees on leave will accrue no rights or benefits while on leave.
21 If the Employee returns to the District immediately following the
22 year(s) of leave, seniority and Employee benefits will be reinstated
23 at the level accrued at the time leave was granted.
24
25

26 IV. Salaries & Benefits

27 A. Payday

28 An Employee's basic contract will be paid in equal installments. Such
29 installments will be paid on or before the last day of each month
30 following the first month of work. The November installment will, when
31 possible, be paid on the final day of teaching prior to Thanksgiving
32 vacation. When possible, the December installment will be paid on the
33 final day of teaching prior to winter vacation. When possible, the
34 January installment will be paid one week prior to the first day of
35 February.
36

37
38
39 The District will make every effort to begin payment of supplemental and
40 extended contracts with the September payroll.
41
42

the performance of the functions of the human resources administrator(s).

The contents of an employee's District personnel file will contain an application for employment, correspondence, pertinent data concerning the employee's employment, **contracts**, and summary evaluation reports. All information placed in the District file will be signed by the individual with the exception of transcripts or other documents regularly included in all files by the Personnel Office. The signature requirement began with the 2003-04 school year.

The contents of an employee's building file will be maintained by the building principal/supervisor. This file is the evaluation-working file and shall contain items that the principal/supervisor utilizes in the evaluation process. At the time of evaluation the employee may request to review the principal's file of the employee.

An employee may request the removal of any derogatory materials after three years, except evaluations, from either the building or District file. In order for material to be removed there must be mutual agreement. A denial of request may be appealed to the Superintendent or his/her designee.

I. Reduction in Force of Employees/Employment of Reduced Employees

1. General Provisions and Definitions

If the certificated staff in the District is to be reduced, the Board will determine the program to be retained by the District and the Superintendent will develop a list of Employees to be recommended to the Board for reduction by the District. For the purpose of this section, administrators may be reassigned as Employees consistent with their experience and qualifications as Employees as defined by the following provisions:

- a. Employees will be non-renewed/reduced if they do not currently have both the certification and the endorsement necessary to qualify them to teach in any position in the program retained by the Board; and
- b. Employees will be non-renewed/reduced if they currently have both the certification and the endorsement only for those positions in the program retained by the Board of Directors that are to be filled by more senior Employees as determined by the criteria set forth in

1 section III.I.2, subject to the following:

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3 (1) Seniority and credits applicable for placement on the District
4 salary schedule must be earned prior to October 1 of the current
5 school year and must be documented by official transcripts to
6 the office of human resources. It will be the responsibility of
7 the individual Employee to furnish the District with such
8 documentation on or before the first of December for the current
9 school year.

10
11 (2) Part-time Employees will have, for retention purposes only,
12 seniority as established by this section. Part-time Employees
13 will not be eligible for contract conditions other than those held
14 at the time of retention determination. The Auburn Education
15 Association president will be specifically excluded from the
16 conditions of this paragraph and will be considered as a full-time
17 Employee for consideration of contract conditions for the ensuing
18 school year.

19
20 c. Non-renewed/reduced employees shall have the option of continuing
21 their district benefits by self-payment of premiums consistent with
22 COBRA provisions.

23
24 2. Seniority Criteria

25
26 In establishing seniority for the purpose of staff reduction, the
27 following criteria will be applied in the order in which they are
28 listed:

- 29
30 a. In order to qualify for ranking, the Employees must possess such
31 valid Washington State certification, endorsement, and/or other
32 licenses for certificates as may be required by state law and regulations.
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34 b. Employees identified above will be ranked according to their length
35 of service up to the end of the preceding contract year as recognized
36 by the District for purposes of placement on the District salary
37 schedule.
38
39 c. In the event that ties exist, doctoral degree(s), master's degree(s),
40 or bachelor's degree(s), as recognized by the District for salary
41 schedule placement purposes, will be used to determine seniority with
42 the higher degree(s) indicating greater seniority.

