



COPY

January 23, 2015

Debbie Cafazzo  
The News Tribune  
1950 South State Street  
Tacoma, Washington 98405

Dear Debbie :

This is to acknowledge receipt of your public records request regarding personnel records for Eric Christopher Spry. Although we are not denying any of your request at this time, it will take approximately 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 requested is exempt and whether a denial should be made as to all or part of the request.

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,

Tim Cummings  
Associate Superintendent of Human Resources

TC/ds

## Strand, Debbie

---

**From:** Leighton, Debbie  
**Sent:** Friday, January 23, 2015 11:38 AM  
**To:** Strand, Debbie  
**Cc:** Cummings, Tim; Herren, Kip; Leonard, Curtis  
**Subject:** Fwd: Public records request from Tacoma News Tribune

Please respond with normal 5 day response. Curtis will work with you in Monday regarding the follow response.

Thank you,

Debbie

Debbie Leighton  
Executive Director of Human Resources  
Auburn School District No. 408

Begin forwarded message:

**From:** "Alonzo, Vicki" <[valonzo@auburn.wednet.edu](mailto:valonzo@auburn.wednet.edu)>  
**Date:** January 23, 2015 at 10:29:54 AM PST  
**To:** "Cummings, Tim" <[tcummings@auburn.wednet.edu](mailto:tcummings@auburn.wednet.edu)>, "Leighton, Debbie" <[dleighton@auburn.wednet.edu](mailto:dleighton@auburn.wednet.edu)>  
**Cc:** "Herren, Kip" <[kherren@auburn.wednet.edu](mailto:kherren@auburn.wednet.edu)>  
**Subject:** FW: Public records request from Tacoma News Tribune

Kip asked me to forward this to you.

**From:** Cafazzo, Debbie [<mailto:debbie.cafazzo@thenewstribune.com>]  
**Sent:** Friday, January 23, 2015 10:22 AM  
**To:** Alonzo, Vicki; Herren, Kip  
**Subject:** Public records request from Tacoma News Tribune

I am making this request under Washington state's open public records laws.

I am requesting a copy of any disclosable school district personnel records or performance evaluations related to Eric Christopher Spry.

In compliance with the state Public Records Act, you must respond to this request within 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 possible, I would prefer that as many records as are available in electronic or digital form be provided in that format.

Please be advised that I am prepared to pursue whatever legal remedy necessary to obtain access to the requested records.

Please notify me in advance if the cost for obtaining these records will exceed \$50.

Thank you.

Debbie Cafazzo

Education Reporter

The News Tribune

1950 S. State St.

Tacoma WA 98405

253-597-8635

[debbie.cafazzo@thenewstribune.com](mailto:debbie.cafazzo@thenewstribune.com)

[@DebbieCafazzo](#)



COPY

January 27, 2015

Ms. Debbie Cafazzo  
The News Tribune  
1950 South State Street  
Tacoma, Washington 98405

Dear Ms. Cafazzo,

The District is in receipt of your request for personnel records and performance evaluations related to Eric Christopher Spry dated January 20. Please be advised that the employee in question only worked for the District for 21 days and was released to pursue a position in another District. As a result, there are no performance evaluation documents, investigatory records or other records responsive to your request. The District does have application information for the employee and is withholding this information pursuant to RCW 42.56.230(2). **"Personal information in files maintained for employees, appointees, or elected officials of any public agency [are exempt from disclosure] to the extent that disclosure would violate their right to privacy". RCW 42.56.230(2).** Statutes also exempt particular items potentially in a public employee's personnel files such as applications for public employment, resumes, and related material, and home and family information of employees RCW 42.56.250(2) and (3). The District is withholding these records.

The District does not have any non-exempt materials that are responsive to your request. Please contact me if you have any questions,

Sincerely,

Tim Cummings  
Associate Superintendent of Human Resources

TC/ds



COPY

March 12, 2015

Catherine Elliott  
King County Department of Public Defense  
Society of Counsel Representing Accused Persons  
1401 East Jefferson Street, Suite 200  
Seattle, Washington 98122

Dear Ms. Elliott:

The purpose of this letter is to acknowledge Auburn School District's receipt of your public records request on March 11. Attached is the information that you requested regarding incidents and keep separate records pertaining to [REDACTED]

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



"Equal Justice Under the Law"

**King County - Department of Public Defense  
Society of Counsel Representing Accused Persons**

**Seattle**

1401 East Jefferson Street, Suite 200  
Seattle, Washington 98122  
(206) 322-8400 \$Fax (206) 726-3170

**Kent**

420 West Harrison Street, Suite 101  
Kent, Washington 98032  
(253) 852-9460 \$Fax (253) 852-9686

March 11, 2015

Principal Richard Zimmerman  
Auburn High School  
711 East Main Street  
Auburn, WA. 98002

Re: Request for Public Records

Dear Mr. Zimmerman,

I am making a request under the Washington State Public Records Act, RCW 42.17, for a copy of the following records:

1. Any and all reports pertaining to school incidents between [REDACTED]  
[REDACTED]
2. Any and all records pertaining to "keep separate" order among the children [REDACTED]  
[REDACTED]; and or their fathers [REDACTED]


The records are requested for a non-commercial use. As is required by law, please respond to this request within five working days.

If you have the requested records in digital form, please inform me so we can determine whether production in that format is more convenient for both of us.

Please mail the records to me at the Kent address listed at the top of this letter or notify me at 253/852-9460, extension 7751, so that I can arrange for someone to pick them up. Please note we are a public defender agency representing indigent clients. In the past, our office has had costs for these records waived. If you can extend this courtesy to us, we would appreciate it. If that is not possible, please contact me at (253) 852-9460 extension 7751 before any costs are incurred.

Thank you for your prompt attention in this matter. If you have any questions, please call me or feel free to contact me via email at [Catherine.Elliott@kingcounty.gov](mailto:Catherine.Elliott@kingcounty.gov).

Sincerely,

 38244

CATHERINE ELLIOTT  
Attorney at Law

# AUBURN HIGH SCHOOL

800 Fourth Street Northeast  
Auburn, Washington 98002-5018

Telephone (253) 931-4880

Fax (253) 931-4701

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## IN-SCHOOL SEPARATION ORDER

It is hereby ordered that [REDACTED] and [REDACTED], are to have no contact with each other. They are to have absolutely no physical or verbal contact at any time at Auburn High School; specifically class time or on the school bus, and all bus stops and bus zones:

The restriction includes school time, before and after school on school property, school activities, field trips and other events associated with the school, which may occur away from school.

When passing in the hall, the students are expected to stay on their side of the hall and avoid blocking the way of the other student. When eating in the lunchroom, the students are expected to sit at different tables. The students are expected to avoid engaging in the same activities at lunchtime. That means if one student is engaged in a game or activity, the other student will not join the activity. This order covers all phone contact, email, and text messaging and social media (like Facebook, etc.) options.

Alleged violations are to be reported immediately to the Assistant Principals, Mr. Lee, Mrs. Grimm, Mrs. Kilga, Mrs. Jordison, or Principal Zimmerman. An administrator will investigate the allegation and make a determination.

Staff members with a legitimate educational interest will be notified of this order to help assure that the order is adhered to.

*Violations of this separation order will result in the following consequences or may be altered based on the severity of the violation:*

**First Violation:** Progressive Discipline

**Second Violation:** Progressive Discipline

**Third Violation:** Progressive Discipline

Signed \_\_\_\_\_

*Adina Kilga*

Principal

Signed \_\_\_\_\_

Students

Date \_\_\_\_\_

*9/3/14*

# AUBURN HIGH SCHOOL

800 Fourth Street Northeast  
Auburn, Washington 98002-5018

Telephone (253) 931-4880

Fax (253) 931-4701

---

---

## IN-SCHOOL SEPARATION ORDER

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First Violation: Progressive Discipline

Second Violation: Progressive Discipline

Third Violation: Progressive Discipline

Signed \_\_\_\_\_

*[Signature]*

Principal or Assistant Principal

Signed \_\_\_\_\_

[REDACTED]

Students

Date \_\_\_\_\_

*9/3/14*

# AUBURN HIGH SCHOOL

800 Fourth Street Northeast  
Auburn, Washington 98002-5018

Telephone (253) 931-4880

Fax (253) 931-4701

---

## IN-SCHOOL SEPARATION ORDER

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Staff members with a legitimate educational interest will be notified of this order to help assure that the order is adhered to.

*Violations of this separation order will result in the following consequences or may be altered based on the severity of the violation:*

**First Violation: Progressive Discipline**

**Second Violation: Progressive Discipline**

**Third Violation: Progressive Discipline**

Signed

*Dekana Kilga*

Principal or Assistant Principal

Signe

[REDACTED]

Students

Date

*9, 4/14*

# AUBURN HIGH SCHOOL

800 Fourth Street Northeast  
Auburn, Washington 98002-5018

Telephone (253) 931-4880

Fax (253) 931-4701

---

## IN-SCHOOL SEPARATION ORDER

It is hereby ordered that [REDACTED] and [REDACTED] are to have no contact with each other. They are to have **absolutely no physical or verbal contact** at any time at Auburn High School; specifically class time or on the school bus, and all bus stops and bus zones:

The restriction includes school time, before and after school on school property, school activities, field trips and other events associated with the school, which may occur away from school.

When passing in the hall, the students are expected to stay on their side of the hall and avoid blocking the way of the other student. When eating in the lunchroom, the students are expected to sit at different tables. The students are expected to avoid engaging in the same activities at lunchtime. That means if one student is engaged in a game or activity, the other student will not join the activity. This order covers all phone contact, email, and text messaging and social media (like Facebook, etc.) options.

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Staff members with a legitimate educational interest will be notified of this order to help assure that the order is adhered to.

*Violations of this separation order will result in the following consequences or may be altered based on the severity of the violation:*

First Violation: Progressive Discipline

Second Violation: Progressive Discipline

Third Violation: Progressive Discipline

Signed \_\_\_\_\_

*John Lee*

Principal or Assistant Principal

Signed \_\_\_\_\_

[REDACTED]

Date \_\_\_\_\_

9/4/14

Year	Date	Time	Inc Nbr	Off	Description	Behavior State Type	Beh Sev	Sev Ovr	Weapons State Type	Off/R
2014-15	11/25/2014	12:00 am	211084	NON	NONCOMPLIANCE	09 - Other	1	No		Offense

Expand All Collapse All

**Details History**

Comments: [REDACTED] told that a student wanted to fight him and he responded, "I will beat his fat ass."

**Action Summary Add**

	Ord Date	Description	Actn Sts	Susp Type	P-N	Total Time	Time Served	Points
Edit Delete History	11/25/2014	S2 2 DAY SUSPENSIO	Served	Out of School	No	2.00 Days	2.00 Days	0.00

**Victims Add**

No Offense Victim records exist.

**Attachments Maintain**

No attachments currently exist for this offense.

12/1/14

At approximately 8:50, [REDACTED]  
entered AHS at the front of  
the building. [REDACTED] reports  
seeing [REDACTED] [REDACTED] with another  
student & hearing him say, "That's  
Mitchell's brother." [REDACTED] believes  
he heard [REDACTED] call him a  
fatass & that he had kicked  
his ass three times.

12/1/14

[REDACTED] explaining that his  
grandma went shopping + got  
arrested - but then said he  
was kidding. -

March 27, 2015

RECEIVED  
MAR 30 2015  
HUMAN RESOURCES

Jamey Kirkes  
PO BOX 98730  
Seattle, WA. 98198  
(747) 666-7017  
[jamey@kirkes.com](mailto:jamey@kirkes.com)

Mr. Tim Cummings  
Public Records Officer  
Auburn School District  
James P. Fugate Administration  
915 Fourth Street NE  
Auburn, WA 98002

VIA EMAIL AND PRIORITY US MAIL

**RE: REQUEST FOR INFORMATION – IDENTITY OF AUBURN HIGH SCHOOL  
STAFF EMPLOYEE REFERENCED ON TWITTER.COM**

Dear Mr. Cummings,

I request the following public information under RCW 42.56:

The name, staff position/title, contact information, as well as the name and contact information of the immediate supervisor of the individual depicted in the attached photographs obtained from the online service twitter.com:

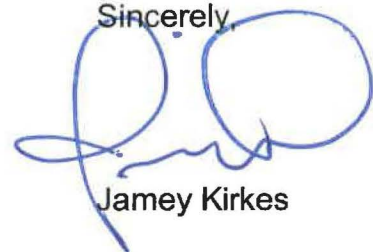
**One caucasian male, approximately 55-65 years of age, bald with trimmed goatee, wearing glasses, holding a red pen in what appears to be a classroom, and wearing a green Auburn High School Titans STAFF polo shirt.**

The online caption of the photograph states:

**“@bayyhenry when bae won't send nudes”**

I would prefer that these records be produced in electronic format, and emailed to the email address listed above if possible. This request is not for profit. Thank you.

Sincerely,

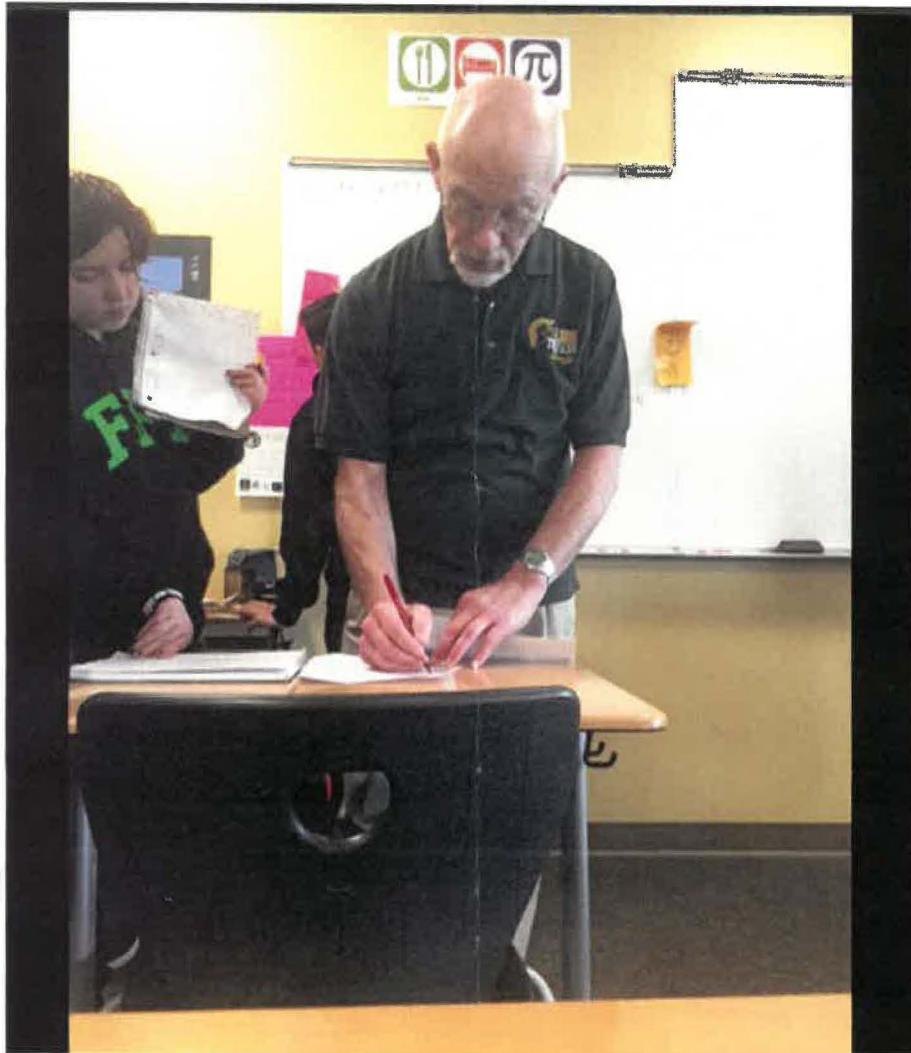


Jamey Kirkes

<https://twitter.com/bayyhenry>

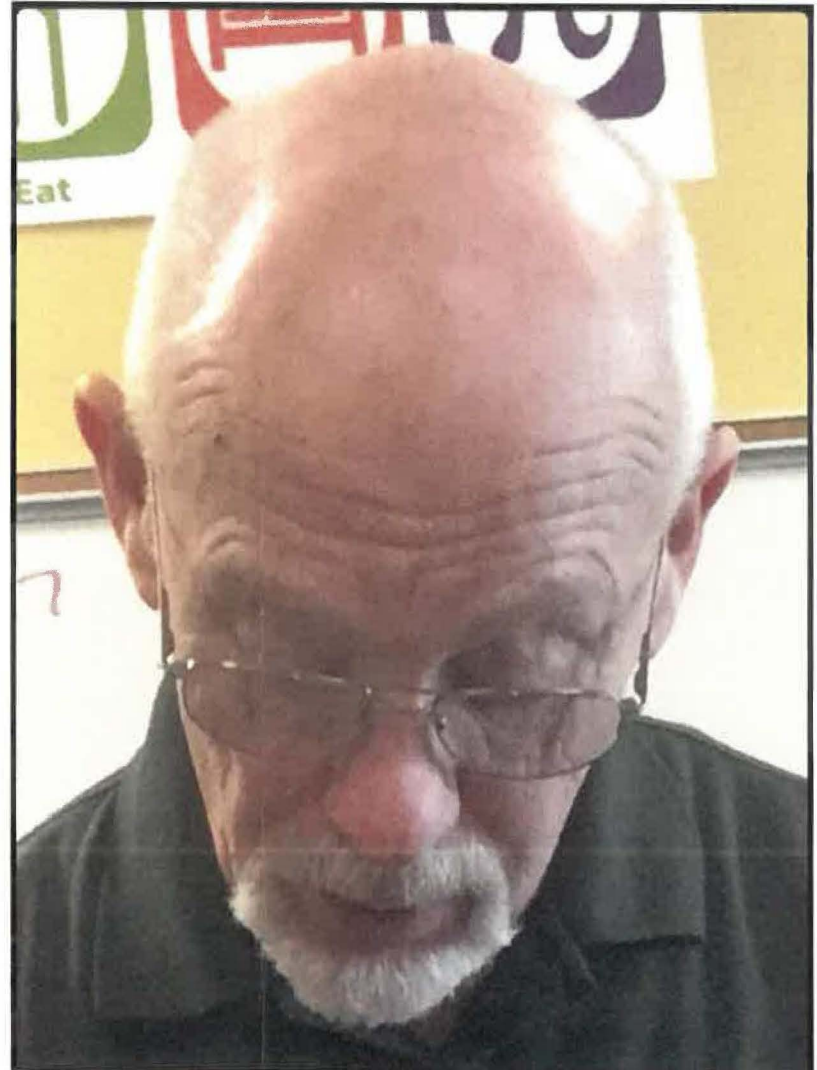


03/27/2015



Mariah Valles

@bayyhenry



Mariah Valles

@bayyhenry when bae won't send nudes



Search Twitter



Have an account? Log in

# vell heah



TWEETS  
2,039

FOLLOWING  
218

FOLLOWERS  
268

FAVORITES  
1,619

[Follow](#)

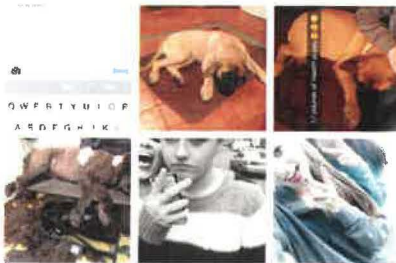
**bay**

@bayyhenry

AHS • \* sc(bay\_henry)

[Instagram.com/bay\\_henry](https://www.instagram.com/bay_henry)

[39 Photos and videos](#)



Tweets

Tweets & replies

Photos & videos

bay retweeted



**Mariah Valles** @MariahValles · 3h

@bayyhenry when bae won't send nudes



1

★ 1



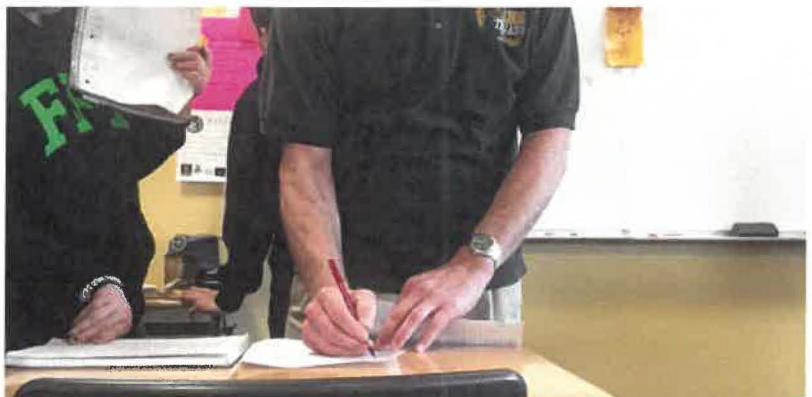
[View more photos and videos](#)

bay retweeted



**Mariah Valles** @MariahValles · 3h

@bayyhenry





COPY

April 2, 2015

Mr. Jamey Kirkes  
Post Office Box 98730  
Seattle, Washington 98198

Dear Mr. Kirkes

The purpose of this letter is to respond to your public information request dated March 27, 2015. The teacher's name is Keith Rodman and he is a teacher at Auburn Senior High School. Mr. Rodman's supervisor is Richard Zimmerman, principal at Auburn Senior High School. You can contact them at (253) 931-4880.