1
2 d. In the event that ties still exist, those Employees with the greater
3 number of reported credits/clock hours accepted by the District will
4 be considered to have greater seniority than those Employees with
5 fewer credits.
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7 e. The president of the Association, as designated on or before May 15
8 for the year during which this procedure is to be implemented will be
9 considered to be placed ahead of the most senior Employee in the
10 District, provided such Employee can otherwise be retained in the
11 program adopted by the Board. However, the president and will be
12 listed on the seniority list according to their actual seniority
13 criteria, set forth above. The Association will hold harmless,
14 defend, and reimburse the District for any judgment, suit, or action
15 against the District as a result of implementation of this section.
16

17 3. Seniority List
18

19 No later than March 15, or the following Monday if March 15 falls on a
20 weekend, the District will provide the Association with an official
21 seniority listing of Employees, from least to most senior according to
22 the above criteria, and will provide each Employee with a copy of their
23 individual seniority information via a Seniority Information Memo. An
24 individual's seniority information will include that person's name,
25 present assignment, certificate type, endorsements, degree, years of
26 experience, days of experience, and credits beyond degree. The District
27 will post one copy of the entire seniority list at each school building.
28

29 4. Appeals
30

31 Any Employee may file, in writing with the Associate Superintendent of
32 Human Resources, objections only to the District's information contained
33 in that Employee's Seniority Information Memo. The Employee will submit
34 the appeal, in writing, within ten (10) calendar days following the day
35 the District places the Employee's Seniority Information Memo in the
36 Employee's District mailbox. If the tenth calendar day falls on a
37 weekend or holiday, the appeal may be submitted the next following
38 school day. The appeal must include a full statement of the facts
39 supporting the Employee's objection as well as the recommended
40 modification. Disposition of the Employee's request for modification
41 will be made in writing by the Associate Superintendent of Human
42 Resources, in consultation with the Association president, by April

1 first (1st). If an Employee's challenge is sustained after the
2 seniority list has been posted at each building, the District will post
3 a revised seniority list at each building. The determination by the
4 Associate Superintendent of Human Resources shall be final and binding
5 and modifications made to the seniority list pursuant to any such appeal
6 may not be further challenged by any party. The Association will be
7 notified, in writing, of any change in the official seniority list.
8

9 5. Staff Selection

- 10
- 11 a. In the event that Employees within the present staff are not
12 qualified for assignment, the District may employ such less senior
13 and/or additional certificated Employees as may be required to staff
14 the educational program adopted by the board.
15
- 16 b. A list of Employees to be non-renewed will be delivered to the
17 Association on or before May 15.
18
- 19 c. When an Employee is assigned to a position other than that held at
20 the time of implementation of these procedures, it will be so noted
21 in the evaluations of the Employee during the initial year of
22 assignment. Employees assigned to positions other than those held at
23 the time of implementation of these procedures, whose administrator
24 believes them to be struggling in the positions assigned, will be
25 provided with a plan of assistance and support.
26

27 6. Provisions of Reemployment

- 28
- 29 a. Employees non-renewed as a result of reduction in force (RIF) will be
30 placed on an employment list according to the seniority information
31 set forth above. These Employees will have priority according to
32 their seniority information in the filling of positions for which
33 they are qualified under III.I.1. They will also be given priority
34 in substitute teaching positions for which they are qualified. Their
35 names will remain on said list for two years, ending October 1 of the
36 second year. Individuals hired from said list will retain all rights
37 and benefits accrued prior to non-renewal.
38
- 39 b. Individuals included on the employment list will inform the District
40 human resources officer of any change in personal information (name,
41 address, telephone number), availability, or eligibility for
42 employment.

- 1
2 c. Offers for employment by the District will be in writing and
3 delivered in person or by certified mail. A copy of each offer will
4 be mailed to the Association.
5
6 d. An individual forfeits the right to employment under this section if
7 he/she does any of the following:
8
9 (1) signs a continuing, full time, certificated Employee contract
10 with another District (or, for part time Employees, a contract
11 equivalent in time to the position formerly held in the Auburn
12 School District);
13
14 (2) fails to accept an offer of employment with the Auburn School
15 District within five (5) school days of receiving the offer;
16
17 (3) fails to report for work within eleven (11) school days from the
18 date employment is offered by the Auburn School District;
19 However, no individual will forfeit rights by accepting a non-
20 continuing contract with another District, by signing a contract
21 in another District for fewer hours than held during the year in
22 which non-renewed, or by refusing a position in the Auburn
23 School District for a fewer number of hours than held during the
24 year in which non-renewed.
25

26 7. Provisions of RIF(Reduction in Force) Leave
27

28 The District shall allow Employees RIF leave in accordance with the
29 following criteria:
30

- 31 a. RIF leave will be granted to an individual for one (1) full
32 contracted year at a time, only if it permits the District to employ
33 a qualified individual included on the employment list.
34
35 b. The Employee requesting RIF leave will file a written request for RIF
36 leave with the District human resources officer.
37
38 c. The District will have the right to deny RIF leave, in writing, if
39 the District considers said applicant essential to the orderly and
40 effective operation of the educational program during the ensuing
41 year, or if a qualified replacement is not included on the District
42 employment list.