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 30, 2015

Mr. Jamey Kirkes  
Post Office Box 98730  
Seattle, Washington 98198

Dear Mr. Kirkes

The purpose of this letter is to acknowledge Auburn School District's receipt of your public information request dated March 27, 2015. Pursuant to RCW 42.56.520, the District estimates that it will be able to provide you with information 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:** Herren, Kip  
**Sent:** Monday, June 01, 2015 1:34 PM  
**To:** Leonard, Curtis; Cummings, Tim; Leighton, Debbie  
**Cc:** Strand, Debbie  
**Subject:** Fwd: RCW 42.56 et. seq., Request for Public Records

*NO  
document  
response to  
this request*

Note the public records request.  
Please respond as soon as possible.  
Thanks,  
Kip

*Gary Van Hek*

Sent from my iPhone

Begin forwarded message:

**From:** "Roger E. Lenk" <[rlenk@charter.net](mailto:rlenk@charter.net)>  
**Date:** May 31, 2015 at 1:53:47 PM PDT  
**To:** "Roger E. Lenk" <[rlenk@charter.net](mailto:rlenk@charter.net)>  
**Subject:** RCW 42.56 et. seq., Request for Public Records

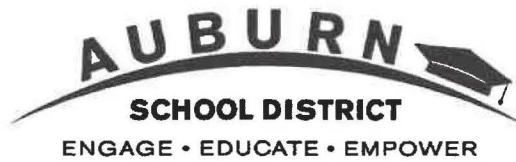
Please produce records responsive to the following request for the period March 14, 2005 to present:

1. Any and all original emails, instant messages and text messages to or from William Pennell, Sandra Hill and/or Columbia Research and Education Associates
2. Any and all correspondence with William Pennell, Sandra Hill and/or Columbia Research and Education Associates.
3. Any and all contracts with William Pennell, Sandra Hill and/or Columbia Research and Education Associates.

All emails in original format, with original attachments, with all original meta-data, contained within a single electronic Microsoft .pst (Personal Storage Table) format folder and file. All other records in electronic format. Please produce via emailed URL link or via File Transfer Protocol (FTP).

Thank you in advance for your assistance.

**Roger Erich Lenk**  
**1817 N. Road 76**  
**Pasco, Washington 99301**  
**(509) 542-0489**  
**[rlenk@charter.net](mailto:rlenk@charter.net)**



June 2, 2015

Mr. Roger Erich Lenk  
1817 North Road 76  
Pasco, Washington 99301

Dear Mr. Lenk:

This letter is in response to your Public Records Request that we received June 1, 2015. This request was regarding emails, messages, correspondence, and contracts regarding William Pennell, Sandra Hill, and/or Columbia Research and Education Associates.

Please be advised that our District has no documents responsive to your request.

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



October 1, 2015

City of Pacific  
Detective David Newton  
133 3<sup>rd</sup> Avenue Southeast  
Pacific, Washington 98047

[dnewton@ci.pacific.wa.us](mailto:dnewton@ci.pacific.wa.us)

Dear Detective Newton:

The purpose of this letter is to acknowledge Auburn School District's receipt of your public records request that was received on September 30. 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,

Chris Callaham  
Director of Human Resources

ds



133 3rd Ave. S.E.  
Pacific WA 98047

**CITY OF PACIFIC**  
POLICE DEPARTMENT

**DAVID NEWTON**  
Detective

Business: (253) 929-1130  
Fax: (253) 929-1194  
dnewton@ci.pacific.wa.us

133 Third Avenue S.E.  
Pacific, WA 98047  
Phone: (253) 929-1130  
Fax: (253) 929-1194  
pacpd@ci.pacific.wa.us

Dear Sir/ Ma'am:

09/30/15

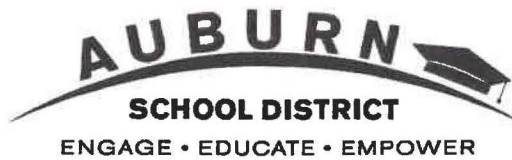
I am currently conducting an investigation under Pacific Police Department Case 15-0825. The investigation was initiated by an email sent from a Mr. Dave Farrens to Mr. Dave Halford, Principal at Auburn Riverside High School.

As part of completing this investigation, I am requesting a copy of the email which I was told was sent on the evening of 09/24/15.

I appreciate your time and cooperation in this matter.

Respectfully,

Detective D. Newton  
Pacific Police Department  
133 3<sup>rd</sup> Ave SE  
Pacific, WA 98047  
253.929.1130



October 12, 2015

COPY

City of Pacific  
Detective David Newton  
133 3<sup>rd</sup> Avenue Southeast  
Pacific, Washington 98047

Dear Detective Newton:

Enclosed is the information you requested per your letter dated September 30, 2015. If you have questions regarding this information, please feel free to call me at (253) 931-4918.

Sincerely,

Chris Callaham  
Director of Human Resources

ds

Callaham, Christine

---

**From:** Halford, Dave  
**Sent:** Friday, October 02, 2015 9:01 AM  
**To:** Callaham, Christine  
**Subject:** FW: [REDACTED]

Chris,

Here is the requested email.

Dave

**From:** David Farrens [mailto:daveslife1101@hotmail.com]  
**Sent:** Thursday, September 24, 2015 5:23 PM  
**To:** Halford, Dave  
**Subject:** RE: [REDACTED]

One last thing, I was a roommate if the family for about two years, his sister [REDACTED] just started at Riverside, she is a sweet kid, she is fragile, she last I knew does not do drugs, .... She needs to be kept an eye on, because she misses a lot of school and she needs a counselor. I know you probably don't want to read this but I'm in limbo, on February 23 this year, I caught her giving her stepfather oral sex I told the police in Pacific but so far nothing has been done she and her mother are in denial about this. I myself am seeking counseling to be right in my head, I have the sight of this burned in my eyes and head. So if she starts missing school you might want to have someone-a counselor look into what is going maybe talk with her. Again I wish to remain anonymous.....

Sent from my Windows Phone

---

**From:** Halford, Dave  
**Sent:** 9/24/2015 9:25 AM  
**To:** 'David Farrens'  
**Subject:** RE: [REDACTED]

David,

Thank you for the information. We will keep watch and you will remain anonymous. If you have further information on a day that he has the described material in his possession, please feel free to let me know.

Thanks,

David Halford, Principal

**From:** David Farrens [mailto:daveslife1101@hotmail.com]  
**Sent:** Wednesday, September 23, 2015 3:51 PM  
**To:** Halford, Dave  
**Subject:** [REDACTED]

I wish to remain anonymous, [REDACTED] carries drugs and paraphernalia in his backpack he needs to be kept an eye on I know he does last I knew he was selling marijuana in the summer before school started. Again I wish to remain

anonymous  
Sent from my Windows Phone

## Callaham, Christine

---

**From:** Halford, Dave  
**Sent:** Friday, October 02, 2015 9:01 AM  
**To:** Callaham, Christine  
**Subject:** FW: [REDACTED]

ORIGINAL

Chris,

Here is the requested email.

Dave

---

**From:** David Farrens [<mailto:daveslife1101@hotmail.com>]  
**Sent:** Thursday, September 24, 2015 5:23 PM  
**To:** Halford, Dave  
**Subject:** RE: [REDACTED]

One last thing, I was a roommate if the family for about two years, his sister [REDACTED] just started at Riverside, she is a sweet kid, she is fragile, she last I knew does not do drugs, .... She needs to be kept an eye on, because she misses a lot if school and she needs a counselor. I know you probably don't want to read this but I'm in limbo, on February 23 this year, I caught her giving her stepfather oral sex I told the police in Pacific but so far nothing has been done she and her mother are in denial about this. I myself am seeking counseling to be right in my head, I have the sight of this burned in my eyes and head. So if she starts missing school you might want to have someone-a counselor look into what is going on maybe talk with her. Again I wish to remain anonymous.....

Sent from my Windows Phone

---

**From:** [Halford, Dave](#)  
**Sent:** 9/24/2015 9:25 AM  
**To:** 'David Farrens'  
**Subject:** RE: [REDACTED]

David,

Thank you for the information. We will keep watch and you will remain anonymous. If you have further information on a day that he has the described material in his possession, please feel free to let me know.

Thanks,

David Halford, Principal

---

**From:** David Farrens [<mailto:daveslife1101@hotmail.com>]  
**Sent:** Wednesday, September 23, 2015 3:51 PM  
**To:** Halford, Dave  
**Subject:** [REDACTED]

I wish to remain anonymous, [REDACTED] carries drugs and paraphernalia in his backpack he needs to be kept an eye on I know he does last I knew he was selling marijuana in the summer before school started. Again I wish to remain

anonymous  
Sent from my Windows Phone



October 1, 2015

City of Pacific  
Detective David Newton  
133 3<sup>rd</sup> Avenue Southeast  
Pacific, Washington 98047

dnewton@ci.pacific.wa.us

Dear Detective Newton:

The purpose of this letter is to acknowledge Auburn School District's receipt of your public records request that was received on September 30. 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,

Chris Callaham  
Director of Human Resources

ds



133 3rd Ave. S.E.  
Pacific WA 98047

**CITY OF PACIFIC**  
POLICE DEPARTMENT

**DAVID NEWTON**  
Detective

Business: (253) 929-1130  
Fax: (253) 929-1194  
dnewton@ci.pacific.wa.us

133 Third Avenue S.E.  
Pacific, WA 98047  
Phone: (253) 929-1130  
Fax: (253) 929-1194  
pacpd@ci.pacific.wa.us

Dear Sir/ Ma'am:

09/30/15

I am currently conducting an investigation under Pacific Police Department Case 15-0825. The investigation was initiated by an email sent from a Mr. Dave Farrens to Mr. Dave Halford, Principal at Auburn Riverside High School.

As part of completing this investigation, I am requesting a copy of the email which I was told was sent on the evening of 09/24/15.

I appreciate your time and cooperation in this matter.

Respectfully,

Detective D. Newton  
Pacific Police Department  
133 3<sup>rd</sup> Ave SE  
Pacific, WA 98047  
253.929.1130



November 17, 2015

Ms. Vanessa Torres Hernandez  
American Civil Liberties Union of Washington Foundation  
901 5<sup>th</sup> Avenue, Suite 630  
Seattle, WA 98164

COPY

Dear Ms. Torres Hernandez:

The purpose of this letter is to respond to your request regarding agreements between the Auburn School District and our security staff, as well as other training and guidelines for our resource officers and school security.

Our school resource officers are commissioned police officers through the City of Auburn. They receive the required training as all commissioned officers through the City of Auburn. Our resource officers are not a part of any bargaining group agreement.

Our school security staff are part of our Professional and Technical Employees Agreement. Our school security and our school resource officers participate in a quarterly meeting with WSSO (Washington School Safety Organization). They also attend a three day training each summer with WSSO.

Enclosed is a copy of the Professional and Technical Employees Agreement, some materials regarding the WSSO, and copies of policy/procedures.

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

Sincerely,

Debbie Leighton  
Assistant Superintendent of Human Resources

ds  
Enclosures

**Auburn School District No. 408  
Auburn, Washington**

**AGREEMENT BETWEEN  
AUBURN SCHOOL DISTRICT NO. 408  
AND  
PROFESSIONAL AND TECHNICAL EMPLOYEES**

**Effective September 1, 2015**

**1. GENERAL PROVISION**

The Agreement will be for the period of September 1, 2015 through August 31, 2018.

**2. RECOGNITION AND RESPONSIBILITIES**

The Board recognizes the Professional and Technical Association as the exclusive representative of all professional and technical employees serving in a full- **or part-time** capacity in the district. All other persons, including those performing the duties of office, secretarial, clerical, word processing, bookkeeping, aides, attendants, maintenance, trades, food service, warehouse, bus drivers, mechanics, and custodians (including temporary casual personnel) are specifically excluded from representation by the Association by this reference. All human resources professional technical employees are excluded from the bargaining unit.

**3. RIGHTS OF THE EMPLOYER**

It is the intention of the parties hereto that all rights, powers, prerogatives, duties, and authority which said Board now has or had prior to the signing of this Agreement are retained by the Board, except for those which are specifically set forth in the Agreement, and such abridgments or modifications are to be strictly construed.

**4. DISCRIMINATION AND AFFIRMATIVE ACTION**

Neither the District nor the Association will illegally discriminate against any employee subject to this Agreement 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 use of a trained dog guide or service animal; the presence of any sensory, mental, or physical disability** with respect to a position, the duties of which may be performed efficiently by an individual without danger to the health or safety of the handicapped person or others.

**5. HOURS OF WORK (DAY/WEEK, LUNCH, OVERTIME, SUMMER WORK SCHEDULE)**

The regular workweek shall consist of five (5) consecutive days, Monday through Friday, followed by two (2) consecutive days of rest, Saturday and Sunday; provided, however, the District may assign an employee to a workweek of any five (5) consecutive days which are followed by two (2) consecutive days of rest.

Each employee shall be assigned to a definite and regular starting time and ending time and work week. This work week will not be changed without prior notice to the employee of five (5) calendar days; provided, however, this notice may be waived by the employee.

An employee whose starting and ending times and/or workweek is changed outside an emergency shall be paid \$600 stipend in one lump sum on their first payroll warrant following the change in shift.

An emergency cannot extend beyond twenty (20) consecutive days without review by a designee of the Superintendent's Cabinet with a written response to the Professional and Technical Employees group within five (5) days.

This stipend will be an annual stipend until such time that said employee returns to their regular and definite shift and/or work week for which they were hired.

#### Lunch

An employee required to work through their regular lunch periods will be given time to eat at a time agreed upon by the employee and supervisor. In the event the District requires an employee to forego a lunch period and the employee works the entire shift, including the lunch period, the employee shall be compensated for the foregone lunch period at overtime rates.

#### Overtime

In the assignment of overtime, the District agrees to provide hourly employees with as much notice as is practicable under the circumstances. No overtime assignment will be made unless the employee is contacted directly and agrees.

An hourly employee who requests compensatory time in lieu of overtime pay and is granted the right to take compensatory time by the District, will receive their compensatory time at one and one-half (1½) times their hourly rate of pay. The District shall maintain the right to cash out the hourly employee's compensatory time at one and one-half (1½) times their regularly hourly rate of pay. Compensatory time may accrued up to a maximum of two (2) weeks per school year, but in no case exceed four (4) weeks total. **Any compensatory time not taken will be paid on a bi-annual basis in the months of February and August.**

All hours compensated in excess of forty (40) hours per week will be compensated at a rate of one and one-half (1½) times the hourly employee's base rate.

All hours worked on the sixth (6th) consecutive day shall be compensated at a rate of one and one-half (1½) times the hourly employee's base rate.

All hours worked on the seventh (7th) consecutive day will be compensated at two (2) times the hourly employee's base rate.

Hourly employees requested by their supervisors to return to work after the completion of the regular workday or workweek will receive no less than two (2) hours pay at the appropriate rate and, if more than four (4) hours are worked under such circumstances, the hourly employee will receive a minimum of eight (8) hours pay and an appropriate lunch period.

### **Summer Work Schedule**

**During summer break, twelve-month employees, in consultation with their direct supervisor, may change their start times and/or work a four-ten (4 days-10 hours per day) work day beginning with the first full week in July.**

## **6. Technical Directors**

### **Minimum Staffing**

- A. Adequate staffing shall be scheduled for all events. However, all events are required to have a minimum staffing of:
- One Lead Technician  
One Technician (or qualified Student Technician at the ART and TAM Theaters).
  - The Managing Director, together with the Technical Director, will determine the competency and qualifications of the individual student technicians.
  - Qualified student volunteers from the Theater Production class and or qualified volunteers provided by the show's producer may be used to fill any additionally needed positions upon approval of the Managing Director and Technical Director.
- B. If the technical, safety requirements of an event can be adequately met by a single Technician at the Auburn Riverside Theater or Theater at Mountainview, then that event may have limited exemption from the 6.A. in such that it may have a staff of only one Technical Director (or Lead Technician compensated at the Technical Director rate of pay). The Performing Arts Center shall not be exempt from 6.A.
- C. The following events for all three venues shall have limited exemption from 6.A. in such that qualified volunteers from the specific venue's Theater Production class may be used in lieu of minimum staffing as long as a Technical Director or Lead Technician is also present:
- Drama Club Fall Show
  - Drama Club Musical
  - Drama Club Spring Show

D. The following events for all three venues shall have limited exemption from 6.A. in such that qualified volunteers from the specific venue's Theater Production class may be used in lieu of minimum staffing as long as that class's teacher of record is also present:

- Children's Theater
- Acting Classes

#### Scope of Work

The above section, 6.A., shall apply to any event that requires the use of both the venue and its equipment (fly systems, sound and light equipment, staging) including the setup, running, and tear down of an event.

#### Meals

For non-district shows, if a meal break is not called at, or by, the end of the fifth (5<sup>th</sup>) hour of work, compensation of one and one-half (1.5x) times the prevailing rate at the beginning of each hour must be paid until a meal break is called.

### 7. VACATION

All vacations must be approved by the immediate supervisor.

An employee hired during the year will be entitled to the number of vacation days based on the maximum allowable and computed in direct relationship to the number of working days in the year, rounded to the nearest one-half (1/2) day. Salary deduction for absence in excess of the employee's accumulated vacation leave will be computed in direct relationship to the maximum of straight-time hours/days in the employee work year rounded to the nearest half day.

Employees working less than 12 months shall continue to have their vacation allotment calculated as per in addition to base pay. Twelve-month employees may accumulate unused vacation days but any amount of total vacation days exceeding thirty (30) days shall be deemed forfeited as of August 31 each year. Upon retirement from the district, 12-month employees may cash out up to a maximum of thirty (30) unused vacation days provided that in no event may employees cash out leave or accept other compensation of any sort that would result in a violation of law or that will expose the district to liability, including but not limited to, liability for excess compensation payments as defined in RCW 41.50.150 as it now exists or is hereafter amended or recodified. Any unused vacation days exceeding the limit set forth herein or which are unused by the date of separation of service from the district shall be deemed forfeited.

Personnel will be entitled to twenty (20) days of vacation annually.

## 8. HOLIDAYS

Pay will be received for the following:

Day before New Years' Day  
New Years' Day  
Martin Luther King Day  
Presidents' Day  
Memorial Day  
Independence Day

Labor Day  
Veterans Day  
Thanksgiving Day  
Day after Thanksgiving Day  
Day before Christmas Day  
Christmas Day

When any of the above holidays fall on Saturday, Sunday, or on a day in which school is in session, an equivalent day will be given at the convenience of the district.

## 9. SICK LEAVE

**Professional and technical** employees will receive twelve (12) sick leave days annually, which are cumulative in accordance with the Washington State attendance incentive program.

An employee hired during the year will be entitled to the number of days based on the maximum allowable and computed in direct relationship to the number of working days in the year, rounded to the nearest one-half (1/2) day. Salary deduction for absences in excess of the employee's accumulated sick leave will be computed in direct relationship to the maximum of straight-time hours/days in the employee work year rounded to the nearest half day. Sick leave may be accumulated up to the employee's FTE allocation per year to the number of days employed.

The employee must report an absence as soon as known and no later than one (1) hour prior to the beginning of the work day, if possible.

Sick leave may be taken by the employee to attend to the illness of a spouse or another person residing in the employee's home.

An employee may use the employee's accrued sick leave to care for a child of the employee or a child under the age of eighteen (18) in the employee's custody with a health condition that requires treatment or supervision.

The employee must **submit, through Employee Access (Time Off), their time off request** to the supervisor within forty-eight (48) hours after returning to work. A **time off request** for five (5) consecutive days or more will **require** a written statement from a physician verifying the dates of the absence and releasing the employee to return to work.

Illness or disabilities caused by, or contributed to, pregnancy, miscarriage, abortion, childbirth, and recovery there from are considered temporary disabilities and will be treated as any other personal illness.

Compensation for accrued, but unused sick leave shall be as provided in Chapter 275 of the Laws of the State of Washington, 1983 Legislative Session, and RCW 28A.58, as amended.