- 1
2 d. Employees may receive two leaves under this section if the conditions
3 in part 7.a above continue to be met. However, the District retains
4 its right to deny said leave under part 7.c above. Employees
5 requesting a continuation of RIF leave must file a written request
6 with human resources by March 1. The District will provide written
7 approval or denial to the Employee by April 30.
8
9 e. The position of the Employee on leave will be temporarily filled by a
10 qualified individual included on the District's employment list.
11 Said qualified individual will not have continuing employment rights
12 to the position to which temporarily assigned.
13
14 f. Said leave will in no way exempt the Employee on leave from reduction
15 in force (RIF) consistent with these procedures during the current or
16 subsequent school year(s).
17
18 g. This subsection will in no way limit the District in the operation or
19 management of the District educational program.
20
21 h. Employees taking RIF leave under this subsection will be re-employed
22 for the ensuing school year provided that the position they formerly
23 held has not been reduced.
24
25 i. Employees on leave will accrue no rights or benefits while on leave.
26 If the Employee returns to the District immediately following the
27 year(s) of leave, seniority and Employee benefits will be reinstated
28 at the level accrued at the time leave was granted.
29
30

31 IV. Salaries & Benefits

32 A. Payday

33 An Employee's contract(s) will be paid in equal installments. Such
34 installments will be paid on or before the last day of each month
35 following the first month of work **and concluding the last business day**
36 **in August.** The November installment will, when possible, be paid on the
37 final day of teaching prior to Thanksgiving vacation. When possible,
38 the December installment will be paid on the final day of teaching prior
39 to winter vacation. When possible, the January installment will be paid
40 one week prior to the first day of February.
41
42

1 An employee may request the removal of any derogatory materials after
2 three years, except evaluations, from either the building or District
3 file. In order for material to be removed there must be mutual agreement.
4 A denial of request may be appealed to the Superintendent or his/her
5 designee.
6

7 I. Reduction in Force of Employees/Employment of Reduced Employees
8

9 1. General Provisions and Definitions
10

11 If the certificated staff in the District is to be reduced, the Board
12 will determine the program to be retained by the District and the
13 Superintendent will develop a list of Employees to be recommended to
14 the Board for reduction by the District. For the purpose of this
15 section, administrators may be reassigned as Employees consistent with
16 their experience and qualifications as Employees as defined by the
17 following provisions:
18

19 a. Employees will be non-renewed/reduced if they do not currently have
20 both the certification and the endorsement necessary to qualify them
21 to teach in any position in the program retained by the Board; and
22

23 b. Employees will be non-renewed/reduced if they currently have both
24 the certification and the endorsement only for those positions in
25 the program retained by the Board of Directors that are to be filled
26 by more senior Employees as determined by the criteria set forth in
27 section III.I.2, subject to the following:
28

29 (1) Seniority and credits applicable for placement on the District
30 salary schedule must be earned prior to October 1 of the current
31 school year and must be documented by official transcripts to
32 the office of human resources. It will be the responsibility of
33 the individual Employee to furnish the District with such
34 documentation on or before the first of December for the current
35 school year.
36

37 (2) Part-time Employees will have, for retention purposes only,
38 seniority as established by this section. Part-time Employees
39 will not be eligible for contract conditions other than those
40 held at the time of retention determination. The Auburn
41 Education Association president will be specifically excluded
42 from the conditions of this paragraph and will be considered as

1 a full-time Employee for consideration of contract conditions
2 for the ensuing school year.

- 3
4 c. Non-renewed/reduced employees shall have the option of continuing
5 their district benefits by self-payment of premiums consistent with
6 COBRA provisions.

7
8 2. Seniority Criteria
9

10 In establishing seniority for the purpose of staff reduction, the
11 following criteria will be applied in the order in which they are
12 listed:

- 13
14 a. In order to qualify for ranking, the Employees must possess such
15 valid Washington State certification, endorsement, and/or other
16 licenses for certificates as may be required by state law and regulations.
17
18 b. Employees identified above will be ranked according to their length
19 of service up to the end of the preceding contract year as
20 recognized by the District for purposes of placement on the District
21 salary schedule.
22
23 c. In the event that ties exist, doctoral degree(s), master's
24 degree(s), or bachelor's degree(s), as recognized by the District
25 for salary schedule placement purposes, will be used to determine
26 seniority with the higher degree(s) indicating greater seniority.
27
28 d. In the event that ties still exist, those Employees with the greater
29 number of reported credits/clock hours accepted by the District will
30 be considered to have greater seniority than those Employees with
31 fewer credits.
32
33 e. The president of the Association, as designated on or before May 15
34 for the year during which this procedure is to be implemented will
35 be considered to be placed ahead of the most senior Employee in the
36 District, provided such Employee can otherwise be retained in the
37 program adopted by the Board. However, the president and will be
38 listed on the seniority list according to their actual seniority
39 criteria, set forth above. The Association will hold harmless,
40 defend, and reimburse the District for any judgment, suit, or action
41 against the District as a result of implementation of this section.
42

1 3. Seniority List

2
3 No later than March 15, or the following Monday if March 15 falls on a
4 weekend, the District will provide the Association with an official
5 seniority listing of Employees, from least to most senior according to
6 the above criteria, and will provide each Employee with a copy of their
7 individual seniority information via a Seniority Information Memo. An
8 individual's seniority information will include that person's name,
9 present assignment, certificate type, endorsements, degree, years of
10 experience, days of experience, and credits beyond degree. The
11 District will post one copy of the entire seniority list at each school
12 building.
13

14 4. Appeals

15
16 Any Employee may file, in writing with the Associate Superintendent of
17 Human Resources, objections only to the District's information
18 contained in that Employee's Seniority Information Memo. The Employee
19 will submit the appeal, in writing, within ten (10) calendar days
20 following the day the District places the Employee's Seniority
21 Information Memo in the Employee's District mailbox. If the tenth
22 calendar day falls on a weekend or holiday, the appeal may be submitted
23 the next following school day. The appeal must include a full
24 statement of the facts supporting the Employee's objection as well as
25 the recommended modification. Disposition of the Employee's request for
26 modification will be made in writing by the Associate Superintendent of
27 Human Resources, in consultation with the Association president, by
28 April first (1st). If an Employee's challenge is sustained after the
29 seniority list has been posted at each building, the District will post
30 a revised seniority list at each building. The determination by the
31 Associate Superintendent of Human Resources shall be final and binding
32 and modifications made to the seniority list pursuant to any such
33 appeal may not be further challenged by any party. The Association
34 will be notified, in writing, of any change in the official seniority
35 list.
36

37 5. Staff Selection

38
39 a. In the event that Employees within the present staff are not
40 qualified for assignment, the District may employ such less senior
41 and/or additional certificated Employees as may be required to staff
42 the educational program adopted by the board.

- 1
2 b. A list of Employees to be non-renewed will be delivered to the
3 Association on or before May 15.
4
5 c. When an Employee is assigned to a position other than that held at
6 the time of implementation of these procedures, it will be so noted
7 in the evaluations of the Employee during the initial year of
8 assignment. Employees assigned to positions other than those held at
9 the time of implementation of these procedures, whose administrator
10 believes them to be struggling in the positions assigned, will be
11 provided with a plan of assistance and support.
12

13 6. Provisions of Reemployment
14

- 15 a. Employees non-renewed as a result of reduction in force (RIF) will
16 be placed on an employment list according to the seniority
17 information set forth above. These Employees will have priority
18 according to their seniority information in the filling of positions
19 for which they are qualified under III.I.1. They will also be given
20 priority in substitute teaching positions for which they are
21 qualified. Their names will remain on said list for two years,
22 ending October 1 of the second year. Individuals hired from said
23 list will retain all rights and benefits accrued prior to non-
24 renewal.
25
26 b. Individuals included on the employment list will inform the District
27 human resources officer of any change in personal information (name,
28 address, telephone number), availability, or eligibility for
29 employment.
30
31 c. Offers for employment by the District will be in writing and
32 delivered in person or by certified mail. A copy of each offer will
33 be mailed to the Association.
34
35 d. An individual forfeits the right to employment under this section if
36 he/she does any of the following:
37
38 (1) signs a continuing, full time, certificated Employee contract
39 with another District (or, for part time Employees, a contract
40 equivalent in time to the position formerly held in the Auburn
41 School District);
42