10. ACCUMULATED SICK LEAVE CASHOUT

As now or hereinafter amended by statute, employees may qualify for compensation for accrued but unused sick leave on either an annual basis or at retirement. Under current annual cash-out provisions, employees will be asked to indicate by mid-January whether they wish to petition for compensation for accrued unused sick leave days from the previous year. Days are cashed out on a one-to-four basis of accumulation to maximum of twelve (12) days for full-time employees and compensated in February. Direct questions to the human resources department.

Upon retirement, current statutory provisions allow for compensation for accrued but unused sick leave on a one day per four basis to a maximum of one hundred eighty (180) days accumulation. For the life of this negotiated Agreement, the post retirement medical benefit VEBA III program is in place for retirees. Under this program, the compensation for accrued sick leave is set aside on a pre-tax basis into an account allowing the retiree to pay for medical premiums/expenses.

11. EMERGENCY LEAVE

A maximum of three (3) paid days will be allowed annually for absences owing to suddenly precipitated problems which are of such a nature that preplanning was not possible or could not have relieved the necessity for the employee's absence. The reason for taking personal/confidential leave needs to be divulged only to the superintendent or designee. Such information will be retained as confidential and will not, in and of itself, be the cause for written reprimand or discharge of the employee, unless there is a violation which otherwise constitutes sufficient cause for discharge under the law. Additional emergency leave days may be granted by the superintendent or designee. Such leave shall be deducted from that accumulated pursuant to paragraph 8 above. The employee must submit, **through Employee Access (Time Off), their time off request** within forty-eight (48) hours after returning to work, **indicating the nature of the emergency in the description box.**

12. BEREAVEMENT LEAVE

Bereavement leave is intended to provide time for the employee to attend to the arrangements for and/or attend services of individuals included in A-D of this subsection.

Bereavement leave will be allowed as follows:

- a. Spouse, **domestic partner**, son or stepson, daughter or stepdaughter, **father, mother, parent surrogate, sister, brother**--up to five (5) consecutive days.
- b. **Father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparents, grandchildren**, or other relative who is a member of the employee's household or of whom the employee is the sole support--up to three (3) consecutive days.
- c. Other **non-immediate family or a close, personal friend**--one (1) day per bereavement.

The employee must submit, **through Employee Access (Time Off), their time off request** within forty-eight (48) hours after returning to work **indicating the relationship of the deceased in the description box.**

13. CHILDREARING LEAVE

At the discretion of the District, an employee may be granted non-paid childrearing leave. Leave will commence subsequent to childbirth and at such time as the employee's physician certifies that the employee is physically able to return to normal duties. The intent of such leave will be to permit the employee to remain home with an infant, one year of age or younger, or an adopted child five years or younger for a limited time. Said leave may be cancelled by the district in instances when emergency coverage necessitates the employee to perform the duties and responsibilities of his/her assignment. In the event of such cancellation, efforts will be made to give the employee one week advance notice. At the conclusion of said leave, the employee will be returned to the position which was previously held. Refusal of an employee to accept the position as offered will result in termination. Benefits will be reinstated to the employee at a level consistent with the Agreement then in effect.

14. PERSONAL LEAVE

Employees will be permitted up to **three (3) days annually and may accrue and use up to five (5) days annually if available.** Personal leave will not be used to extend vacation or holiday periods to accommodate travel or for recreational purposes unless approved by the Assistant Superintendent of Human Resources. A limit of four requests per holiday for the bargaining groups and only one request per employee per year. Personal leave is granted in one hour increments with 24 hours notice if possible and the use of said personal leave is at the employee's discretion.

15. LEAVE OF ABSENCE

Upon approval of the Board of Directors, an employee may request a leave of absence not to exceed one work **year.** The employee will be returned to the same or similar position or the next available position for which qualified by experience and/or training. The employee will retain accrued sick leave, vested vacation, and seniority while on leave of absence. However, no sick leave, vacation, or other benefits may be applied or will accrue while the employee is on leave of absence. Approval of any leave of absence will be at the discretion of the superintendent.

16. ATTENDANCE INCENTIVE PROGRAM

An employee must work a minimum of six (6) hours per day in a regular position to be eligible for this program. To be eligible for this award, the employee must be a current employee at the commencement and conclusion of the award period (however, employees who satisfy these requirements but the awards are delayed for administrative reasons shall be considered as current employees; e.g., employees who retire or resign and have completed their calendar year). The award shall not be available to those employees whose separation of employment was for disciplinary or related reasons.

Attendance incentive awards will be given to any eligible employee for the period from September 1 through the end of the employee's school year: Eligibility: Any employee who works six (6) or more hours per day. Any employee who is not absent from work.

Exceptions: Jury Duty, Vacation, and Bereavement shall receive the attendance incentive award in accordance with the table below. Payment shall be made for those eligible on the July pay warrant for 190 day or less employees. Payment shall be made on the September pay warrant for twelve (12) month employees.

Attendance incentive awards shall be distributed in the following amount:

Regular Hours Worked—Less-than-12-month employee and twelve-month-employee amount 6.0-8.0—one (1) semester equals \$250; for two (2) semesters equals \$250, and for the entire year will total \$750. Semester one (1) starts on September 1 and ends six months later, semester two (2) starts the day after that and goes to the end of the employee's contract.

17. LEGAL RESPONSIBILITIES LEAVE

An employee who is called for jury duty or subpoenaed to appear as a witness in a court or administrative proceeding on district business will be entitled to leave with pay for time lost.

18. PROFESSIONAL IMPROVEMENT LEAVE

Leave for professional improvement, which may involve rescheduling of the employee's work time, will be handled on an individual basis by the superintendent or designee.

19. UNPAID LEAVE

Association members who are half-time employees and do not earn vacation hours will be entitled to three (3) days of unpaid leave per school year.

20. DENTAL/MEDICAL/LIFE INSURANCE

Fringe benefits will be that amount of monies legislatively apportioned and received per FTE employee per month for the purpose of dental, vision, life, long-term disability, and medical insurance plans which are officially recognized by the board.

Additionally, the district will make available a fifty thousand (\$50,000) dollar group term life insurance with triple indemnity coverage. This shall be the third mandatory deduction as referenced above.

The district will pay the out-of-pocket costs of one (1) physical every two years for eligible employees, provided that these physicals are not covered by insurance. This provision is intended to pay for CDL physicals for positions that require a CDL as a condition of employment.

Beginning September 1, 2015, each employee will receive insurance premium assistance from the District at the rate of \$80 for each month per FTE (1 FTE = 8 hours) covered by the term of the Agreement.

21. DUES

Membership in the primary state professional organization related specifically to the assignment with the Auburn School District shall be compensated by the District.

## 22. GRIEVANCE PROCEDURES

The purpose of the grievance policy will be to provide a means for the resolution of personnel problems. Members are urged to use the following procedures whenever they feel that school district action has aggrieved them in any manner:

Step 1: Discuss problem with the immediate supervisor within ten (10) days of its occurrence. During this discussion, an attempt will be made to arrive at a mutually satisfactory solution.

Step 2: If a mutually satisfactory solution was not reached at Step 1, the grievant will provide the immediate supervisor with a written statement of the problem within ten (10) days of the meeting. The immediate supervisor will provide a written answer within ten (10) days of receipt of the statement.

Step 3: If the problem has not been resolved at Step 2, the grievant will provide a written statement of the problem stating the resolution desired to the superintendent. The superintendent will provide a written answer within ten (10) days of receipt of the statement.

Step 4: If the problem is not resolved at Step 3, the grievant will provide a written request for a hearing with the board of directors to the president of the board. A hearing will be scheduled within thirty (30) days. The decision of the board will be final.

## 23. DISTRICT RESPONSIBILITY

In cooperating with the Agreement, Section 9, the District acknowledges only that degree of responsibility as specifically set forth and read literally. Additionally, the District accepts no responsibility for the action(s) of any agent or agency in its agreement to cooperate with the employee under this section.

## 24. SALARY SCHEDULE AND PLACEMENT

Individuals will be compensated on a salary schedule which provides: (1) an hourly/base rate which may be adjusted; (2) additional compensation commensurate with advanced training or increased responsibility; and (3) step advancement will be made on September 1, provided one-half (1/2) of the assigned work year has been completed in the assignment by the employee.

Professional technical employees will be placed on the salary schedule at the discretion of the superintendent or designee. When moving from a lower classification to a higher classification, placement will be on a step which provides equivalent or greater monetary compensation. The district shall have the discretion to make column upgrades and pay rate increases as necessary based on supervisor recommendations.

The contract years are for 2015-2018. In year one of this agreement (2015-16), employees shall receive **2% plus COLA**. In year two of this agreement (2016-17), employees shall receive **1.5% plus COLA**. In year three of this agreement (2017-2018), employees shall receive **3.5% plus COLA**.

25. ALLOWANCE FOR CERTIFICATES AND DEGREES

A.

<b>Certification Category</b>	<b>Tier 1 (\$40)</b>	<b>Tier 2 (\$50)</b>	<b>Tier 3 (\$65)</b>
Pupil Transportation	Level 1 certificate	Level 2 certificate	Level 3 certificate
WASBO			CSBA, CSBO, or CSBS
Cisco	N/A	CCNA	CCNP
WAMOA	Level 1 certificate	Level 2 certificate	Level 3 certificate
Microsoft	MOUS certificate	MCP (any specialty)	MCSE
ISP (Institute for Supply Management)		APP (Accredited Purchasing Practitioner)	CPM (Certified Purchasing Manager)
HELP			4-Year Certification Program for HR

B. College degree stipend is limited to the highest degree received.

<b>College Degrees</b>	<b>Amount paid per month</b>
Associate Degree	\$65
Bachelors Degree	\$75
Masters Degree	\$85

A college degree stipend can be combined with a certification stipend for a combined amount of \$100 per month.

CSBS=Certified School Business Specialist  
 CSBO=Certified School Business Official  
 CSBA=Certified School Business Administrator

WAMOA Level 1=Educational Facilities Specialists  
 WAMOA Level 2=Educational Facilities Administrators  
 WAMOA Level 3=Educational Facilities Master

C. Changes to Stipends

The Auburn School District can add certificates to the list of qualifying certificates, increase the amount paid for qualified certificates, and move certificates to a higher "tier." The District must notify the Association of these changes within two weeks.

If sponsoring organization cancels or removes a certificate, the stipend will no longer be paid.

Those certificates requiring renewal will be maintained to keep the stipend.

26. OPTIONAL DAY COMPENSATION

For **network engineers**, a maximum of nine (9) optional days, taken outside the normal work year, will be permitted for the completion of additional duties and responsibilities as assigned by the supervisor. Compensation for such days shall be at the per diem rate. For the purposes of compensation only, the per diem rate shall be calculated as 1/230th of the annual amount. Optional days shall be used on district holidays or weekends only.

27. PROFESSIONAL GROWTH

The District agrees to reimburse each employee up to one thousand (\$1,000) per year for professional growth. Further, said allocation shall be accruable to a maximum of \$3,000.

Frontloaded Tuition Monies: An employee may complete the appropriate form from Human Resources for one-half (1/2) of one year of their tuition reimbursement monies to be frontloaded. The form includes a provision whereby the employee must repay any portion of the front-loaded monies if they do not satisfactorily complete their course work. **The Professional Technical President will assist the District by sending out reminders to their entire membership reminding them of transcript due dates.**

**Employees shall be allowed to request reimbursement to assist in paying off of student loans incurred by the employee. Employees shall also be allowed to use professional growth monies to participate in health and wellness classes not to include gym memberships or weight loss programs.**

28. JOB DESCRIPTION

A job description will be on file and available upon request for each position on this schedule.

29. SALARY COMPLIANCE

Nothing contained in this Agreement, either by application or interpretation, is to be construed so as to in any way cause directly or indirectly the district, its board, officers, employees, or agents to grant compensation or increases thereto in excess of those permitted by law or regulation.

It is the intent of the parties to permit incremental increases in salary only to the extent that compliance laws are not violated and only upon receipt (consistent with state law) of B.E.A. funds for classified salary increase purposes.

In the event of receipt of notice by the District from any governmental unit (legislative, judicial, or executive) which alleges a restriction on compensation paid to those employees covered by this Agreement, or in the event the control salary is exceeded or compliance problems, whether resulting in a penalty or not, develop out of the increases granted in any school year covered by this Agreement, the parties shall meet and discuss issues within ten (10) school district business days of the District's notice to the Association. The parties shall have ten (10) business days in which to exchange information and options on the most desired method of eliminating the compliance problems. Such options may include recapture of funds in excess of the control salary from employees.

In the event the parties fail to mutually select an option by the end of the ten (10) day period, then an option discussed by the parties will be selected by the District to eliminate the problem, yet minimize the impact on previously granted increases to classified group.

Finally, should the legislature appropriate additional classified compensation increases, the parties will meet to discuss how such increases might be accomplished, if and when, during the term of this Agreement the state dollars for such are received by the District.

This Agreement shall not affect determinations made by the District where the upward adjustment for classified employees and other such personnel would be less than \$5,000.

30. REIMBURSEMENT FOR PERSONAL CAR USE

Employees authorized by the superintendent or designee to drive personal automobiles for authorized home visits or from one district building to another, in the course of their regular assignments, will receive a mileage reimbursement at the level (cent per mile) recognized by the Internal Revenue Service. The same reimbursement will be received by employees authorized to use personal automobiles for out-of district travel.

31. Longevity: Beginning with the 20<sup>th</sup> year, employees will be eligible for a stipend of \$300 **added to their hourly wage**; beginning with the 25<sup>th</sup> year, employees will be eligible for a stipend of \$600 **added to their hourly wage**; and beginning with the 30<sup>th</sup> year, employees will be eligible for a stipend of \$900 added to their hourly wage. This will be prorated based upon annual hours compensated for hourly employees.

32. **Network engineers, information technology technicians, and technical directors** will receive an annual Smartphone technology stipend of \$600.00 upon completion of the Smartphone Stipend Agreement with the district each year of the agreement. The agreement requires the signature of the employee and supervisor to activate the stipend and must be returned to Human Resources so that payment processing can occur.

**GO phones will be purchased for use by Transportation dispatchers in the event that they need to accept telephone calls outside of the normal work day.**

33. TERMINATION AND RENEWAL OF THIS AGREEMENT

In consideration of a three-year agreement, the Association and District have mutually agreed to the following salary determinations.

- A. The annual salary for the 2015-16 school year shall be effective September 1, 2015.
- B. The annual salary for the 2016-17 school year shall be effective September 1, 2016.
- C. The annual salary for the 2017-18 school year shall be effective September 1, 2017.
- D. Annual salary schedules for the years 2015-16, 2016-17, and 2017-18 will be distributed to professional and technical employees and classified administrators by September 15 of each year.

BY: /s/  
Tiffany Burt, President

BY: /s/  
Carol Seng, School Board President

BY: /s/  
Debbie Leighton, Executive Director  
of Human Resources



# WASHINGTON

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## SCHOOL SAFETY ORGANIZATION

A combined effort of DARE Officers, School Resource Officers, School Security Officers and Educators

[WSSO Homepage](#)
[Contact Info](#)
[2015 Conference](#)
[Calendar](#)
[Resources](#)

### WASHINGTON SCHOOL SAFETY ORGANIZATION PO BOX 127

**STANWOOD, WA 98292**

Tax ID # 30-0063344

Email: [washingtonschoolsafetyorg@gmail.com](mailto:washingtonschoolsafetyorg@gmail.com)

#### MEET THE BOARD MEMBERS



#### Past-President

Lisa Harrison  
SRO Tukwila PD  
[Lharrison@tukwilawa.gov](mailto:Lharrison@tukwilawa.gov)



#### PRESIDENT

John Guidice  
DARE/SRO Whitman Co.  
Sheriff's  
[JohnG@co.whitman.wa.us](mailto:JohnG@co.whitman.wa.us)

#### Secretary

John Byars  
Muckleshoot SD  
[John.byars@muckleshoottribalschool.org](mailto:John.byars@muckleshoottribalschool.org)



#### Vice-President

Karen Davy  
SRO KCSO -Covington  
[Karen.Davy@KingCounty.gov](mailto:Karen.Davy@KingCounty.gov)

#### 1st Position at Large

Luke Goethals  
SRO Auburn PD  
[Lgoethals@auburnwa.gov](mailto:Lgoethals@auburnwa.gov)



#### Sergeant at Arms

Karin Weihe  
SRO Issaquah PD  
[KarinW@issaquah.wa.us](mailto:KarinW@issaquah.wa.us)



#### 2nd Position at Large

Ken Board  
Pullayup School District  
[BoardKM@pullayup.k12.wa.us](mailto:BoardKM@pullayup.k12.wa.us)



#### Treasurer

Shane Jensen  
SRO Stanwood PD  
Snohomish County Sheriff  
[Shane.jensen@snoco.org](mailto:Shane.jensen@snoco.org)

**A big thanks to those on the  
2013 -2014 school year**

#### **WSSO Board**

All photos by David Remmem

#### 3rd Position at Large

Randy Town  
Education Advisor  
ESD 105  
[Randy.Town@esd105.org](mailto:Randy.Town@esd105.org)





# WASHINGTON

---

## SCHOOL SAFETY ORGANIZATION

A combined effort of DARE Officers, School Resource Officers, School Security Officers and Educators

### **2015 WSSO Training Conference Course Handouts**

Mentorship: Building Greater Safety and Trust

Autism

Human Trafficking

Human Trafficking Victim Dynamics

Michelle Bennett's Anti-Bullying Powerpoint

Marci Scott's Threat Assessment Powerpoint

New Mexico Tech Prevention of Suicide Bomb Incidents

Chuck Lind's Legalities of Social Media

### **2014 WSSO Training Conference Course Handouts**

Mike Graddon's Marijuana Class Handouts

Dr. Rudy Lorber's Threat Assessment Powerpoint



# WASHINGTON

## SCHOOL SAFETY ORGANIZATION

A combined effort of DARE Officers, School Resource Officers, School Security Officers and Educators

[WSSO Homepage](#)

[Contact Info](#)

[2015 Conference](#)

[Calendar](#)

[Resources](#)

### **Youth Services-King County**

KCJPAO 206) 296-9025  
 Spruce Street 206)587-0992  
 CCORS 206)461-3222  
 YouthCare 1-1800-495-7802  
 (Crisis Intervention/Shelter)

### **Youth Services-Spokane County**

SCJPAO (509) 477-4742  
 Crosswalk Teen Center  
 (509) 838-6596  
 Daybreak Youth Resource  
 (509) 624-3227

### **Youth Services-Snohomish County**

SCJPAO 425-388-7800  
 Cocoon House-youth homeless shelter

[Catholic Community Services](#)

[Sno County Youth and Family](#)

## **SCHOOL SAFETY RESOURCES**

### **SCHOOL SECURITY OFFICERS**

[www.dhs.gov/school-safety](http://www.dhs.gov/school-safety)  
[www.schoolsecurity.org](http://www.schoolsecurity.org)  
[www.nrschoolshield.com](http://www.nrschoolshield.com)

### **DRUGS/ALCOHOL**

[Current drug, alcohol, and concealing trends](#)  
[Teen Drug Abuse](#)  
[Lung.org/Children.Teens.and.Tobacco](http://Lung.org/Children.Teens.and.Tobacco)  
[Quitsmoking.community.org](http://Quitsmoking.community.org)  
[Addiction Centers](#)  
[Drug Rehab for Teens](#)  
[Drug Rehab:a guide for Parents](#)

### **Animal Assisted Therapy/Crisis Response**

[HOPE](#)  
[Reading with Rover](#)

### **LAW ENFORCEMENT**

#### **NASRO**

[Title 28A RCW:Common School Provisions](#)  
[Washington State Office of Juvenile Justice\(DSHS\)](#)  
[Office of Juvenile Justice and Delinquency Prevention](#)  
[Washington State Criminal Training Commission](#)

### **Threat Assessment Resources**

[Assoc. Of Threat Assessment Professionals](#)  
[NaBITA Threat Assessment Tool](#)

### **Youth Services - Clark County**

CCJPAO (360) 397-2201  
[Daybreak Youth Resources](#)  
 (360) 750-9635  
[Clark County Family and Youth Services](#)

## PROCEDURE USE OF REASONABLE FORCE

### Definitions:

- A. **Physical force:** Any use of bodily force or physical restriction that substantially immobilizes or reduces the free movement of a student through physical contact.
- B. **Chemical sprays:** The use of chemicals, such as OcSpray or similar chemical weapons to control a student or limit a student's freedom of movement.
- C. **Mechanical restraint:** The use of a mechanical device including, but not limited to metal handcuffs, plastic ties, ankle restraints, leather cuffs, or other hospital-type restraints used to control a student or limit a student's freedom of movement.
- D. **School resource officer:** A commissioned law enforcement officer who provides law enforcement services and may perform other duties for the district, and is assigned by the employing police department or agency to work in collaboration with the district.
- E. **School security officer:** A classified or contracted school district employee other than a school resource officer who provides security services in the district under the direction of a school administrator.
- F. **De-escalation:** The use of strategies to defuse an individual who has lost self control, is non-compliant, or is demonstrating unacceptable behavior. These strategies address behavior that is dangerous, disruptive, or otherwise impedes the learning of a student or others.
- G. **Seclusion:** Confinement of a student alone in an enclosed space from which the student may not leave.
- H. **Less than lethal devices:** Physical or mechanical restraint or chemical sprays that are unlikely to cause permanent physical harm, impairment or death. Examples of less than lethal devices are batons and electrical impulse control devices.
- I. **Bodily injury, physical injury, or bodily harm:** Physical pain or injury, illness, or an impairment of physical condition.
- J. **Substantial bodily harm:** Bodily injury which involves a temporary but substantial disfigurement or which causes a temporary but substantial loss or impairment of the function of any bodily part or organ or which causes a fracture of any bodily part.
- K. **Great bodily harm:** Bodily injury which creates a probability of death or which causes significant serious permanent disfigurement or which causes a significant permanent loss or impairment of the function of any bodily part or organ.

### Use of force continuum:

Whenever possible and practical, the use of force continuum will be followed. District staff must only use the degree of force necessary to protect a student, students, or staff from imminent bodily injury, substantial bodily harm, or great bodily harm.

**A. The generally accepted use of force continuum includes, in order:**

1. Staff/school security officer presence;
2. Verbal/non-verbal communication, de-escalation;
3. Physical interventions;
4. Mechanical restraints;
5. Sprays or electrical devices; and
6. Other reasonable force as authorized by RCW 9A.16.020.

**B. Appropriate use of force:**

1. Physical force may be used to prevent or minimize imminent bodily injury, substantial bodily harm or great bodily harm to self or others, or if de-escalation interventions fail or are inappropriate to protect district property.
2. Mechanical restraint or chemical spray may be used when a student's behavior poses a threat of imminent, substantial or great bodily harm to self or others or will cause significant property damage, but will be used only by personnel trained and authorized by the board to use these tools after de-escalation interventions fail or are inappropriate.
3. Mechanical restraint or chemical spray may be used as needed to obtain possession of a known or reasonably suspected weapon or other dangerous object on a person or within the control of a person.
4. Less than lethal devices may be used only as necessary to prevent substantial bodily harm or loss of life and only by trained personnel who are authorized by the board to use such level of force. RCW 9A.16.020.
5. Consistent with the provisions found in WAC 392-172A-03120, nothing in this policy and procedure precludes the use of reasonable force to control unpredicted spontaneous behavior by a student with an IEP or 504 Plan, when the behavior poses a clear and present danger of serious harm to the student, to another person, or to property or of seriously disrupting the educational process.

**C. Inappropriate use of force:**

1. Physical force, mechanical restraint, or chemical spray will not be used as a form of discipline or punishment;
2. Physical force, mechanical restraint, or chemical spray will not be used as an initial response to destruction of property, school disruption, refusal of the student to comply with school rules, or a staff directive or a verbal threat that does not constitute a threat of imminent bodily injury, unless other forms of de-escalation intervention fail or are inappropriate; and

3. Physical force, mechanical restraints or chemical spray should not be used as an intervention, if the school employee, school resource officer, or school security officer knows that the student has a health condition or physical problem and the condition or problem would be exacerbated by the use of force.

**D. Degree of force:**

1. Force must not be continued if a determination is made by the staff member administering the force that the student is no longer at risk of causing imminent bodily injury to him or herself or others and
2. Force must be administered in such a way so as to prevent or minimize physical harm. If, at any time during the use of force the student demonstrates significant physical distress, the force must be reduced immediately and, if necessary, school staff must take immediate steps to seek medical assistance.

**Monitoring:**

An adult must continually monitor any student when force is used. The monitoring must be conducted by direct observation of the student. Monitoring must include regularly evaluating the student for signs of physical distress.

**Staff training requirements:**

All training will include instruction in positive management of student behavior, cultural sensitivity, effective communication for defusing and de-escalating disruptive or dangerous behavior and safe and appropriate use of force, seclusion, and restraint. Annually, administrators will provide all staff with the district established policy and procedure regarding the use of reasonable force.

**A. Physical force:**

All staff should be informed of de-escalation strategies and proper physical intervention procedures. Appropriate staff and those who are required or reasonably anticipated to provide physical force intervention will be trained in the use of physical force intervention.

**B. Mechanical restraints or chemical spray:**

Only staff trained and authorized to use mechanical restraint or chemical spray procedures will administer it to students. The appropriate personnel will include those staff members who are most likely to be called upon to use mechanical restraint or chemical spray to prevent or address disruptive or dangerous student behavior.

**Reporting requirements:**

**A. Processing the incident:**

Following the release of a student from the use of force, the school will implement follow-up procedures. These procedures will include reviewing the incident with the student to address the behavior that precipitated the use of force, reviewing the incident with the staff person(s) who administered the force to discuss whether proper procedures were followed, and consideration of whether any follow-up is appropriate for students who witnessed the incident.

**B. Incident report:**

Any school employee, school resource officer, or school security officer who uses any chemical spray, mechanical restraint or physical force as defined in this procedure, will immediately inform the building administrator or a designee and within two business days submit a written report of the incident to the district office.

**C. Annual report:**

The building administrator or a designee will maintain a log of all instances of use of force, as defined by this procedure, which will be presented to the superintendent annually. The superintendent will provide an annual report to the board regarding the district's use of force, including identifying the individuals authorized and trained to use chemical spray or mechanical restraint.

**D. Informing parents:**

The principal or a designee will make a reasonable effort to verbally inform the parents, within 24 hours, of the incident and send written notification as soon as practical but postmarked no later than five business days after the use of force. If the language of the parents is other than English, the written use-of-force report will be provided to the parent in the language of the home, if practicable.

**Resolution of concerns about the use of force:**

A student or his/her parent or guardian who has concerns regarding a specific use of force may seek to resolve the concern by using the district's complaint process which is set forth in Policy 4220 Complaints Concerning Staff or Programs.



emailed & Mailed  
11/4/15

Prof Teal  
Agunt

November 4, 2015

Ms. Vanessa Torres Hernandez  
American Civil Liberties Union of Washington Foundation  
901 5<sup>th</sup> Avenue, Suite 630  
Seattle, WA 98164

Dear Ms. Torres Hernandez:

The purpose of this letter is to acknowledge Auburn School District's receipt of your public records request regarding agreements, contracts, or memoranda of understanding between the Auburn School District and any other entity regarding school resource officers or school security as well as any training materials, policies, procedures or guidelines regarding school resource officers or school security. 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 Leighton  
Assistant Superintendent of Human Resources

ds



NOV 03 2015

October 28, 2015

Public Records Officer  
Auburn School District  
915 4<sup>th</sup> St NE  
Auburn, WA 98002

**Re: Request for Public Records**

To Whom It May Concern,

The ACLU of Washington writes pursuant to the Washington Public Records Act (RCW 42.56), to request records reflecting:

- 1) Any agreements, contracts, or memoranda of understanding between the Auburn School District and any other entity regarding school resource officers or school security.
- 2) Any training materials, policies, procedures or guidelines regarding school resource officers or school security.

I understand that any personal identifiable information relating to any student or students shall be redacted.

Please note that the PRA requires a response within five business days. We would prefer to receive documents in electronic format. If you anticipate there will be more than 50 pages of documents, please contact me prior to copying the material. Please feel free to call (206-624-2184) or e-mail me ([vhernandez@aclu-wa.org](mailto:vhernandez@aclu-wa.org)) if you need clarification about the scope of this request.

Sincerely,

Vanessa Torres Hernandez  
Education Equity Director

AMERICAN CIVIL  
LIBERTIES UNION OF  
WASHINGTON  
FOUNDATION  
901 5TH AVENUE, SUITE 630  
SEATTLE, WA 98164  
T/206.624.2184  
WWW.ACLU-WA.ORG

JEAN ROBINSON  
BOARD PRESIDENT

PHILEEN TAYLOR  
EXECUTIVE DIRECTOR



NOV 03 2015

October 28, 2015

Public Records Officer  
Auburn School District  
915 4<sup>th</sup> St NE  
Auburn, WA 98002

**Re: Request for Public Records**

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AMERICAN CIVIL  
LIBERTIES UNION OF  
WASHINGTON  
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901 5TH AVENUE, SUITE 630  
SEATTLE, WA 98164  
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WWW.ACLU-WA.ORG

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- 1) Any agreements, contracts, or memoranda of understanding between the Auburn School District and any other entity regarding school resource officers or school security.
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JEAN ROBINSON  
BOARD PRESIDENT

PHILEEN TAYLOR  
EXECUTIVE DIRECTOR

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Please note that the PRA requires a response within five business days. We would prefer to receive documents in electronic format. If you anticipate there will be more than 50 pages of documents, please contact me prior to copying the material. Please feel free to call (206-624-2184) or e-mail me ([vhernandez@aclu-wa.org](mailto:vhernandez@aclu-wa.org)) if you need clarification about the scope of this request.

Sincerely,

Vanessa Torres Hernandez  
Education Equity Director

## Strand, Debbie

---

**From:** Jaclyn Sehr <jsehr@komotv.com>  
**Sent:** Tuesday, May 10, 2016 2:35 PM  
**To:** Strand, Debbie  
**Subject:** RE: Schutt Vengeance helmet at Auburn Riverside HS is a VTD or DCT model

Okay, thanks for letting me know! I'll try to check with the manufacturer to see if they might know based on the year.  
Thanks again!

---

**From:** Strand, Debbie [mailto:dstrand@auburn.wednet.edu]  
**Sent:** Tuesday, May 10, 2016 2:23 PM  
**To:** Jaclyn Sehr  
**Subject:** FW: Schutt Vengeance helmet at Auburn Riverside HS is a VTD or DCT model  
**Importance:** High

Hi Jackie,  
I received the attached from our Athletic Director, Rob Swaim. They indicate that they don't have the model number of the Schutt Vengeance Helmet.

Please let me know if you need more information.

Thank you!

*Debbie Strand*  
*Administrative Assistant to Debbie Leighton*  
*Assistant Superintendent of Human Resources*  
*Auburn School District*  
*253-931-4932*

***We do not have the model of the Schutt Vengeance Helmet.***

**Rob Swaim, CMAA**  
**Auburn School District**  
**Director of Athletics & Activities**  
**Office #(253) 931-4999**  
**Direct #(253) 887-3925**  
**[rswaim@auburn.wednet.edu](mailto:rswaim@auburn.wednet.edu)**

**From:** Floyd Kuzmick [mailto:fkuzmick@riddellsales.com]  
**Sent:** Saturday, May 07, 2016 8:04 AM  
**To:** Swaim, Rob <[rswaim@auburn.wednet.edu](mailto:rswaim@auburn.wednet.edu)>; Thomas, Bryant <[bthomas@auburn.wednet.edu](mailto:bthomas@auburn.wednet.edu)>  
**Subject:** RE: Schutt Vengeance helmet at Auburn Riverside HS is a VTD or DCT model

Hi Rob and Bryant,

Here is a copy of your helmet aging report for 2016.  
We just note the Vengeance series and not which model it is.  
Maybe the seller could fill you in as to exact model.  
Sorry – I do not have that info.  
Thank You,  
Floyd

---

**From:** Swaim, Rob [<mailto:rswaim@auburn.wednet.edu>]  
**Sent:** Friday, May 06, 2016 4:05 PM  
**To:** Thomas, Bryant  
**Cc:** Floyd Kuzmick  
**Subject:** RE: Schutt Vengeance helmet at Auburn Riverside HS is a VTD or DCT model

***Floyd, please see bellow's question from public records request. What model is the ARHS helmet in question?***

***Thank you***

***Rob Swaim, CMAA  
Auburn School District  
Director of Athletics & Activities  
Office #(253) 931-4999  
Direct #(253) 887-3925  
[rswaim@auburn.wednet.edu](mailto:rswaim@auburn.wednet.edu)***

**From:** Thomas, Bryant  
**Sent:** Friday, May 06, 2016 3:55 PM  
**To:** Swaim, Rob <[rswaim@auburn.wednet.edu](mailto:rswaim@auburn.wednet.edu)>  
**Subject:** Re: Schutt Vengeance helmet at Auburn Riverside HS is a VTD or DCT model

Not a problem but please confirm how I am suppose to know the difference? When we turned in the original info I couldn't tell you. Is there anyway we can get a hold of Floyd and find out from them what type of helmet it is?

Sent from my iPhone

On May 6, 2016, at 9:43 AM, Swaim, Rob <[rswaim@auburn.wednet.edu](mailto:rswaim@auburn.wednet.edu)> wrote:

***Bryant, have you reconditioned helmets been returned from Floyd yet? If so, can you please reply to all with the Schutt Vengeance helmet model VTD or DCT?***

***Thank you***

**From:** Jaclyn Sehr [<mailto:jsehr@komotv.com>]  
**Sent:** Tuesday, January 26, 2016 1:12 PM  
**To:** Strand, Debbie  
**Subject:** RE: Response to Public Records Request

Hi Debbie,

Thanks! Can you please clarify if the Schutt Vengeance helmet at Auburn Riverside HS is a VTD or DCT model? Thanks!

Best,  
Jackie Sehr  
KOMO Investigative Team  
Telephone: 206-404-4289

***Rob Swaim, CMAA***  
***Auburn School District***  
***Director of Athletics & Activities***  
***Office #(253) 931-4999***  
***Direct #(253) 887-3925***  
***[rswaim@auburn.wednet.edu](mailto:rswaim@auburn.wednet.edu)***

**Strand, Debbie**

---

**From:** Strand, Debbie  
**Sent:** Wednesday, March 16, 2016 12:15 PM  
**To:** 'Jaclyn Sehr'  
**Subject:** RE: Response to Public Records Request

RECEIVED

MAR 16 2016

HUMAN RESOURCES

We don't have the helmet back yet....but as soon as we do we will contact you.

Thank you!

*Debbie Strand*  
*Administrative Assistant to Debbie Leighton*  
*Assistant Superintendent of Human Resources*  
*Auburn School District*  
*253-931-4932*

**From:** Jaclyn Sehr [mailto:jsehr@komotv.com]  
**Sent:** Wednesday, March 16, 2016 12:14 PM  
**To:** Strand, Debbie  
**Subject:** RE: Response to Public Records Request

Yes, it was just clarification on the Schutt Vengeance helmet. I believe there are two Vengeance models, the VTD and DCT, and I need to know which one it is. Thanks!

---

**From:** Strand, Debbie [mailto:dstrand@auburn.wednet.edu]  
**Sent:** Wednesday, March 16, 2016 11:43 AM  
**To:** Jaclyn Sehr  
**Subject:** RE: Response to Public Records Request

I believe we are just checking on one specific helmet.....is that correct?

*Debbie Strand*  
*Administrative Assistant to Debbie Leighton*  
*Assistant Superintendent of Human Resources*  
*Auburn School District*  
*253-931-4932*

**From:** Jaclyn Sehr [mailto:jsehr@komotv.com]  
**Sent:** Wednesday, March 16, 2016 11:31 AM  
**To:** Strand, Debbie  
**Subject:** RE: Response to Public Records Request

Hi Debbie,

Just checking in to see what the status is on the reconditioned helmets. Let me know, thanks!

Best,  
Jackie

---

**From:** Strand, Debbie [<mailto:dstrand@auburn.wednet.edu>]  
**Sent:** Wednesday, January 27, 2016 3:41 PM  
**To:** Jaclyn Sehr  
**Subject:** RE: Response to Public Records Request

Will do. I put a reminder on my calendar to check in the spring.

Thank you!

*Debbie Strand*  
*Administrative Assistant to Debbie Leighton*  
*Assistant Superintendent of Human Resources*  
*Auburn School District*  
**253-931-4932**

**From:** Jaclyn Sehr [<mailto:jsehr@komotv.com>]  
**Sent:** Wednesday, January 27, 2016 3:31 PM  
**To:** Strand, Debbie  
**Subject:** RE: Response to Public Records Request

Hi Debbie,

No problem. Please update me when you do have the information. Thanks!

Best,  
Jackie

---

**From:** Strand, Debbie [<mailto:dstrand@auburn.wednet.edu>]  
**Sent:** Wednesday, January 27, 2016 3:26 PM  
**To:** Jaclyn Sehr  
**Subject:** RE: Response to Public Records Request

Hello Jackie,

I just found out that we will not have the details on that helmet until spring. Our helmets are sent off for reconditioning and they won't return until the spring.

Please feel free to call me if you have any questions.

Thanks!

*Debbie Strand*

*Administrative Assistant to Debbie Leighton  
Assistant Superintendent of Human Resources  
Auburn School District  
253-931-4932*

**From:** Jaclyn Sehr [<mailto:jsehr@komotv.com>]  
**Sent:** Tuesday, January 26, 2016 1:12 PM  
**To:** Strand, Debbie  
**Subject:** RE: Response to Public Records Request

Hi Debbie,

Thanks! Can you please clarify if the Schutt Vengeance helmet at Auburn Riverside HS is a VTD or DCT model? Thanks!

Best,  
Jackie Sehr  
KOMO Investigative Team  
Telephone: 206-404-4289

---

**From:** Strand, Debbie [<mailto:dstrand@auburn.wednet.edu>]  
**Sent:** Tuesday, January 26, 2016 11:59 AM  
**To:** Jaclyn Sehr  
**Subject:** Response to Public Records Request

Hello Ms. Sehr,

Attached is the response to your public records request.

Have a great afternoon.

*Debbie Strand  
Administrative Assistant to Debbie Leighton  
Assistant Superintendent of Human Resources  
Auburn School District  
253-931-4932*



## Strand, Debbie

---

**From:** Swaim, Rob  
**Sent:** Wednesday, March 16, 2016 11:58 AM  
**To:** Strand, Debbie  
**Subject:** RE: Response to Public Records Request

***We do not have the helmet back yet.***

***Rob Swaim, CMAA  
Auburn School District  
Director of Athletics & Activities  
Office #(253) 931-4999  
Direct #(253) 887-3925  
[rswaim@auburn.wednet.edu](mailto:rswaim@auburn.wednet.edu)***

**From:** Strand, Debbie  
**Sent:** Wednesday, March 16, 2016 11:53 AM  
**To:** Swaim, Rob <[rswaim@auburn.wednet.edu](mailto:rswaim@auburn.wednet.edu)>  
**Subject:** FW: Response to Public Records Request

Rob,  
Have you heard anything yet about that specific helmet?

Thanks!

***Debbie Strand  
Administrative Assistant to Debbie Leighton  
Assistant Superintendent of Human Resources  
Auburn School District  
253-931-4932***

**From:** Jaclyn Sehr [<mailto:jsehr@komotv.com>]  
**Sent:** Wednesday, March 16, 2016 11:31 AM  
**To:** Strand, Debbie  
**Subject:** RE: Response to Public Records Request

Hi Debbie,

Just checking in to see what the status is on the reconditioned helmets. Let me know, thanks!

Best,  
Jackie

**From:** Strand, Debbie [<mailto:dstrand@auburn.wednet.edu>]  
**Sent:** Wednesday, January 27, 2016 3:41 PM

**To:** Jaclyn Sehr

**Subject:** RE: Response to Public Records Request

Will do. I put a reminder on my calendar to check in the spring.

Thank you!

*Debbie Strand*

*Administrative Assistant to Debbie Leighton*

*Assistant Superintendent of Human Resources*

*Auburn School District*

*253-931-4932*

**From:** Jaclyn Sehr [<mailto:jsehr@komotv.com>]

**Sent:** Wednesday, January 27, 2016 3:31 PM

**To:** Strand, Debbie

**Subject:** RE: Response to Public Records Request

Hi Debbie,

No problem. Please update me when you do have the information. Thanks!

Best,  
ackie

---

**From:** Strand, Debbie [<mailto:dstrand@auburn.wednet.edu>]

**Sent:** Wednesday, January 27, 2016 3:26 PM

**To:** Jaclyn Sehr

**Subject:** RE: Response to Public Records Request

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Please feel free to call me if you have any questions.

Thanks!

*Debbie Strand*

*Administrative Assistant to Debbie Leighton*

*Assistant Superintendent of Human Resources*

*Auburn School District*

*253-931-4932*

**From:** Jaclyn Sehr [<mailto:jsehr@komotv.com>]  
**Sent:** Tuesday, January 26, 2016 1:12 PM  
**To:** Strand, Debbie  
**Subject:** RE: Response to Public Records Request

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Jackie Sehr  
KOMO Investigative Team  
Telephone: 206-404-4289

---

**From:** Strand, Debbie [<mailto:dstrand@auburn.wednet.edu>]  
**Sent:** Tuesday, January 26, 2016 11:59 AM  
**To:** Jaclyn Sehr  
**Subject:** Response to Public Records Request

Hello Ms. Sehr,

Attached is the response to your public records request.