1 (2) fails to accept an offer of employment with the Auburn School
2 District within five (5) school days of receiving the offer;
3

4 (3) fails to report for work within eleven (11) school days from the
5 date employment is offered by the Auburn School District;
6 However, no individual will forfeit rights by accepting a non-
7 continuing contract with another District, by signing a contract
8 in another District for fewer hours than held during the year in
9 which non-renewed, or by refusing a position in the Auburn
10 School District for a fewer number of hours than held during the
11 year in which non-renewed.
12

13 7. Provisions of RIF (Reduction in Force) Leave
14

15 The District shall allow Employees RIF leave in accordance with the
16 following criteria:
17

18 a. RIF leave will be granted to an individual for one (1) full
19 contracted year at a time, only if it permits the District to employ
20 a qualified individual included on the employment list.
21

22 b. The Employee requesting RIF leave will file a written request for
23 RIF leave with the District human resources officer.
24

25 c. The District will have the right to deny RIF leave, in writing, if
26 the District considers said applicant essential to the orderly and
27 effective operation of the educational program during the ensuing
28 year, or if a qualified replacement is not included on the District
29 employment list.
30

31 d. Employees may receive two leaves under this section if the
32 conditions in part 7.a above continue to be met. However, the
33 District retains its right to deny said leave under part 7.c above.
34 Employees requesting a continuation of RIF leave must file a written
35 request with human resources by March 1. The District will provide
36 written approval or denial to the Employee by April 30.
37

38 e. The position of the Employee on leave will be temporarily filled by
39 a qualified individual included on the District's employment list.
40 Said qualified individual will not have continuing employment rights
41 to the position to which temporarily assigned.
42

- 1 f. Said leave will in no way exempt the Employee on leave from
2 reduction in force (RIF) consistent with these procedures during the
3 current or subsequent school year(s).
4
5 g. This subsection will in no way limit the District in the operation
6 or management of the District educational program.
7
8 h. Employees taking RIF leave under this subsection will be re-employed
9 for the ensuing school year provided that the position they formerly
10 held has not been reduced.
11
12 i. Employees on leave will accrue no rights or benefits while on leave.
13 If the Employee returns to the District immediately following the
14 year(s) of leave, seniority and Employee benefits will be reinstated
15 at the level accrued at the time leave was granted.
16
17

18 IV. Salaries & Benefits 19

20 A. Payday 21

22 An Employee's contract(s) will be paid in equal installments. Such
23 installments will be paid on or before the last day of each month
24 following the first month of work and concluding the last business day
25 in August. The November installment will, when possible, be paid on
26 the final day of teaching prior to Thanksgiving vacation. When
27 possible, the December installment will be paid on the final day of
28 teaching prior to winter vacation. When possible, the January
29 installment will be paid one week prior to the first day of February.
30

31 The District will make every effort to begin payment of supplemental
32 and extended contracts with the September payroll.
33

34 B. Salary Deductions 35

36 1. Automatic Payroll Deductions 37

38 Payroll deductions will be taken automatically from District Employee
39 salary pay stubs for the following purposes:
40

- 41 a. Withholding tax payments for the federal government.
42



June 13, 2016

Sarah Haywood Eaton, Attorney
Disability Rights Washington
315 5th Avenue South, Suite 850
Seattle, Washington 98104

sarahe@dr-wa.org

Dear Ms. Eaton:

The purpose of this letter is to acknowledge Auburn School District's receipt of request regarding information on Jared Gentry from September 1, 2014 to the present. Pursuant to RCW 42.56.520, the District estimates that it may be able to provide you with documents responsive to your request within thirty (30) business days from the above date to determine the need to clarify the intent of the request, to locate and assemble the information requested, to notify third persons or agencies affected by the request, and/or to determine whether any of the information contained in such documents is exempt from public disclosure.

The above timeframes are simply estimates and processing your request may take longer than predicted. If you have not received notice from us regarding your request within the above timelines, or if you have questions or concerns, feel free to call me at (253) 931-4932.

Sincerely,

Debbie L. Leighton
Assistant Superintendent of Human Resources

ds



August 21, 2014

Marilyn Hoksbergen
President, PSEA

Dear Marilyn:

The purpose of this letter is to acknowledge Auburn School District's receipt of your public records request on August 21, 2014. Pursuant to RCW 42.56.520, the District estimates that it will be able to provide you with documents responsive to your request within thirty (30) business days from the above date to determine the need to clarify the intent of the request, to locate and assemble the information requested, to notify third persons or agencies affected by the request, and/or to determine whether any of the information contained in such documents is exempt from public disclosure.