Have a great afternoon.

*Debbie Strand*  
*Administrative Assistant to Debbie Leighton*  
*Assistant Superintendent of Human Resources*  
*Auburn School District*  
*253-931-4932*



Komo/  
Helmets

**Strand, Debbie**

---

**From:** Jaclyn Sehr <jsehr@komotv.com>  
**Sent:** Wednesday, January 27, 2016 3:31 PM  
**To:** Strand, Debbie  
**Subject:** RE: Response to Public Records Request

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Jackie

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*Debbie Strand*  
*Administrative Assistant to Debbie Leighton*  
*Assistant Superintendent of Human Resources*  
*Auburn School District*  
**253-931-4932**

**From:** Jaclyn Sehr [mailto:jsehr@komotv.com]  
**Sent:** Tuesday, January 26, 2016 1:12 PM  
**To:** Strand, Debbie  
**Subject:** RE: Response to Public Records Request

Hi Debbie,

Thanks! Can you please clarify if the Schutt Vengeance helmet at Auburn Riverside HS is a VTD or DCT model? Thanks!

Best,  
Jackie Sehr  
KOMO Investigative Team

## Strand, Debbie

---

**From:** Strand, Debbie  
**Sent:** Wednesday, January 27, 2016 3:26 PM  
**To:** 'Jaclyn Sehr'  
**Subject:** RE: Response to Public Records Request

Hello Jackie,

I just found out that we will not have the details on that helmet until spring. Our helmets are sent off for reconditioning and they won't return until the spring.

Please feel free to call me if you have any questions.

Thanks!

*Debbie Strand*  
*Administrative Assistant to Debbie Leighton*  
*Assistant Superintendent of Human Resources*  
*Auburn School District*  
*253-931-4932*

**From:** Jaclyn Sehr [mailto:jsehr@komotv.com]  
**Sent:** Tuesday, January 26, 2016 1:12 PM  
**To:** Strand, Debbie  
**Subject:** RE: Response to Public Records Request

Hi Debbie,

Thanks! Can you please clarify if the Schutt Vengeance helmet at Auburn Riverside HS is a VTD or DCT model? Thanks!

Best,  
Jackie Sehr  
KOMO Investigative Team  
Telephone: 206-404-4289

---

**From:** Strand, Debbie [mailto:dstrand@auburn.wednet.edu]  
**Sent:** Tuesday, January 26, 2016 11:59 AM  
**To:** Jaclyn Sehr  
**Subject:** Response to Public Records Request

Hello Ms. Sehr,

Attached is the response to your public records request.

Have a great afternoon.

*Debbie Strand*

*Administrative Assistant to Debbie Leighton*

*Assistant Superintendent of Human Resources*

*Auburn School District*

*253-931-4932*



## Strand, Debbie

---

**From:** Swaim, Rob  
**Sent:** Wednesday, January 27, 2016 3:23 PM  
**To:** Strand, Debbie  
**Subject:** RE: Response to Public Records Request

***We do not have those details as the helmet has been bagged and sent off for reconditioning. We will have it in the spring when the helmet returns to the school.***

***Rob Swaim, CMAA  
Auburn School District  
Director of Athletics & Activities  
Office #(253) 931-4999  
Direct #(253) 887-3925  
[rswaim@auburn.wednet.edu](mailto:rswaim@auburn.wednet.edu)***

**From:** Strand, Debbie  
**Sent:** Tuesday, January 26, 2016 2:18 PM  
**To:** Swaim, Rob <[rswaim@auburn.wednet.edu](mailto:rswaim@auburn.wednet.edu)>  
**Subject:** FW: Response to Public Records Request

??

***Debbie Strand  
Administrative Assistant to Debbie Leighton  
Assistant Superintendent of Human Resources  
Auburn School District  
253-931-4932***

**From:** Jaclyn Sehr [<mailto:jsehr@komotv.com>]  
**Sent:** Tuesday, January 26, 2016 1:12 PM  
**To:** Strand, Debbie  
**Subject:** RE: Response to Public Records Request

Hi Debbie,

Thanks! Can you please clarify if the Schutt Vengeance helmet at Auburn Riverside HS is a VTD or DCT model? Thanks!

Best,  
Jackie Sehr  
KOMO Investigative Team  
Telephone: 206-404-4289

**From:** Strand, Debbie [<mailto:dstrand@auburn.wednet.edu>]  
**Sent:** Tuesday, January 26, 2016 11:59 AM

**To:** Jaclyn Sehr

**Subject:** Response to Public Records Request

Hello Ms. Sehr,

Attached is the response to your public records request.

Have a great afternoon.

***Debbie Strand***

***Administrative Assistant to Debbie Leighton***

***Assistant Superintendent of Human Resources***

***Auburn School District***

***253-931-4932***





January 26, 2016

Jaclyn Sehr  
KOMO Investigative Team  
[jsehr@komotv.com](mailto:jsehr@komotv.com)

Dear Ms. Sehr,

This letter is in response to your public records request for information regarding football helmets owned by Auburn School District.

Attached is the information that you requested.

If you have questions or concerns, feel free to call me at (253) 931-4916.

Sincerely,

Chris Callaham  
Director of Human Resources

ds

## Strand, Debbie

---

**From:** Strand, Debbie  
**Sent:** Tuesday, January 26, 2016 11:59 AM  
**To:** 'Jaclyn Sehr'  
**Subject:** Response to Public Records Request  
**Attachments:** KOMO Response - Helmets - 1-26-16.pdf

Hello Ms. Sehr,

Attached is the response to your public records request.

Have a great afternoon.

*Debbie Strand*  
*Administrative Assistant to Debbie Leighton*  
*Assistant Superintendent of Human Resources*  
*Auburn School District*  
**253-931-4932**



## **Strand, Debbie**

---

**From:** Swaim, Rob  
**Sent:** Tuesday, January 12, 2016 10:59 AM  
**To:** Strand, Debbie  
**Cc:** Foster, Ryan; Callaham, Christine  
**Subject:** RE: KOMO News Public Records Request - Auburn School District

### **Auburn High School**

#### ***Helmets In current use:***

***Riddell Revolution - 83***  
***Schutt Air Advantage - 9***  
***Schutt DNA Pro Plus - 4***  
***Xenith X2E - 29***

#### ***Helmets Retired:***

***Riddell Revolution - 8***  
***Schutt Air Advantage - 4***

#### ***Helmets Purchased (New):***

***Riddell Revolution Speed - 12***  
***Riddell Foundation - 12***

### **Auburn Mountainview High School**

#### ***Helmets In current use:***

***Riddell Revolution Speed - 19***  
***Riddell Foundation - 9***  
***Schutt Air Advantage - 3***  
***Schutt DNA - 9***  
***Schutt DNA Pro Plus - 9***  
***Schutt Air XP - 1***  
***Xenith X2 - 12***

#### ***Helmets Retired:***

***Schutt DNA - 15***  
***Schutt Air Advantage - 33***

#### ***Helmets Purchased (New):***

***Riddell Revolution Speed - 47***

### **Auburn Riverside High School**

#### ***Helmets In current use:***

***Riddell 360 - 1***  
***Riddell Revolution - 27***  
***Riddell Revolution Speed - 32***  
***Riddell Revolution Speed Classic - 1***  
***Schutt Vengeance - 1***  
***Schutt Air XP - 19***  
***Schutt DNA Pro Plus - 1***  
***Xenith X2E - 14***

#### ***Helmets Retired:***

***Riddell Revolution - 3***  
***Schutt DNA - 5***

#### ***Helmets Purchased (New):***

### **Cascade Middle School**

#### **Helmets In current use:**

**Riddell Revolution – 1**

**Riddell Revolution Youth – 64**

**Riddell Revolution Speed Classic Youth – 26**

#### **Helmets Retired:**

**Schutt Youth Advantage – 14**

#### **Helmets Purchased (New):**

**Riddell Revolution Speed Classic Youth – 14**

### **Rainier Middle School**

#### **Helmets In current use:**

**Riddell VSR-2Y – 53**

**Riddell Revolution Youth – 30**

**Riddell Revolution Speed Classic Youth – 6**

#### **Helmets Retired:**

**Schutt Commander – 1**

**Riddell VSR-2Y – 5**

**Riddell Revolution Youth - 3**

#### **Helmets Purchased (New):**

**Riddell Revolution Speed Classic Youth – 10**

### **Olympic Middle School**

#### **Helmets In current use:**

**Riddell VSR-2Y – 23**

**Riddell Revolution Youth – 24**

**Riddell Revolution Speed Classic Youth – 32**

#### **Helmets Retired:**

**Schutt Commander – 1**

**Riddell VSR-2Y – 12**

#### **Helmets Purchased (New):**

**Riddell Revolution Speed Classic Youth – 12**

### **Mt. Baker Middle School**

#### **Helmets In current use:**

**Riddell VSR-2Y – 50**

**Riddell Revolution Youth – 3**

**Riddell Revolution Speed Classic Youth – 22**

**Schutt Youth Advantage - 3**

#### **Helmets Retired:**

**Schutt Youth Advantage - 7**

#### **Helmets Purchased (New):**

**Riddell Revolution Speed Classic Youth – 7**



Debbie L  
COI

December 18, 2015

Jaclyn Sehr  
KOMO Investigative Team  
[jsehr@komotv.com](mailto:jsehr@komotv.com)

Dear Ms. Sehr,

The purpose of this letter is to acknowledge Auburn School District's receipt of your public records request that was received on December 17. Your request is for a full inventory of football helmets currently owned by each school in the Auburn School District that has a football team. 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. All of our helmets have been sent out to be recertified, so it will take time for us to determine which have been recertified and which have been retired.

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,

Chris Callahan  
Director of Human Resources

ds

Dw Feb 4

**Strand, Debbie**

**From:** Jaclyn Sehr <jsehr@komotv.com>  
**Sent:** Thursday, December 17, 2015 2:30 PM  
**To:** Strand, Debbie  
**Subject:** KOMO News Public Records Request - Auburn School District

RECEIVED  
DEC 18 2015  
HUMAN RESOURCES

December 17, 2015

Dear Debbie,

In accordance with RCW 42.56, KOMO News is requesting a full inventory of football helmets currently owned by each school in the Auburn School District with a football team. This should include the brand, model name, and number of each kind of helmet. Additionally KOMO News is requesting the same information for any helmets that are to be retired prior to the coming 2016 football season.

We realize you may have more than one brand or kind of helmet. We are looking for the brand, model name, and number of each helmet.

For example:

Helmets in Current Use:

Riddell SpeedFlex – 5 helmets

Schutt Vengeance VTD II – 3 helmets

Helmets to be Retired:

Riddell 360 – 6 helmets

Xenith EPIC – 5 helmets

KOMO News will pay reasonable fees associated with this request. By statute, you have five business days to provide an estimate of when the above records will be available. Please contact me by phone (206-440-4289) or email [jsehr@komotv.com](mailto:jsehr@komotv.com) with the estimated time. Please also notify us when we can pick up the records.

Should you determine the records cannot be disclosed, please use the email address above to provide that written determination. If you are unclear which records I am looking for, please give me a call and I will clarify. Thank you in advance for your prompt attention.

Sincerely,

**Jackie Sehr**

KOMO Investigative Team

Phone: 206-404-4289

## Strand, Debbie

---

**From:** Strand, Debbie  
**Sent:** Friday, December 18, 2015 9:01 AM  
**To:** Leighton, Debbie; cml@pattersonbuchanan.com  
**Subject:** FW: KOMO News Public Records Request - Auburn School District

**Importance:** High

Public Records request. I will submit an initial response allowing 30 business days to respond.

*Debbie Strand*  
*Administrative Assistant to Debbie Leighton*  
*Assistant Superintendent of Human Resources*  
*Auburn School District*  
**253-931-4932**



**From:** Jaclyn Sehr [mailto:jsehr@komotv.com]  
**Sent:** Thursday, December 17, 2015 2:30 PM  
**To:** Strand, Debbie  
**Subject:** KOMO News Public Records Request - Auburn School District

December 17, 2015

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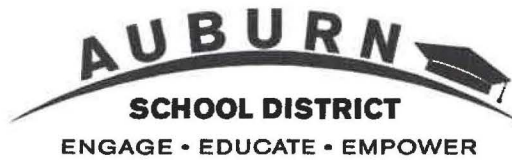
Should you determine the records cannot be disclosed, please use the email address above to provide that written determination. If you are unclear which records I am looking for, please give me a call and I will clarify. Thank you in advance for your prompt attention.

Sincerely,

**Jackie Sehr**

KOMO Investigative Team

Phone: 206-404-4289



*emailed  
12-18-15*

December 18, 2015

Jaclyn Sehr  
KOMO Investigative Team  
[jsehr@komotv.com](mailto:jsehr@komotv.com)

Dear Ms. Sehr,

The purpose of this letter is to acknowledge Auburn School District's receipt of your public records request that was received on December 17. Your request is for a full inventory of football helmets currently owned by each school in the Auburn School District that has a football team. 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. All of our helmets have been sent out to be recertified, so it will take time for us to determine which have been recertified and which have been retired.

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,

Chris Callahan  
Director of Human Resources

ds

**Strand, Debbie**

**From:** Strand, Debbie  
**Sent:** Friday, December 18, 2015 9:01 AM  
**To:** Leighton, Debbie; cml@pattersonbuchanan.com  
**Subject:** FW: KOMO News Public Records Request - Auburn School District

**Importance:** High

60

Public Records request. I will submit an initial response allowing ~~30~~ business days to respond.

*Debbie Strand*  
*Administrative Assistant to Debbie Leighton*  
*Assistant Superintendent of Human Resources*  
*Auburn School District*  
*253-931-4932*



**From:** Jaclyn Sehr [mailto:jsehr@komotv.com]  
**Sent:** Thursday, December 17, 2015 2:30 PM  
**To:** Strand, Debbie  
**Subject:** KOMO News Public Records Request - Auburn School District

December 17, 2015

Dear Debbie,

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Schutt Vengeance VTD II – 3 helmets

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Riddell 360 – 6 helmets

Xenith EPIC – 5 helmets

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Should you determine the records cannot be disclosed, please use the email address above to provide that written determination. If you are unclear which records I am looking for, please give me a call and I will clarify. Thank you in advance for your prompt attention.

Sincerely,

**Jackie Sehr**

KOMO Investigative Team

Phone: 206-404-4289

**Strand, Debbie**

**From:** Grose, Jeff  
**Sent:** Tuesday, January 05, 2016 11:21 AM  
**To:** 'Paul K. Johnson'  
**Cc:** Strand, Debbie  
**Subject:** RE: Public Records Request - Auburn School District

JAN 05 2016

HUMAN RESOURCE

Dear Mr. Johnson,

Auburn School District has not completed a project within the last 48 months with a contract price of \$10,000,000 or more.

Sincerely,

**Jeffrey L. Grose**

Auburn School District No. 408  
Executive Director of Capital Projects  
915 Fourth St. NE  
Auburn, Washington  
(253) 931-4826

**From:** Paul K. Johnson [mailto:Paul@marstonlegal.com]  
**Sent:** Monday, December 28, 2015 9:46 AM  
**To:** Grose, Jeff  
**Cc:** VanDuyn, Donna  
**Subject:** Public Records Request - Auburn School District

Dear Public Records Officer:

This is a request under the Public Records Act (RCW 42.56). I am seeking to determine how much time expires between the completion of school construction projects and the date those projects are accepted by the school district project owners. Therefore, I request the following:

For each school construction (including renovation) project in the Auburn School District

- with a contract price of \$10 million or more at the time of award, *and*
- for which a Certificate of Occupancy was granted within the last 48 months,

please provide

1. A copy of any *temporary* Certificate of Occupancy issued;
2. A copy of the *final* Certificate of Occupancy issued;
3. A copy of the school board meeting minutes at which the completed project was formally accepted.

I prefer to receive responsive documents in electronic form.

Please call me for prior approval of any expense. Please contact me with any questions regarding my request.

Thank you.

Paul K. Johnson

**MARSTON LEGAL, PLLC** | F&A Plaza, Ste. 201 | 11400 98<sup>th</sup> Ave NE | Kirkland, WA 98033

Telephone: 425-861-5700 | Fax: 425-861-6969

E-mail: [paul@marstonlegal.com](mailto:paul@marstonlegal.com)

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Gave to  
Cindi Blausfield  
& Jeff Grise  
RECEIVED  
JAN 04 2015

Somers Tambllyn King PLLC

HUMAN RESOURCES

Janet H. Somers ■ Sue Stepp Tambllyn ■ Jennifer L. King ■ Hans P. Juhl

Thelma E. Somers, Associate  
Benjamin M. Spruch, Associate

Stephen R. King, Of Counsel  
Ervin A. DeSmet, Retired

December 29, 2015

**VIA CERTIFIED and REGULAR U.S. MAIL**

Auburn School District No. 408  
915 - 4<sup>th</sup> Street NE  
Auburn, WA 98002

Re: *Cascade Middle School and Mt. Baker Middle School Improvements*  
*AIRTEST Co., Inc./Crescent Mechanical, Inc.*

Dear Sir or Madam:

This office represents AIRTEST Co., Inc. Enclosed, please find the Notice to Public Body in which AIRTEST Co., Inc. gives notice of its claim against the statutory retention and statutory payment bond for the projects referenced above. AIRTEST Co., Inc. expressly reserves all claims to relief under its contract with Crescent Mechanical, Inc. and/or the prime contract. Thank you for your attention to this matter.

Please contact Hans P. Juhl of this office, if you have any questions.

Sincerely,



Jenna H. Somers  
Legal Assistant

Encl.

Cc: Crescent Mechanical, Inc.  
Lincoln Construction, Inc.  
AIRTEST Co., Inc.

NOTICE TO PUBLIC BODY OF CLAIM  
AGAINST BOND AND RETAINED PERCENTAGE  
PURSUANT TO RCW 39.08  
AND RCW 60.28.010

CERTIFIED MAIL RETURN RECEIPT REQUESTED

December 14, 2015

Auburn School District No. 408  
915 4th Street NE  
Auburn WA 98002

RECEIVED

JAN 04 2015

HUMAN RESOURCES

Re: Cascade Middle School and Mt. Baker Middle School Improvements

NOTICE IS HEREBY GIVEN that the undersigned, AIRTEST Co., Inc., has a claim in the sum of one hundred seventy five thousand six hundred dollars (\$175,600) against the payment bond, Bond #WAC 538393 taken from Lincoln Construction, Inc., principal, and Merchant's Bonding Company (Mutual), surety, pursuant to RCW 39.08.

NOTICE IS ALSO GIVEN that the undersigned has a claim in the sum of one hundred seventy five thousand six hundred dollars (\$175,600) against the statutory retained percentage held pursuant to RCW 60.28.

The above mentioned claim is for labor, tools, instrumentation and supervision provided pursuant to contract and the direction of subcontractor, Crescent Mechanical, Inc., to complete the test and balance of HVAC systems at the Cascade Middle School and Mt. Baker Middle School per HVAC plans dated March 16, 2015, specification section 230593, addendum 2, dated April 3, 2015 in furtherance of the prime contract between Lincoln Construction, Inc., and the Auburn School District No. 408 dated April 27, 2015 for the construction of the Cascade Middle School and Mt. Baker Middle School Improvements. The undersigned also claims interest at the legal rate and attorneys fees should suit be necessary to collect its claim.

**Al Fudge**

Digitally signed by Al Fudge  
DN: cn=Al Fudge, o=AIRTEST  
Co., Inc., ou, email=al@airtest.us,  
c=US  
Date: 2015.12.15 13:27:26 -08'00'

Al Fudge, President  
AIRTEST Co., Inc.  
P.O. Box 86  
Issaquah, WA 98027

cc: Crescent Mechanical, Inc.  
1320 26<sup>th</sup> Street NW #16  
Auburn, WA 98001

Lincoln Construction, Inc.  
21323 Mountain Highway  
P.O. Box 730  
Spanaway, WA 98387

**Strand, Debbie**

---

**From:** Paul K. Johnson <Paul@marstonlegal.com>  
**Sent:** Tuesday, January 05, 2016 5:57 PM  
**To:** Grose, Jeff  
**Cc:** Strand, Debbie  
**Subject:** Re: Public Records Request - Auburn School District

Mr. Grose,

Thank you for your response. I appreciate your help.

Paul Johnson

**MARSTON LEGAL, PLLC** | F&A Plaza, Ste. 201 | 11400 98<sup>th</sup> Ave NE | Kirkland, WA 98033  
**Telephone:** 425-861-5700 | **Fax:** 425-861-6969  
**E-mail:** [paul@marstonlegal.com](mailto:paul@marstonlegal.com)

IMPORTANT/CONFIDENTIAL: This e-mail message (and any attachments accompanying it) may contain confidential information, including information protected by attorney-client privilege. The information is intended only for the use of the intended recipient(s). Delivery of this message to anyone other than the intended recipient(s) is not intended to waive any privilege or otherwise detract from the confidentiality of the message. If you are not the intended recipient, or if this message has been addressed to you in error, do not read, disclose, reproduce, distribute, disseminate or otherwise use this transmission, rather, please promptly notify the sender by reply e-mail, and then destroy all copies of the message and its attachments, if any.

On Jan 5, 2016, at 11:20 AM, Grose, Jeff <[jgrose@auburn.wednet.edu](mailto:jgrose@auburn.wednet.edu)> wrote:

Dear Mr. Johnson,

Auburn School District has not completed a project within the last 48 months with a contract price of \$10,000,000 or more.

Sincerely,

**Jeffrey L. Grose**  
Auburn School District No. 408  
Executive Director of Capital Projects  
915 Fourth St. NE  
Auburn, Washington  
(253) 931-4826

---

**From:** Paul K. Johnson [<mailto:Paul@marstonlegal.com>]  
**Sent:** Monday, December 28, 2015 9:46 AM  
**To:** Grose, Jeff  
**Cc:** VanDuyn, Donna  
**Subject:** Public Records Request - Auburn School District

Dear Public Records Officer:

This is a request under the Public Records Act (RCW 42.56). I am seeking to determine how much time expires between the completion of school construction projects and the date those projects are accepted by the school district project owners. Therefore, I request the following:

For each school construction (including renovation) project in the Auburn School District

- with a contract price of \$10 million or more at the time of award, *and*
  - for which a Certificate of Occupancy was granted within the last 48 months,
- please provide

1. A copy of any *temporary* Certificate of Occupancy issued;
2. A copy of the *final* Certificate of Occupancy issued;
3. A copy of the school board meeting minutes at which the completed project was formally accepted.

I prefer to receive responsive documents in electronic form.

Please call me for prior approval of any expense. Please contact me with any questions regarding my request.

Thank you.

Paul K. Johnson

**MARSTON LEGAL, PLLC** | F&A Plaza, Ste. 201 | 11400 98<sup>th</sup> Ave NE | Kirkland, WA 98033

Telephone: 425-861-5700 | Fax: 425-861-6969

E-mail: [paul@marstonlegal.com](mailto:paul@marstonlegal.com)

IMPORTANT/CONFIDENTIAL: This e-mail message (and any attachments accompanying it) may contain confidential information, including information protected by attorney-client privilege. The information is intended only for the use of the intended recipient(s). Delivery of this message to anyone other than the intended recipient(s) is not intended to waive any privilege or otherwise detract from the confidentiality of the message. If you are not the intended recipient, or if this message has been addressed to you in error, do not read, disclose, reproduce, distribute, disseminate or otherwise use this transmission, rather, please promptly notify the sender by reply e-mail, and then destroy all copies of the message and its attachments, if any.



March 30, 2015

Mr. Jamey Kirkes  
Post Office Box 98730  
Seattle, Washington 98198

Dear Mr. Kirkes

The purpose of this letter is to acknowledge Auburn School District's receipt of your public information request dated March 27, 2015. Pursuant to RCW 42.56.520, the District estimates that it will be able to provide you with information 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



April 2, 2015

Mr. Jamey Kirkes  
Post Office Box 98730  
Seattle, Washington 98198

Dear Mr. Kirkes

The purpose of this letter is to respond to your public information request dated March 27, 2015. The teacher's name is Keith Rodman and he is a teacher at Auburn Senior High School. Mr. Rodman's supervisor is Richard Zimmerman, principal at Auburn Senior High School. You can contact them at (253) 931-4880.

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



January 13, 2015

Mr. Jamey Kirkes  
Post Office Box 98730  
Seattle, Washington 98198

Re: Public Disclosure Request

Dear Mr. Kirkes,

This letter is to respond to your request for information that we received on January 5, 2015. We are enclosing records and writings referencing Mrs. Kelli Hamilton and Mrs. Lura Wallen. We have no records regarding any complaints or allegations of misconduct by Lake View Elementary Principal, John Aiken.

Please feel free to contact me with any questions at (253) 931-4932.

Sincerely,

Timothy Cummings  
Associate Superintendent of HR

ds



April 1, 2015

Shaaron Jackson  
15330 Sunwood Boulevard, Apartment E204  
Tukwila, Washington 98188

Dear Shaaron:


The purpose of this letter is to acknowledge Auburn School District's receipt of your public records request today. 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,

Tim Cummings  
Associate Superintendent of Human Resources

ds

DO NOT DISCLOSE! <input type="checkbox"/>				INCIDENT REPORT		14-292344	Page 1
Domestic Violence: <input type="checkbox"/>						165-E-0	District: F-8
Reported: 10/31/2014	DOW: Fri	Time: 15:47	Incident Type: CUSTODIAL INTERFERENCE		Initial FCR 165-E-0	Court	Juvenile <input checked="" type="checkbox"/>
Occ Between: 10/31/2014	DOW: Fri	Time: 15:47	And: 10/31/2014	DOW: Fri	Time: 15:47	Location Name:	
Incident Location: 16907 SE 354 PL				City: AUBURN		State: WA	Zip 98092

### VICTIMS, WITNESSES AND OTHER PERSONS SECTION

Association: <b>VICTIM</b>		Last, First Middle [REDACTED], [REDACTED]				Interpreter Needed <input type="checkbox"/>		Phone Numbers:	
Address [REDACTED]				City AUBURN		ST WA	Zip 98092		
Sex F	Race W	DOB [REDACTED]	Height	Weight	Hair BRO	Glass'	Eyes	Facial Hair	
Scars, Marks & Tatoos			Clothing			Gang		Set	
Occupation		Employer		OLN		ST WA	SSN	AFIS#:	
Association: <b>REPORTING PAR</b>		Last, First Middle [REDACTED] JAMEY [REDACTED]				Interpreter Needed <input type="checkbox"/>		Phone Numbers: Cell 747/666-7017	
Address [REDACTED]				City BURIEN		ST WA	Zip 98166		
Sex M	Race W	DOB 5/28/1970	Height 5' 10"	Weight 230	Hair BRO	Glass'	Eyes BRO	Facial Hair	
Scars, Marks & Tatoos			Clothing			Gang		Set	
Occupation		Employer		OLN [REDACTED]		ST WA	SSN [REDACTED]	AFIS#:	
Association: <b>CONTACTED</b>		Last, First Middle [REDACTED] KELLI [REDACTED]				Interpreter Needed <input type="checkbox"/>		Phone Numbers: Cell 650/302-9530	
Address [REDACTED]				City AUBURN		ST WA	Zip 98092		
Sex F	Race W	DOB 4/1/1970	Height 5' 8"	Weight 135	Hair BLN	Glass'	Eyes BLU	Facial Hair	
Scars, Marks & Tatoos			Clothing			Gang		Set	
Occupation		Employer		OLN [REDACTED]		ST WA	SSN [REDACTED]	AFIS#:	

### REVIEW

Date Submitted: 10/31/2014	Reporting Officer: 02444 Goding, Wayne S	Disposition: INCIDENT REPORT ON SCENE - NO ARREST/NO BOOKIN	
Date Time Reviewed: 11/1/2014 13:16	Reviewed By: 08207 Chinnick, Rodney C	CID Screener:	Event Processing Status: Filed
Date Assigned: 1/6/2015	Investigator Assigned: 02728 Hillman, Luke V		Date Status Last Changed: 11/4/2014 11:26:47

☐ Aid Req
 ☐ Weapons
 ☐ Injury
 ☐ Alcohol
 ☐ Computer
 ☐ Dom Viol
 ☐ Drug
 ☒ Juvenile
 ☐ Gang

DO NOT DISCLOSE!: <input type="checkbox"/>		<div style="display: inline-block; text-align: center;"> </div> <div style="display: inline-block; text-align: center; margin-left: 10px;"> <b>INCIDENT REPORT</b> </div>				14-292344	Page 2
Domestic Violence: <input type="checkbox"/>						165-E-0	District: F-8
Association: <b>CONTACTED</b>		Last, First Middle <b>HAMILTON, ROBERT</b>		Interpreter Needed <input type="checkbox"/>		Phone Numbers: Cell 253/380-9600	
Address [REDACTED]		City <b>AUBURN</b>		ST <b>WA</b>	Zip <b>98092</b>		
Sex <b>M</b>	Race <b>W</b>	DOB	Height	Weight	Hair <b>BRO</b>	Glass'	Eyes
Scars, Marks & Tattoos		Clothing			Gang		Set
Occupation		Employer		OLN		ST	SSN
						AFIS#:	
<b>MO</b>							

Suspect Trademarks: **MOTHER DOES NOT WANT TO HAND OVER DAUGHTER AT 3PM ACCORDING TO PLAN AND EVEN GOES TO SCHOOL AND PICKS DAUGHTER UP AT 1PM BEFORE FATHER ARRIVES.**

Instrument: **SELF**

Entry Point:

Entry Method:

Premises Type <b>SCHOOL</b>	Locked <input type="checkbox"/>	Occupied <input type="checkbox"/>	Total Property Cost:
<input type="checkbox"/> Aid Req <input type="checkbox"/> Weapons <input type="checkbox"/> Injury <input type="checkbox"/> Alcohol <input type="checkbox"/> Computer <input type="checkbox"/> Dom Viol <input type="checkbox"/> Drug <input checked="" type="checkbox"/> Juvenile <input type="checkbox"/> Gang			

### Narrative:

(RP) Jamey and (C) Kelli used to be married. They have one child in common, (V) [REDACTED]. There is a parenting plan in place that was issued in Washington County, Oregon, plan number C094484DRA. Jamey and Kelli used to live in Oregon, but have both moved to Washington.

The plan states that Kelli is the Custodial Parent. Jamey's parenting time with [REDACTED] is every other weekend, and the exchange is at 1500hrs. Since moving to Washington, the meeting place in the Parenting Plan for exchanges has been changed to the Kent Police Station at 220 4th AV S, Kent. Jamey picks up [REDACTED] at 1500hrs, on Friday of his weekend, and returns [REDACTED] at 1800hrs on Sunday night. The plan also states that Jamey has parenting time on Wednesdays after school until 1900hrs. On Wednesdays, Jamey picks [REDACTED] up at school after classes end, and returns [REDACTED] to the Kent Police Station at 1900hrs.

This has worked up until [REDACTED] started Kindergarten. [REDACTED] attends Lakeview elementary School, and gets out of school at 1530hrs. Jamey states that he has tried to go to the school on Fridays and wait until [REDACTED] gets out of school, just as he does on Wednesdays. Jamey would then pick [REDACTED] up at school, just like he does on Wednesdays. Jamey states that it would be unreasonable to expect Kelli to have [REDACTED] at the Kent Police Station at 1500hrs, and that picking up [REDACTED] at school on Fridays, would work the same as on Wednesdays. Jamey states that when he tried to pick up [REDACTED] after school on Oct 3rd and Oct 17th, that [REDACTED] was not at school. After inquiring with Principle John Aiken, Jamey learned that Kelli had removed [REDACTED] from class at 1300hrs, prior to Jamey's arrival at the school.

On 10-31-14 at 1500hrs, Jamey went to [REDACTED] school to attempt to pick up [REDACTED]. Jamey again learned from Principal John Aiken, that Kelli had removed [REDACTED] from class at 1300hrs. Jamey then drove to Kelli's residence to attempt to pick up [REDACTED] at Kelli's residence, since the Parenting Plan states that his Parenting Time begins at 1500hrs. Jamey arrived at Kelli's residence at 1547hrs, and attempted to pick up [REDACTED]. When he was unsuccessful, Jamey called 911, to report that Kelli was not transferring [REDACTED] as instructed to do so in the Parenting Plan.

At 1612hrs, (C) Robert, who is Kelli's husband, called 911 and stated that he was heading home. Robert told the call receiver, "He would protect his family and that he would create a disturbance". Robert refused to stay away. At this point, Dispatch sent me the detail. I received the detail at 1617hrs, and arrived at 1645hrs.

As I pulled down the street leading to the address, I was flagged down by Kelli, who was waiting in a car. Kelli stated that Jamey was blocking her gate, and that she could not go home, and her Mother couldn't leave.

<b>DO NOT DISCLOSE!:</b> <input type="checkbox"/>		<b>INCIDENT REPORT</b>	<b>14-292344</b>	Page 3
Domestic Violence: <input type="checkbox"/>			<b>165-E-0</b>	<b>District: F-8</b>

I drove to the end of the road, where Jamey was parked at the gate. I had Jamey drive down the road to open up the road, so Kelli could drive into her gated driveway. Jamey moved down the road, and I talked with him there.

Jamey provided a copy of the Parenting Plan. The plan states that the exchange time is at 1500hrs, at the Kent Police Station.

I drove back up to Kelli's residence and spoke to Kelli and Robert. Kelli stated that the exchange time is at 1800hrs, not 1500hrs. I asked Kelli if she could show me that in the Parenting Plan. Kelli could not show me anywhere in the Parenting Plan that stated that the time was 1800hrs, or that the plan had been modified. She stated several times, "I am the custodial parent, I have the right. She is in school at 3 (1500hrs)". I tried to explain to Kelli several times that the Parenting Plan is to be followed, and if it is not working then the Plan needs to be modified. Kelli did not seem to think that she needed to follow the Plan, and that she could modify the exchange time, since she was the custodial parent.

I asked Kelli why she picked up [REDACTED] early from school today, at 1300hrs. She stated, "because Jamey has pulled this the last two exchanges, where he goes to the school and attempt to pick up [REDACTED] at the school". I replied, "So you went to school and removed [REDACTED] early to prevent Jamey from getting [REDACTED] at 1500hrs, like the plan states is his time?", and Kelli replied harshly, "I am the custodial Parent. I don't have to give a reason why I took my child out of school". Kelli asked me, "What authority do you have to enforce anything?". I explained to Kelli that she could be found in contempt of court if she did not follow the parenting plan.

Kelli and Robert expressed concerns for their safety after Jamey showed up at their residence. I explained that they could seek a protection order and I provided a DVPA. Robert expressed that he did not want Jamey trespassing on his property. I told Robert that I would trespass Jamey if that made him feel better, and he asked that I would do so.

I asked Kelli what were her plans on exchanging [REDACTED] on this day. Kelli stated that Robert would drive [REDACTED] to the Kent Police Station and the exchange would happen there. I asked Kelli if the exchange could happen in the driveway under my supervision, and she refused. I stated that it was now 1730hrs, and that I needed to talk with Jamey for a few minutes before he could head to the Kent Police Station, and that Jamey would possibly be later that 1800hrs. Robert stated that he would wait in the parking lot at the Kent Police Station for Jamey.

I drove back to where Jamey was and spoke to him. I trespassed Jamey and he signed the Trespass Form. I was talking with Jamey about what Kelli had stated. While I was talking with Jamey, Robert and [REDACTED] began to exit the driveway. Jamey stood in the roadway and attempted to block the road, stating that it was now his time and that he wanted his daughter. Robert stopped his car and backed up. I explained to Jamey to let them leave in the spirit of de-escalation. I told Jamey that Robert would be at the Kent Police Station and that he stated he would wait for Jamey there. Jamey stated that I could not guarantee that [REDACTED] would be there. I agreed with Jamey. I stated that it was against the law to block the roadway, and Jamey moved aside, allowing Robert to leave with [REDACTED]. Jamey was calm and cooperative during this entire contact. I finished talking with Jamey and he left for the Kent Police Station. I offered to drive there with Jamey if he was concerned about a conflict happening at the Kent Police Station, and Jamey declined.

Jamey provided a copy of the Parenting Plan and the Confidential information form. I have attached both documents to this case report. I have also attached the original Trespass Letter to this report.

Case forwarded to the Child Find Unit for review.


**Additional Attachments/Reports Associated with this Incident/Follow-up Report:**

H/W Parenting Plan	Friday 10/31/14	Active
H/W Confidential Information Form	Friday 10/31/14	Active
H/W Trespass Form	Friday 10/31/14	Active

Certification

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Date and Place: \_\_\_\_\_ Signature/Agency: \_\_\_\_\_

DO NOT DISCLOSE!: <input type="checkbox"/>		INCIDENT REPORT	14-292344	Page 4
DomesticViolence: <input type="checkbox"/>			165-E-0	District: F-8
END OF REPORT				



COPY

January 23, 2015

Debbie Cafazzo  
The News Tribune  
1950 South State Street  
Tacoma, Washington 98405

Dear Debbie :

This is to acknowledge receipt of your public records request regarding personnel records for Eric Christopher Spry. Although we are not denying any of your request at this time, it will take approximately 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 requested is exempt and whether a denial should be made as to all or part of the request.

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,

Tim Cummings  
Associate Superintendent of Human Resources

TC/ds

## Strand, Debbie

---

**From:** Leighton, Debbie  
**Sent:** Friday, January 23, 2015 11:38 AM  
**To:** Strand, Debbie  
**Cc:** Cummings, Tim; Herren, Kip; Leonard, Curtis  
**Subject:** Fwd: Public records request from Tacoma News Tribune

Please respond with normal 5 day response. Curtis will work with you in Monday regarding the follow response.

Thank you,

Debbie

Debbie Leighton  
Executive Director of Human Resources  
Auburn School District No. 408

Begin forwarded message:

**From:** "Alonzo, Vicki" <[valonzo@auburn.wednet.edu](mailto:valonzo@auburn.wednet.edu)>  
**Date:** January 23, 2015 at 10:29:54 AM PST  
**To:** "Cummings, Tim" <[tcummings@auburn.wednet.edu](mailto:tcummings@auburn.wednet.edu)>, "Leighton, Debbie" <[dleighton@auburn.wednet.edu](mailto:dleighton@auburn.wednet.edu)>  
**Cc:** "Herren, Kip" <[kherren@auburn.wednet.edu](mailto:kherren@auburn.wednet.edu)>  
**Subject:** FW: Public records request from Tacoma News Tribune

Kip asked me to forward this to you.

**From:** Cafazzo, Debbie [<mailto:debbie.cafazzo@thenewstribune.com>]  
**Sent:** Friday, January 23, 2015 10:22 AM  
**To:** Alonzo, Vicki; Herren, Kip  
**Subject:** Public records request from Tacoma News Tribune

I am making this request under Washington state's open public records laws.

I am requesting a copy of any disclosable school district personnel records or performance evaluations related to Eric Christopher Spry.

In compliance with the state Public Records Act, you must respond to this request within 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 possible, I would prefer that as many records as are available in electronic or digital form be provided in that format.

Please be advised that I am prepared to pursue whatever legal remedy necessary to obtain access to the requested records.

Please notify me in advance if the cost for obtaining these records will exceed \$50.

Thank you.

Debbie Cafazzo

Education Reporter

The News Tribune

1950 S. State St.

Tacoma WA 98405

253-597-8635

[debbie.cafazzo@thenewstribune.com](mailto:debbie.cafazzo@thenewstribune.com)

@DebbieCafazzo



COPY

January 27, 2015

Ms. Debbie Cafazzo  
The News Tribune  
1950 South State Street  
Tacoma, Washington 98405

Dear Ms. Cafazzo,

The District is in receipt of your request for personnel records and performance evaluations related to Eric Christopher Spry dated January 20. Please be advised that the employee in question only worked for the District for 21 days and was released to pursue a position in another District. As a result, there are no performance evaluation documents, investigatory records or other records responsive to your request. The District does have application information for the employee and is withholding this information pursuant to RCW 42.56.230(2). **"Personal information in files maintained for employees, appointees, or elected officials of any public agency [are exempt from disclosure] to the extent that disclosure would violate their right to privacy". RCW 42.56.230(2).** Statutes also exempt particular items potentially in a public employee's personnel files such as applications for public employment, resumes, and related material, and home and family information of employees RCW 42.56.250(2) and (3). The District is withholding these records.

The District does not have any non-exempt materials that are responsive to your request. Please contact me if you have any questions,

Sincerely,

Tim Cummings  
Associate Superintendent of Human Resources

TC/ds



COPY

March 12, 2015

Catherine Elliott  
King County Department of Public Defense  
Society of Counsel Representing Accused Persons  
1401 East Jefferson Street, Suite 200  
Seattle, Washington 98122

Dear Ms. Elliott:

The purpose of this letter is to acknowledge Auburn School District's receipt of your public records request on March 11. Attached is the information that you requested regarding incidents and keep separate records pertaining to [REDACTED]

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



"Equal Justice Under the Law"

**King County - Department of Public Defense  
Society of Counsel Representing Accused Persons**

**Seattle**

1401 East Jefferson Street, Suite 200  
Seattle, Washington 98122  
(206) 322-8400 \$Fax (206) 726-3170

**Kent**

420 West Harrison Street, Suite 101  
Kent, Washington 98032  
(253) 852-9460 \$Fax (253) 852-9686

March 11, 2015

Principal Richard Zimmerman  
Auburn High School  
711 East Main Street  
Auburn, WA. 98002

Re: Request for Public Records

Dear Mr. Zimmerman,

I am making a request under the Washington State Public Records Act, RCW 42.17, for a copy of the following records:

1. Any and all reports pertaining to school incidents between [REDACTED]; and [REDACTED].
2. Any and all records pertaining to "keep separate" order among the children [REDACTED]; and or their fathers [REDACTED].