The above timeframes are simply estimates and processing your request may take longer than predicted. If you have not received notice from us regarding your request within the above timelines, or if you have questions or concerns, feel free to call me at (253) 931-4932.

Sincerely,

Timothy A. Cummings
Associate Superintendent of Human Resources

ds



February 25, 2014

Ms. Lisa Pemberton
Education Reporter
The Olympian
111 Bethel Street Northeast
Olympia, Washington 98506

lpemberton@theolympian.com

Dear Ms. Pemberton:

The purpose of this letter is to acknowledge Auburn School District's receipt of your public records request on February 24, 2014. Pursuant to RCW 42.56.520, the District estimates that it may be able to provide you with documents responsive to your request within thirty (30) business days from the above date to determine the need to clarify the intent of the request, to locate and assemble the information requested, to notify third persons or agencies affected by the request, and/or to determine whether any of the information contained in such documents is exempt from public disclosure.

The above timeframes are simply estimates and processing your request may take longer than predicted. If you have not received notice from us regarding your request within the above timelines, or if you have questions or concerns, feel free to call me at (253) 931-4932.

Sincerely,

Timothy A. Cummings
Associate Superintendent of Human Resources

ds



July 2, 2014

Mr. Andrew Lukes
Robblee Detwiler & Black, P.L.L.P
2101 Fourth Avenue, Suite 1000
Seattle, Washington 98121-2317

Dear Mr. Lukes:

The purpose of this letter is to acknowledge Auburn School District's receipt of your public records request on July 2, 2014. Pursuant to RCW 42.56.520, the District estimates that it will be able to provide you with documents responsive to your request within thirty (30) business days from the above date to determine the need to clarify the intent of the request, to locate and assemble the information requested, to notify third persons or agencies affected by the request, and/or to determine whether any of the information contained in such documents is exempt from public disclosure.

The above timeframes are simply estimates and processing your request may take longer than predicted. If you have not received notice from us regarding your request within the above timelines, or if you have questions or concerns, feel free to call me at (253) 931-4932.

Sincerely,

Timothy A. Cummings
Associate Superintendent of Human Resources

ds



August 6, 2014

Mr. Danick Baron
SmartProcure, LLC
700 West Hillsboro Blvd., Suite 4-100
Deerfield Beach, Florida 33441

Dear Mr. Baron:

The purpose of this letter is to acknowledge Auburn School District's receipt of your public records request on August 4, 2014. Pursuant to RCW 42.56.520, the District estimates that it will be able to provide you with documents responsive to your request within sixty (60) business days from the above date to determine the need to clarify the intent of the request, to locate and assemble the information requested, to notify third persons or agencies affected by the request, and/or to determine whether any of the information contained in such documents is exempt from public disclosure.

The above timeframes are simply estimates and processing your request may take longer than predicted. If you have not received notice from us regarding your request within the above timelines, or if you have questions or concerns, feel free to call me at (253) 931-4932.

Sincerely,

Timothy A. Cummings
Associate Superintendent of Human Resources

ds



July 19, 2014

Mr. Steve Perdue
30 3rd Avenue South
Algona, Washington 98001

Dear Mr. Perdue:

The purpose of this letter is to acknowledge Auburn School District's receipt of your public records request on July 18, 2014. Pursuant to RCW 42.56.520, the District estimates that it will be able to provide you with documents responsive to your request within forty-five (45) business days from the above date to determine the need to clarify the intent of the request, to locate and assemble the information requested, to notify third persons or agencies affected by the request, and/or to determine whether any of the information contained in such documents is exempt from public disclosure.

The above timeframes are simply estimates and processing your request may take longer than predicted. If you have not received notice from us regarding your request within the above timelines, or if you have questions or concerns, feel free to call me at (253) 931-4932.

Sincerely,

Timothy A. Cummings
Associate Superintendent of Human Resources

ds



August 12, 2014

Mr. Travis Strawn
Washington Policy Center
3404 4th Avenue South
Seattle, Washington 98134

Dear Mr. Strawn:

The purpose of this letter is to acknowledge Auburn School District's receipt of your public records request on August 8, 2014. Pursuant to RCW 42.56.520, the District estimates that it will be able to provide you with documents responsive to your request within thirty (30) business days from the above date to determine the need to clarify the intent of the request, to locate and assemble the information requested, to notify third persons or agencies affected by the request, and/or to determine whether any of the information contained in such documents is exempt from public disclosure.