The records are requested for a non-commercial use. As is required by law, please respond to this request within five working days.

If you have the requested records in digital form, please inform me so we can determine whether production in that format is more convenient for both of us.

Please mail the records to me at the Kent address listed at the top of this letter or notify me at 253/852-9460, extension 7751, so that I can arrange for someone to pick them up. Please note we are a public defender agency representing indigent clients. In the past, our office has had costs for these records waived. If you can extend this courtesy to us, we would appreciate it. If that is not possible, please contact me at (253) 852-9460 extension 7751 before any costs are incurred.

Thank you for your prompt attention in this matter. If you have any questions, please call me or feel free to contact me via email at [Catherine.Elliott@kingcounty.gov](mailto:Catherine.Elliott@kingcounty.gov).

Sincerely,

 38244

CATHERINE ELLIOTT  
Attorney at Law

# AUBURN HIGH SCHOOL

800 Fourth Street Northeast  
Auburn, Washington 98002-5018

Telephone (253) 931-4880

Fax (253) 931-4701

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## IN-SCHOOL SEPARATION ORDER

It is hereby ordered that [REDACTED] and [REDACTED], are to have no contact with each other. They are to have absolutely no physical or verbal contact at any time at Auburn High School; specifically class time or on the school bus, and all bus stops and bus zones:

The restriction includes school time, before and after school on school property, school activities, field trips and other events associated with the school, which may occur away from school.

When passing in the hall, the students are expected to stay on their side of the hall and avoid blocking the way of the other student. When eating in the lunchroom, the students are expected to sit at different tables. The students are expected to avoid engaging in the same activities at lunchtime. That means if one student is engaged in a game or activity, the other student will not join the activity. This order covers all phone contact, email, and text messaging and social media (like Facebook, etc.) options.

Alleged violations are to be reported immediately to the Assistant Principals, Mr. Lee, Mrs. Grimm, Mrs. Kilga, Mrs. Jordison, or Principal Zimmerman. An administrator will investigate the allegation and make a determination.

Staff members with a legitimate educational interest will be notified of this order to help assure that the order is adhered to.

*Violations of this separation order will result in the following consequences or may be altered based on the severity of the violation:*

**First Violation:** Progressive Discipline

**Second Violation:** Progressive Discipline

**Third Violation:** Progressive Discipline

Signed \_\_\_\_\_

*Diana Kilga*

Assistant Principal

Signed \_\_\_\_\_

[REDACTED]

Students

Date \_\_\_\_\_

*9/3/14*

# AUBURN HIGH SCHOOL

800 Fourth Street Northeast  
Auburn, Washington 98002-5018

Telephone (253) 931-4880

Fax (253) 931-4701

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Second Violation: Progressive Discipline

Third Violation: Progressive Discipline

Signed \_\_\_\_\_

*[Signature]*

Principal or Assistant Principal

Signed \_\_\_\_\_

[REDACTED]

Students

Date \_\_\_\_\_

*9/3/14*

# AUBURN HIGH SCHOOL

800 Fourth Street Northeast  
Auburn, Washington 98002-5018

Telephone (253) 931-4880

Fax (253) 931-4701

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## IN-SCHOOL SEPARATION ORDER

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First Violation: Progressive Discipline

Second Violation: Progressive Discipline

Third Violation: Progressive Discipline

Signed

*Jelena Kilga*

Principal or Assistant Principal

Signed

[REDACTED]

Students

Date

*9, 4/14*

# AUBURN HIGH SCHOOL

800 Fourth Street Northeast  
Auburn, Washington 98002-5018

Telephone (253) 931-4880

Fax (253) 931-4701

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## IN-SCHOOL SEPARATION ORDER

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First Violation: Progressive Discipline

Second Violation: Progressive Discipline

Third Violation: Progressive Discipline

Signed \_\_\_\_\_

*John Kilga*

Principal or Assistant Principal

Signed \_\_\_\_\_

[REDACTED]

Date \_\_\_\_\_

9/4/14

Year	Date	Time	Inc Nbr	Off	Description	Behavior State Type	Beh Sev	Sev Ovr	Weapons State Type	Off/R
2014-15	11/25/2014	12:00 am	211084	NON	NONCOMPLIANCE	09 - Other	1	No		Offense

Expand All Collapse All

**Details History**

Comments: [REDACTED] was told that a student wanted to fight him and he responded, "I will beat his fat ass."

**Action Summary Add**

	Ord Date	Description	Actn Sts	Susp Type	P-N	Total Time	Time Served	Points
Edit Delete History	11/25/2014	S2 2 DAY SUSPENSIO	Served	Out of School	No	2.00 Days	2.00 Days	0.00

**Victims Add**

No Offense Victim records exist.

**Attachments Maintain**

No attachments currently exist for this offense.

12/1/14

At approximately 850, [REDACTED]  
entered AHS at the front of  
the building. [REDACTED] reports  
seeing [REDACTED] with another  
student & hearing him say, "That's  
[REDACTED] brother." [REDACTED] believes  
he heard [REDACTED] call him a  
fatass & that he had kicked  
his ass three times.

12/1/14

[REDACTED] explaining that his  
grandma went shopping + got  
arrested - but then said he  
was kidding. -

March 27, 2015

RECEIVED  
MAR 30 2015  
HUMAN RESOURCES

Jamey Kirkes  
PO BOX 98730  
Seattle, WA. 98198  
(747) 666-7017  
[jamey@kirkes.com](mailto:jamey@kirkes.com)

Mr. Tim Cummings  
Public Records Officer  
Auburn School District  
James P. Fugate Administration  
915 Fourth Street NE  
Auburn, WA 98002

VIA EMAIL AND PRIORITY US MAIL

**RE: REQUEST FOR INFORMATION – IDENTITY OF AUBURN HIGH SCHOOL  
STAFF EMPLOYEE REFERENCED ON TWITTER.COM**

Dear Mr. Cummings,

I request the following public information under RCW 42.56:

The name, staff position/title, contact information, as well as the name and contact information of the immediate supervisor of the individual depicted in the attached photographs obtained from the online service twitter.com:

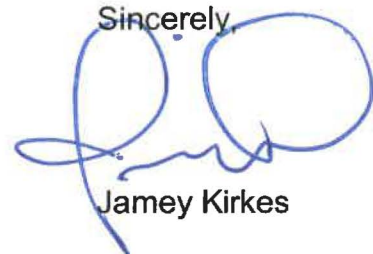
**One caucasian male, approximately 55-65 years of age, bald with trimmed goatee, wearing glasses, holding a red pen in what appears to be a classroom, and wearing a green Auburn High School Titans STAFF polo shirt.**

The online caption of the photograph states:

**“@bayyhenry when bae won't send nudes”**

I would prefer that these records be produced in electronic format, and emailed to the email address listed above if possible. This request is not for profit. Thank you.

Sincerely,

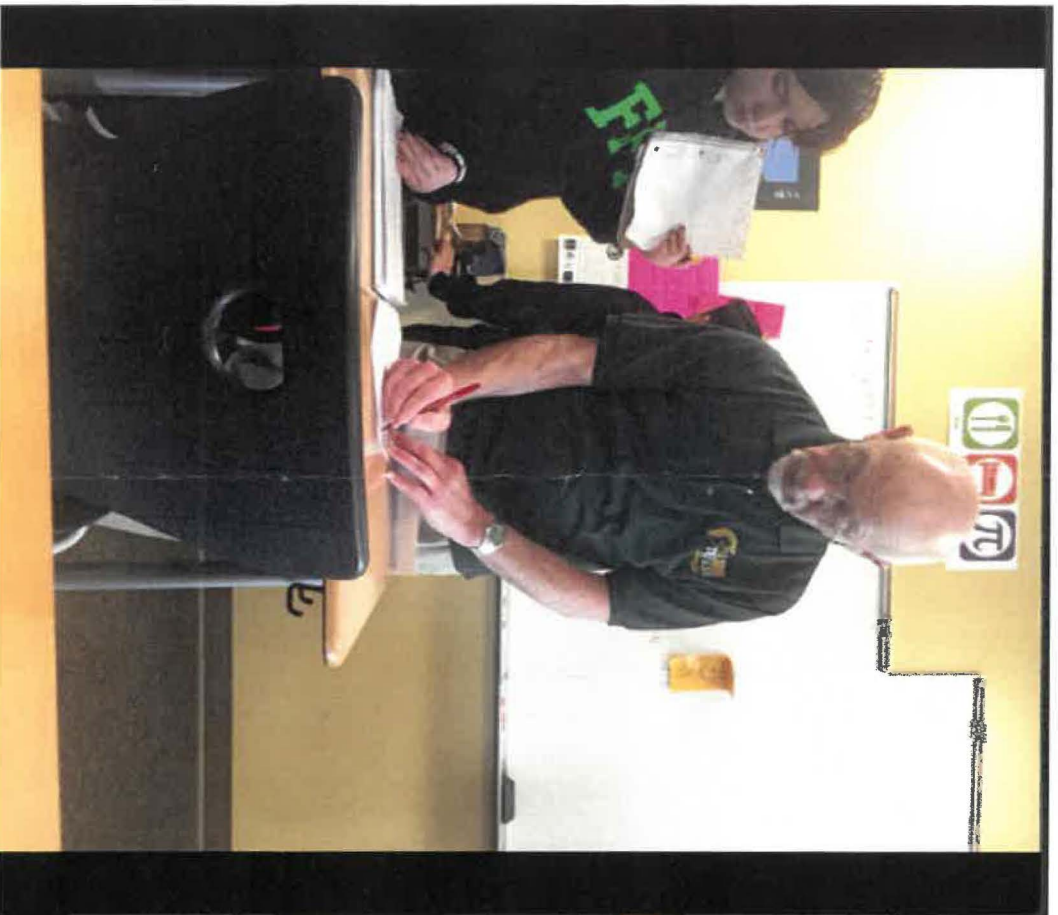


Jamey Kirkes

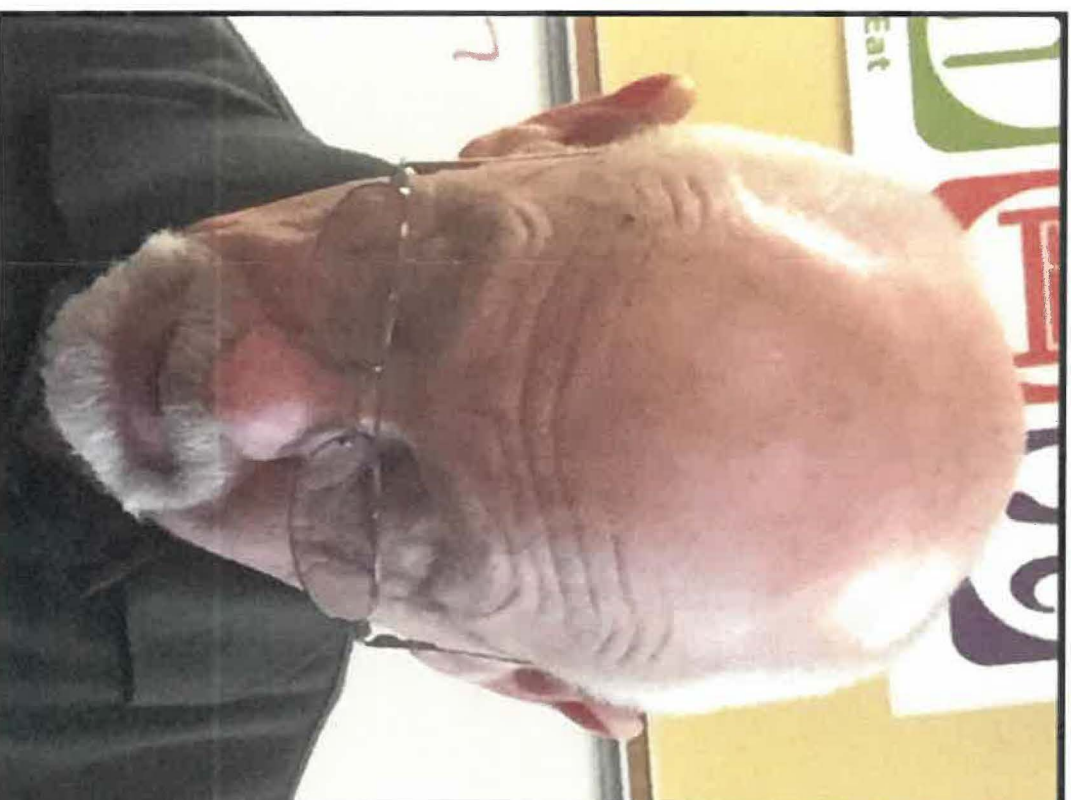
<https://twitter.com/bayyhenry>



03/27/2015



**Mariah Valles**  
@bayyhenry



**Mariah Valles**  
@bayyhenry when bee won't send nudes



Search Twitter



Have an account? Log in

# vell heah



TWEETS  
2,039

FOLLOWING  
218

FOLLOWERS  
268

FAVORITES  
1,619

Follow

**bay**

@bayyhenry

AHS • \* sc(bay\_henry)

[Instagram.com/bay\\_henry](https://www.instagram.com/bay_henry)

39 Photos and videos



Tweets   Tweets & replies   Photos & videos

bay retweeted



**Mariah Valles** @MariahValles · 3h

@bayyhenry when bae won't send nudes



1   1  

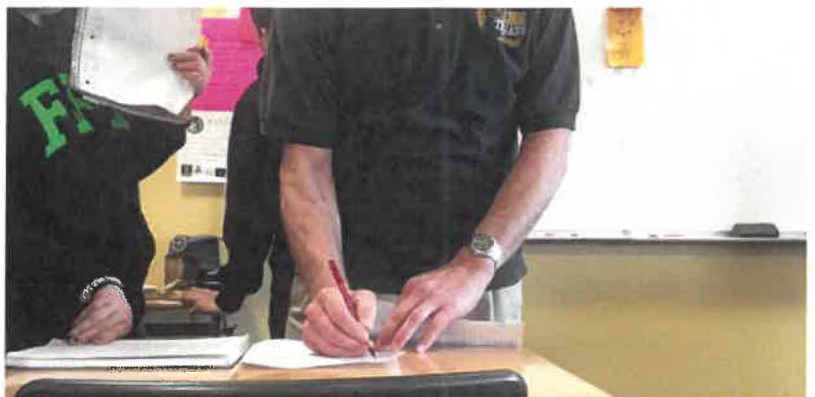
[View more photos and videos](#)

bay retweeted



**Mariah Valles** @MariahValles · 3h

@bayyhenry





RECEIVED  
FEB 26 2015  
HUMAN RESOURCES

John M. Tymczyszyn  
155 108 Ave NE, Suite 210  
Bellevue, WA 98004  
(425) 830-7520  
JohnT@JohnTLaw.com

February 21, 2015

Principal Terri Herren  
Auburn Mountainview High School  
124<sup>th</sup> Ave SE  
Auburn, WA 98092  
therren@auburn.webnet.edu

CC:

Superintendent Dr. Kip Herren  
Auburn School District  
915 4<sup>th</sup> Street NE  
Auburn, WA 98002  
kherren@auburn.webnet.edu

Kurtis Leonard, Attonrey at Law  
Auburn School District  
915 4<sup>th</sup> Street NE  
Auburn, WA 98002  
Kleonard@auburn.webnet.edu

Re: [REDACTED]

Dear Principal Herren:

I am writing to inform you that I represent [REDACTED] in a matter that concerns communications about [REDACTED] that have originated from his tennis coach Mr. Dustin Hedger. I have spoken to the [REDACTED] family and have reviewed written communications that originated from both Mr. Hedger's private and school email addresses. These emails are both 1) in violation of FERPA law; and 2) constitute Libel

John T Law, PLLC  
John Tymczyszyn, Attorney at Law  
155 108<sup>th</sup> AVE NE, SUITE 210 - BELLEVUE, WASHINGTON 98004  
WWW.JOHNTLAW.COM WEB  
(425) 830-7520 TEL  
(425) 650-9888 FAX  
JOHNT@JOHNTLAW.COM EMAIL

*Curt's call  
JTL 3-3-15*



under Washington State Law. These emails are to other tennis coaches in Washington State and state that [REDACTED] has a "reputation in our league of being cocky" and make other damaging statements about [REDACTED]

Additionally, and quite possibly most disturbing, my client's parents are concerned about Mr. Hedger's continued attempts to spend "1-on-1" time with [REDACTED] both on and off the tennis court. These actions have made [REDACTED] 1) extremely uncomfortable; 2) unhappy; and 3) [REDACTED] no longer want to be a part of the Mountainview Tennis team in the upcoming 2015 season.

Although the FERPA law does not have a private right of action, my client may choose to file a complaint with the:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

Additionally, the emails sent to other tennis coaches in the area constitute Libel, and my client does have a private right of action to file a lawsuit against the Auburn School District because of these emails. My client is both aware of these emails and has copies of these emails. Furthermore, my client is unaware of the full extent that Mr. Hedger has damaged his reputation within the tennis community. My client does not currently want to attend Mountainview High School and has considered dropping out of school.

Based upon my initial investigation, it seems that Mr. Hedger's interactions with [REDACTED] are unprofessional. My client reports that Mr. Hedger has been "eyeballing" him

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thus creating a hostile educational environment. These actions also raise serious questions about Mr. Hedger's ability to coach a tennis team and have appropriate interactions with students. I have also reviewed a rambling and somewhat bizarre 20+ page dissertation by Mr. Hedger on the subject of [REDACTED]. After review of this document I think any reasonable person would come to the conclusion that 1) Mr. Hedger has personal animosity toward [REDACTED] and 2) Mr. Hedger seems to have an incredibly serious lack of good judgment.

The sport of tennis is an integral part of my client's life and happiness and given the present situation, my client's access to this opportunity is now denied due to the behavior of your employee. Mr. Hedger has violated both Federal and State law, damaged my client emotionally and inflicted reputational harm upon him. My client seeks to engage in collaborative dialogue with the Auburn School District in hopes of reaching a resolution to this conflict. At this point my client feels that their concerns have been dismissed and are considering taking legal action against the Auburn School District and Mr. Hedger personally. It is my hope that the Auburn School District chooses to engage with my client in productive dialogue in the near future. Please feel free to contact me to arrange this.

Sincerely,

John M. Tymczyszyn  
Attorney at Law  
WSBA #47130

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John Tymczyszyn, Attorney at Law  
155 108<sup>TH</sup> AVE NE, SUITE 210 - BELLEVUE, WASHINGTON 98004  
WWW.JOHNTLAW.COM WEB  
(425) 830-7520 TEL  
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JOHNT@JOHNTLAW.COM EMAIL

FEB 26 2015

# JOHN T LAW

John M. Tymczyszyn  
155 108 Ave NE, Suite 210  
Bellevue, WA 98004  
(425) 830-7520  
JohnT@JohnTLaw.com

February 21, 2015

Principal Terri Herren  
Auburn Mountainview High School  
124<sup>th</sup> Ave SE  
Auburn, WA 98092  
therren@auburn.webnet.edu

CC:

Superintendent Dr. Kip Herren  
Auburn School District  
915 4<sup>th</sup> Street NE  
Auburn, WA 98002  
kherren@auburn.webnet.edu

Kurtis Leonard, Attonrey at Law  
Auburn School District  
915 4<sup>th</sup> Street NE  
Auburn, WA 98002  
Kleonard@auburn.webnet.edu

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(425) 830-7520 TEL  
(425) 650-9888 FAX  
JOHNT@JOHNTLAW.COM EMAIL

*original: file  
cc - T.M.C  
- Mike N  
- R Swaim  
- Curly*

RECEIVED

MAR 04 2015

HUMAN RESOURCES



under Washington State Law. These emails are to other tennis coaches in Washington State and state that [REDACTED] has a "reputation in our league of being cocky" and make other damaging statements about [REDACTED]

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Sincerely,

John M. Tymczyszyn  
Attorney at Law  
WSBA #47130

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John Tymczyszyn, Attorney at Law  
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WWW.JOHNTLAW.COM WEB  
(425) 830-7520 TEL  
(425) 650-9888 FAX  
JOHNT@JOHNTLAW.COM EMAIL



COPY

April 2, 2015

Mr. Jamey Kirkes  
Post Office Box 98730  
Seattle, Washington 98198

Dear Mr. Kirkes

The purpose of this letter is to respond to your public information request dated March 27, 2015. The teacher's name is Keith Rodman and he is a teacher at Auburn Senior High School. Mr. Rodman's supervisor is Richard Zimmerman, principal at Auburn Senior High School. You can contact them at (253) 931-4880.