The above timeframes are simply estimates and processing your request may take longer than predicted. If you have not received notice from us regarding your request within the above timelines, or if you have questions or concerns, feel free to call me at (253) 931-4932.

Sincerely,

Timothy A. Cummings
Associate Superintendent of Human Resources

ds



August 11, 2014

Mr. Andrew Lukes
Robblee Detwiler & Black, P.L.L.P
2101 Fourth Avenue, Suite 1000
Seattle, Washington 98121-2317

Dear Mr. Lukes:

This letter is in response to our first response to your request for information regarding the SIU Commission Change – File No. 3246-030. Originally we requested 30 business days to compile the information you requested but we need a thirty day extension.

If you have questions or concerns regarding this extension, please feel free to call me at (253) 931-4932.

Sincerely,

Timothy A. Cummings
Associate Superintendent of Human Resources

ds



October 15, 2014

Marilyn Hoksbergen
President, PSEA

Dear Marilyn:

Enclosed are the copies of all of our administrators' contracts that you requested.

If you have questions or concerns, feel free to call me at (253) 931-4932.

Sincerely,

Timothy A. Cummings
Associate Superintendent of Human Resources

ds



September 16, 2014

Mr. Steve Perdue
30 3rd Avenue South
Algona, Washington 98001

Dear Mr. Perdue:

The purpose of this letter is to acknowledge that we are working on gathering the information that you have requested and the District estimates that we will need an extension of thirty (30) business days to finish the request.

If you have not received notice from us regarding your request within the above timelines, or if you have questions or concerns, feel free to call me at (253) 931-4932.

Sincerely,

Timothy A. Cummings
Associate Superintendent of Human Resources

ds



September 22, 2014

Mr. Andrew Lukes
Robblee Detwiler & Black, P.L.L.P
2101 Fourth Avenue, Suite 1000
Seattle, Washington 98121-2317

Dear Mr. Lukes:

Please be advised that the District previously send all documents responsive to your request. In your September 11 letter, you request additional documents posed as questions. As you are aware, the District is not obligated to create documents to respond to a PRA request. Notwithstanding, the District will provide the additional clarification, in response to your inquiries:

Our school police officers are commissioned through the Auburn Police Department. They had to attend the Basic Law Enforcement Academy to receive their commission. The standard on that is 720 hours. They receive a minimum of 24 hours of additional certified training each year (this is a requirement of the State of Washington). Our officers also must qualify with their weapons twice a year. This is all overseen by the Auburn Police Department in order for them to keep their commission.

I hope this answers your questions. In the event that you have any additional requests for documents under the PRA, do not hesitate to contact me.

Sincerely,

Timothy A. Cummings
Associate Superintendent of Human Resources

ds



June 5, 2014

Mr. Micah LeBank
Connelly Law Offices, PLLC
2301 North 30th Street
Tacoma, Washington 98403

Dear Mr. LeBank:

This letter is in response to your public records request for information regarding the incident of March 1, 2014, involving [REDACTED] during a regional basketball game at Auburn High School.

Enclosed are the documents including student incident reports.

If you have questions or concerns, feel free to call me at (253) 931-4932.

Sincerely,

Timothy A. Cummings
Associate Superintendent of Human Resources

ds



March 3, 2014

Ms. Lisa Pemberton
Education Reporter
The Olympian
111 Bethel Street Northeast
Olympia, Washington 98506

Sent via email - lpemberton@theolympian.com

Dear Ms. Pemberton:

In response to your public records request, Dominic Yarrington was employed by us as a substitute teacher during the 1996/96 and 1996/97 school years. We have no documents responsive to your request.

If you have questions or concerns, feel free to call me at (253) 931-4932.

Sincerely,

Timothy A. Cummings
Associate Superintendent of Human Resources

ds



September 8, 2014

Mr. Andrew Lukes
Robblee Detwiler & Black, P.L.L.P
2101 Fourth Avenue, Suite 1000
Seattle, Washington 98121-2317

Dear Mr. Lukes:

The purpose of this letter is to respond to your request regarding the SIU Commission Change.

In response to your questions, the following is the information that we have:

- Enclosed you will find a copy of a job posting detailing requirements of the job as a police officer for our school district
- Our police officers are commissioned through the Auburn Police Department
- Our officers must complete all required trainings to maintain their position
- Our officers do carry a firearm and attend the required trainings
- Our officers are not a part of a collective bargaining agreement

If you have questions or concerns, feel free to call me at (253) 931-4932.

Sincerely,

Timothy A. Cummings
Associate Superintendent of Human Resources

ds



September 8, 2014

Mr. Danick Baron
SmartProcure, LLC
700 West Hillsboro Blvd., Suite 4-100
Deerfield Beach, Florida 33441

Dear Mr. Baron:

The purpose of this letter is to clarify the information that you need for the public records request you submitted to us.

You have requested electronic record of our purchase orders dated 01/01/2008 to present. You indicate that you need purchase order number or equivalent, purchase order date, line item details, line item quantities, line item prices, vendor ID number, name, address, contact person, and email address. Unfortunately, we do not have this information in electronic form. The only way we could get this information for you is if we printed every purchase order and then scanned them to you. The district reserves the right to charge a fee of \$.15 per page.

Please let us know if you want us to proceed with this request. Please feel free to email me at tcummings@auburn.wednet.edu or telephone me at (253) 931-4932.

Sincerely,

Timothy A. Cummings
Associate Superintendent of Human Resources

ds



September 8, 2014

Mr. Danick Baron
SmartProcure, LLC
700 West Hillsboro Blvd., Suite 4-100
Deerfield Beach, Florida 33441

Dear Mr. Baron:

The purpose of this letter is to clarify the information that you need for the public records request you submitted to us.

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Please let us know if you want us to proceed with this request. Please feel free to email me at tcummings@auburn.wednet.edu or telephone me at (253) 931-4932.

Sincerely,

Timothy A. Cummings
Associate Superintendent of Human Resources

ds



September 8, 2014

Mr. Travis Strawn
Washington Policy Center
3404 4th Avenue South
Seattle, Washington 98134

Dear Mr. Strawn:

In response to your request regarding the amounts of contributions that the Auburn School District has given to the Network for Excellence in Washington Schools (NEWS) organization, the following is the list of contributions we have made (1/12/09 - \$10,000, 2/8/10 - \$10,000, and 4/28/14 - \$14,721).

If you have questions or concerns, feel free to call me at (253) 931-4932.

Sincerely,

Timothy A. Cummings
Associate Superintendent of Human Resources

ds



June 24, 2013

Ms. Katherine Cowin
Bulldog Plumbing
1407 Willow Road, Suite D
Fife, Washington 98424

Dear Ms. Cowin:

The purpose of this letter is to acknowledge Auburn School District's receipt of your public records request on June 20, 2013. The Public Disclosure Act requires that a request seek an "identifiable record." From the information provided in your request, the District is unable to identify the record that you are requesting. Please include additional information or clarification so the District might be able to comply with your request.

If you have questions or concerns, please feel free to call me at (253) 931-4932.

Sincerely,

Timothy A. Cummings
Associate Superintendent of Human Resources

ds



April 14, 2014

Mr. Gordy Van
Sr. Adjuster
WA Cities Insurance Authority
Post Office Box 88030
Tukwila, Washington 98138

Dear Mr. Van:

The Auburn School District ("District") is in receipt of your April 3, 2014 communication related to the tender of a claim from the Perdue family. The District has also reviewed the February 11, 2014 communication related to this claim, including the 1994 Agreement between the City of Auburn ("City") and the District.

After reviewing this information, the District is hereby denying the request to tender this claim, as it appears that it does not meet the requirements of the Agreement related to indemnification:

Section 3 Indemnification

The SCHOOL DISTRICT agrees to indemnify, defend and hold harmless the CITY OF AUBURN, its officers, agents and employees or any of them, from any and all claims, actions, suits, liability loss, cost of expenses, and damages of any nature whatsoever, by reason or arising out of any action or omission of the SCHOOL DISTRICT, its security officers, agents and employees or any of them, in arresting, detaining, charging, prosecuting, or transporting persons incidental to enforcement of the criminal laws of the State of Washington.

It appears that this claim does not involve the "arresting, detaining, charging, persecuting, to transporting persons incidental to enforcement of the criminal laws of the State of Washington."

Please contact me if you any questions,

Sincerely,

Curtis Leonard
General Counsel
Auburn School District

CL/ds