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 30, 2015

Mr. Jamey Kirkes  
Post Office Box 98730  
Seattle, Washington 98198

Dear Mr. Kirkes

The purpose of this letter is to acknowledge Auburn School District's receipt of your public information request dated March 27, 2015. Pursuant to RCW 42.56.520, the District estimates that it will be able to provide you with information 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:** Herren, Kip  
**Sent:** Monday, June 01, 2015 1:34 PM  
**To:** Leonard, Curtis; Cummings, Tim; Leighton, Debbie  
**Cc:** Strand, Debbie  
**Subject:** Fwd: RCW 42.56 et. seq., Request for Public Records

*NO  
document  
response to  
this request*

Note the public records request.  
Please respond as soon as possible.  
Thanks,  
Kip

*Gary Van Hek*

Sent from my iPhone

Begin forwarded message:

**From:** "Roger E. Lenk" <[rlenk@charter.net](mailto:rlenk@charter.net)>  
**Date:** May 31, 2015 at 1:53:47 PM PDT  
**To:** "Roger E. Lenk" <[rlenk@charter.net](mailto:rlenk@charter.net)>  
**Subject:** RCW 42.56 et. seq., Request for Public Records

Please produce records responsive to the following request for the period March 14, 2005 to present:

1. Any and all original emails, instant messages and text messages to or from William Pennell, Sandra Hill and/or Columbia Research and Education Associates
2. Any and all correspondence with William Pennell, Sandra Hill and/or Columbia Research and Education Associates.
3. Any and all contracts with William Pennell, Sandra Hill and/or Columbia Research and Education Associates.

All emails in original format, with original attachments, with all original meta-data, contained within a single electronic Microsoft .pst (Personal Storage Table) format folder and file. All other records in electronic format. Please produce via emailed URL link or via File Transfer Protocol (FTP).

Thank you in advance for your assistance.

**Roger Erich Lenk**  
1817 N. Road 76  
Pasco, Washington 99301  
(509) 542-0489  
[rlenk@charter.net](mailto:rlenk@charter.net)



June 2, 2015

Mr. Roger Erich Lenk  
1817 North Road 76  
Pasco, Washington 99301

Dear Mr. Lenk:

This letter is in response to your Public Records Request that we received June 1, 2015. This request was regarding emails, messages, correspondence, and contracts regarding William Pennell, Saundra Hill, and/or Columbia Research and Education Associates.

Please be advised that our District has no documents responsive to your request.

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



October 1, 2015

City of Pacific  
Detective David Newton  
133 3<sup>rd</sup> Avenue Southeast  
Pacific, Washington 98047

[dnewton@ci.pacific.wa.us](mailto:dnewton@ci.pacific.wa.us)

Dear Detective Newton:

The purpose of this letter is to acknowledge Auburn School District's receipt of your public records request that was received on September 30. 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,

Chris Callaham  
Director of Human Resources

ds



133 3rd Ave. S.E.  
Pacific WA 98047

**CITY OF PACIFIC**  
POLICE DEPARTMENT

**DAVID NEWTON**  
Detective

Business: (253) 929-1130  
Fax: (253) 929-1194  
dnewton@ci.pacific.wa.us

133 Third Avenue S.E.  
Pacific, WA 98047  
Phone: (253) 929-1130  
Fax: (253) 929-1194  
pacpd@ci.pacific.wa.us

Dear Sir/ Ma'am:

09/30/15

I am currently conducting an investigation under Pacific Police Department Case 15-0825. The investigation was initiated by an email sent from a Mr. Dave Farrens to Mr. Dave Halford, Principal at Auburn Riverside High School.

As part of completing this investigation, I am requesting a copy of the email which I was told was sent on the evening of 09/24/15.

I appreciate your time and cooperation in this matter.

Respectfully,

Detective D. Newton  
Pacific Police Department  
133 3<sup>rd</sup> Ave SE  
Pacific, WA 98047  
253.929.1130



October 12, 2015

COPY

City of Pacific  
Detective David Newton  
133 3<sup>rd</sup> Avenue Southeast  
Pacific, Washington 98047

Dear Detective Newton:

Enclosed is the information you requested per your letter dated September 30, 2015. If you have questions regarding this information, please feel free to call me at (253) 931-4918.

Sincerely,

Chris Callaham  
Director of Human Resources

ds

Callaham, Christine

---

**From:** Halford, Dave  
**Sent:** Friday, October 02, 2015 9:01 AM  
**To:** Callaham, Christine  
**Subject:** [REDACTED]

Chris,

Here is the requested email.

Dave

**From:** David Farrens [mailto:daveslife1101@hotmail.com]  
**Sent:** Thursday, September 24, 2015 5:23 PM  
**To:** Halford, Dave  
**Subject:** RE: [REDACTED]

One last thing, I was a roommate if the family for about two years, his sister [REDACTED] just started at Riverside, she is a sweet kid, she is fragile, she last I knew does not do drugs, .... She needs to be kept an eye on, because she misses a lot of school and she needs a counselor. I know you probably don't want to read this but I'm in limbo, on February 23 this year, I caught her giving her stepfather oral sex I told the police in Pacific but so far nothing has been done she and her mother are in denial about this. I myself am seeking counseling to be right in my head, I have the sight of this burned in my eyes and head. So if she starts missing school you might want to have someone-a counselor look into what is going maybe talk with her. Again I wish to remain anonymous.....

Sent from my Windows Phone

---

**From:** Halford, Dave  
**Sent:** 9/24/2015 9:25 AM  
**To:** 'David Farrens'  
**Subject:** RE: [REDACTED]

David,

Thank you for the information. We will keep watch and you will remain anonymous. If you have further information on a day that he has the described material in his possession, please feel free to let me know.

Thanks,

David Halford, Principal

**From:** David Farrens [mailto:daveslife1101@hotmail.com]  
**Sent:** Wednesday, September 23, 2015 3:51 PM  
**To:** Halford, Dave  
**Subject:** Michael Foutz

I wish to remain anonymous, [REDACTED] carries drugs and paraphernalia in his backpack he needs to be kept an eye on I know he does last I knew he was selling marijuana in the summer before school started. Again I wish to remain

anonymous  
Sent from my Windows Phone

## Callaham, Christine

---

**From:** Halford, Dave  
**Sent:** Friday, October 02, 2015 9:01 AM  
**To:** Callaham, Christine  
**Subject:** FW: [REDACTED]

ORIGINAL

Chris,

Here is the requested email.

Dave

---

**From:** David Farrens [<mailto:daveslife1101@hotmail.com>]  
**Sent:** Thursday, September 24, 2015 5:23 PM  
**To:** Halford, Dave  
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Sent from my Windows Phone

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Sent from my Windows Phone



October 1, 2015

City of Pacific  
Detective David Newton  
133 3<sup>rd</sup> Avenue Southeast  
Pacific, Washington 98047

dnewton@ci.pacific.wa.us

Dear Detective Newton:

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Sincerely,

Chris Callaham  
Director of Human Resources

ds



133 3rd Ave. S.E.  
Pacific WA 98047

**CITY OF PACIFIC**  
POLICE DEPARTMENT

**DAVID NEWTON**  
Detective

Business: (253) 929-1130  
Fax: (253) 929-1194  
dnewton@ci.pacific.wa.us

133 Third Avenue S.E.  
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Phone: (253) 929-1130  
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I appreciate your time and cooperation in this matter.

Respectfully,

Detective D. Newton  
Pacific Police Department  
133 3<sup>rd</sup> Ave SE  
Pacific, WA 98047  
253.929.1130



November 17, 2015

Ms. Vanessa Torres Hernandez  
American Civil Liberties Union of Washington Foundation  
901 5<sup>th</sup> Avenue, Suite 630  
Seattle, WA 98164

COPY

Dear Ms. Torres Hernandez:

The purpose of this letter is to respond to your request regarding agreements between the Auburn School District and our security staff, as well as other training and guidelines for our resource officers and school security.

Our school resource officers are commissioned police officers through the City of Auburn. They receive the required training as all commissioned officers through the City of Auburn. Our resource officers are not a part of any bargaining group agreement.

Our school security staff are part of our Professional and Technical Employees Agreement. Our school security and our school resource officers participate in a quarterly meeting with WSSO (Washington School Safety Organization). They also attend a three day training each summer with WSSO.

Enclosed is a copy of the Professional and Technical Employees Agreement, some materials regarding the WSSO, and copies of policy/procedures.

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

Sincerely,

Debbie Leighton  
Assistant Superintendent of Human Resources

ds  
Enclosures

**Auburn School District No. 408  
Auburn, Washington**

**AGREEMENT BETWEEN  
AUBURN SCHOOL DISTRICT NO. 408  
AND  
PROFESSIONAL AND TECHNICAL EMPLOYEES**

**Effective September 1, 2015**

**1. GENERAL PROVISION**

The Agreement will be for the period of September 1, 2015 through August 31, 2018.

**2. RECOGNITION AND RESPONSIBILITIES**

The Board recognizes the Professional and Technical Association as the exclusive representative of all professional and technical employees serving in a full- **or part-time** capacity in the district. All other persons, including those performing the duties of office, secretarial, clerical, word processing, bookkeeping, aides, attendants, maintenance, trades, food service, warehouse, bus drivers, mechanics, and custodians (including temporary casual personnel) are specifically excluded from representation by the Association by this reference. All human resources professional technical employees are excluded from the bargaining unit.

**3. RIGHTS OF THE EMPLOYER**

It is the intention of the parties hereto that all rights, powers, prerogatives, duties, and authority which said Board now has or had prior to the signing of this Agreement are retained by the Board, except for those which are specifically set forth in the Agreement, and such abridgments or modifications are to be strictly construed.

**4. DISCRIMINATION AND AFFIRMATIVE ACTION**

Neither the District nor the Association will illegally discriminate against any employee subject to this Agreement 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 use of a trained dog guide or service animal; the presence of any sensory, mental, or physical disability** with respect to a position, the duties of which may be performed efficiently by an individual without danger to the health or safety of the handicapped person or others.

**5. HOURS OF WORK (DAY/WEEK, LUNCH, OVERTIME, SUMMER WORK SCHEDULE)**

The regular workweek shall consist of five (5) consecutive days, Monday through Friday, followed by two (2) consecutive days of rest, Saturday and Sunday; provided, however, the District may assign an employee to a workweek of any five (5) consecutive days which are followed by two (2) consecutive days of rest.

Each employee shall be assigned to a definite and regular starting time and ending time and work week. This work week will not be changed without prior notice to the employee of five (5) calendar days; provided, however, this notice may be waived by the employee.

An employee whose starting and ending times and/or workweek is changed outside an emergency shall be paid \$600 stipend in one lump sum on their first payroll warrant following the change in shift.

An emergency cannot extend beyond twenty (20) consecutive days without review by a designee of the Superintendent's Cabinet with a written response to the Professional and Technical Employees group within five (5) days.

This stipend will be an annual stipend until such time that said employee returns to their regular and definite shift and/or work week for which they were hired.

#### Lunch

An employee required to work through their regular lunch periods will be given time to eat at a time agreed upon by the employee and supervisor. In the event the District requires an employee to forego a lunch period and the employee works the entire shift, including the lunch period, the employee shall be compensated for the foregone lunch period at overtime rates.

#### Overtime

In the assignment of overtime, the District agrees to provide hourly employees with as much notice as is practicable under the circumstances. No overtime assignment will be made unless the employee is contacted directly and agrees.

An hourly employee who requests compensatory time in lieu of overtime pay and is granted the right to take compensatory time by the District, will receive their compensatory time at one and one-half (1½) times their hourly rate of pay. The District shall maintain the right to cash out the hourly employee's compensatory time at one and one-half (1½) times their regularly hourly rate of pay. Compensatory time may accrued up to a maximum of two (2) weeks per school year, but in no case exceed four (4) weeks total. **Any compensatory time not taken will be paid on a bi-annual basis in the months of February and August.**

All hours compensated in excess of forty (40) hours per week will be compensated at a rate of one and one-half (1½) times the hourly employee's base rate.

All hours worked on the sixth (6th) consecutive day shall be compensated at a rate of one and one-half (1½) times the hourly employee's base rate.

All hours worked on the seventh (7th) consecutive day will be compensated at two (2) times the hourly employee's base rate.

Hourly employees requested by their supervisors to return to work after the completion of the regular workday or workweek will receive no less than two (2) hours pay at the appropriate rate and, if more than four (4) hours are worked under such circumstances, the hourly employee will receive a minimum of eight (8) hours pay and an appropriate lunch period.

### **Summer Work Schedule**

**During summer break, twelve-month employees, in consultation with their direct supervisor, may change their start times and/or work a four-ten (4 days-10 hours per day) work day beginning with the first full week in July.**

## **6. Technical Directors**

### **Minimum Staffing**

- A. Adequate staffing shall be scheduled for all events. However, all events are required to have a minimum staffing of:
- One Lead Technician  
One Technician (or qualified Student Technician at the ART and TAM Theaters).
  - The Managing Director, together with the Technical Director, will determine the competency and qualifications of the individual student technicians.
  - Qualified student volunteers from the Theater Production class and or qualified volunteers provided by the show's producer may be used to fill any additionally needed positions upon approval of the Managing Director and Technical Director.
- B. If the technical, safety requirements of an event can be adequately met by a single Technician at the Auburn Riverside Theater or Theater at Mountainview, then that event may have limited exemption from the 6.A. in such that it may have a staff of only one Technical Director (or Lead Technician compensated at the Technical Director rate of pay). The Performing Arts Center shall not be exempt from 6.A.
- C. The following events for all three venues shall have limited exemption from 6.A. in such that qualified volunteers from the specific venue's Theater Production class may be used in lieu of minimum staffing as long as a Technical Director or Lead Technician is also present:
- Drama Club Fall Show
  - Drama Club Musical
  - Drama Club Spring Show

D. The following events for all three venues shall have limited exemption from 6.A. in such that qualified volunteers from the specific venue's Theater Production class may be used in lieu of minimum staffing as long as that class's teacher of record is also present:

- Children's Theater
- Acting Classes

#### Scope of Work

The above section, 6.A., shall apply to any event that requires the use of both the venue and its equipment (fly systems, sound and light equipment, staging) including the setup, running, and tear down of an event.

#### Meals

For non-district shows, if a meal break is not called at, or by, the end of the fifth (5<sup>th</sup>) hour of work, compensation of one and one-half (1.5x) times the prevailing rate at the beginning of each hour must be paid until a meal break is called.

### 7. VACATION

All vacations must be approved by the immediate supervisor.

An employee hired during the year will be entitled to the number of vacation days based on the maximum allowable and computed in direct relationship to the number of working days in the year, rounded to the nearest one-half (1/2) day. Salary deduction for absence in excess of the employee's accumulated vacation leave will be computed in direct relationship to the maximum of straight-time hours/days in the employee work year rounded to the nearest half day.

Employees working less than 12 months shall continue to have their vacation allotment calculated as per in addition to base pay. Twelve-month employees may accumulate unused vacation days but any amount of total vacation days exceeding thirty (30) days shall be deemed forfeited as of August 31 each year. Upon retirement from the district, 12-month employees may cash out up to a maximum of thirty (30) unused vacation days provided that in no event may employees cash out leave or accept other compensation of any sort that would result in a violation of law or that will expose the district to liability, including but not limited to, liability for excess compensation payments as defined in RCW 41.50.150 as it now exists or is hereafter amended or recodified. Any unused vacation days exceeding the limit set forth herein or which are unused by the date of separation of service from the district shall be deemed forfeited.

Personnel will be entitled to twenty (20) days of vacation annually.

## 8. HOLIDAYS

Pay will be received for the following:

Day before New Years' Day  
New Years' Day  
Martin Luther King Day  
Presidents' Day  
Memorial Day  
Independence Day

Labor Day  
Veterans Day  
Thanksgiving Day  
Day after Thanksgiving Day  
Day before Christmas Day  
Christmas Day

When any of the above holidays fall on Saturday, Sunday, or on a day in which school is in session, an equivalent day will be given at the convenience of the district.

## 9. SICK LEAVE

**Professional and technical** employees will receive twelve (12) sick leave days annually, which are cumulative in accordance with the Washington State attendance incentive program.

An employee hired during the year will be entitled to the number of days based on the maximum allowable and computed in direct relationship to the number of working days in the year, rounded to the nearest one-half (1/2) day. Salary deduction for absences in excess of the employee's accumulated sick leave will be computed in direct relationship to the maximum of straight-time hours/days in the employee work year rounded to the nearest half day. Sick leave may be accumulated up to the employee's FTE allocation per year to the number of days employed.

The employee must report an absence as soon as known and no later than one (1) hour prior to the beginning of the work day, if possible.

Sick leave may be taken by the employee to attend to the illness of a spouse or another person residing in the employee's home.

An employee may use the employee's accrued sick leave to care for a child of the employee or a child under the age of eighteen (18) in the employee's custody with a health condition that requires treatment or supervision.

The employee must **submit, through Employee Access (Time Off), their time off request** to the supervisor within forty-eight (48) hours after returning to work. A **time off request** for five (5) consecutive days or more will **require** a written statement from a physician verifying the dates of the absence and releasing the employee to return to work.

Illness or disabilities caused by, or contributed to, pregnancy, miscarriage, abortion, childbirth, and recovery there from are considered temporary disabilities and will be treated as any other personal illness.

Compensation for accrued, but unused sick leave shall be as provided in Chapter 275 of the Laws of the State of Washington, 1983 Legislative Session, and RCW 28A.58, as amended.

10. ACCUMULATED SICK LEAVE CASHOUT

As now or hereinafter amended by statute, employees may qualify for compensation for accrued but unused sick leave on either an annual basis or at retirement. Under current annual cash-out provisions, employees will be asked to indicate by mid-January whether they wish to petition for compensation for accrued unused sick leave days from the previous year. Days are cashed out on a one-to-four basis of accumulation to maximum of twelve (12) days for full-time employees and compensated in February. Direct questions to the human resources department.

Upon retirement, current statutory provisions allow for compensation for accrued but unused sick leave on a one day per four basis to a maximum of one hundred eighty (180) days accumulation. For the life of this negotiated Agreement, the post retirement medical benefit VEBA III program is in place for retirees. Under this program, the compensation for accrued sick leave is set aside on a pre-tax basis into an account allowing the retiree to pay for medical premiums/expenses.

11. EMERGENCY LEAVE

A maximum of three (3) paid days will be allowed annually for absences owing to suddenly precipitated problems which are of such a nature that preplanning was not possible or could not have relieved the necessity for the employee's absence. The reason for taking personal/confidential leave needs to be divulged only to the superintendent or designee. Such information will be retained as confidential and will not, in and of itself, be the cause for written reprimand or discharge of the employee, unless there is a violation which otherwise constitutes sufficient cause for discharge under the law. Additional emergency leave days may be granted by the superintendent or designee. Such leave shall be deducted from that accumulated pursuant to paragraph 8 above. The employee must submit, **through Employee Access (Time Off), their time off request** within forty-eight (48) hours after returning to work, **indicating the nature of the emergency in the description box.**

12. BEREAVEMENT LEAVE

Bereavement leave is intended to provide time for the employee to attend to the arrangements for and/or attend services of individuals included in A-D of this subsection.

Bereavement leave will be allowed as follows:

- a. Spouse, **domestic partner**, son or stepson, daughter or stepdaughter, **father, mother, parent surrogate, sister, brother**--up to five (5) consecutive days.
- b. **Father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparents, grandchildren**, or other relative who is a member of the employee's household or of whom the employee is the sole support--up to three (3) consecutive days.
- c. Other **non-immediate family or a close, personal friend**--one (1) day per bereavement.

The employee must submit, **through Employee Access (Time Off), their time off request** within forty-eight (48) hours after returning to work **indicating the relationship of the deceased in the description box.**

13. CHILDREARING LEAVE

At the discretion of the District, an employee may be granted non-paid childrearing leave. Leave will commence subsequent to childbirth and at such time as the employee's physician certifies that the employee is physically able to return to normal duties. The intent of such leave will be to permit the employee to remain home with an infant, one year of age or younger, or an adopted child five years or younger for a limited time. Said leave may be cancelled by the district in instances when emergency coverage necessitates the employee to perform the duties and responsibilities of his/her assignment. In the event of such cancellation, efforts will be made to give the employee one week advance notice. At the conclusion of said leave, the employee will be returned to the position which was previously held. Refusal of an employee to accept the position as offered will result in termination. Benefits will be reinstated to the employee at a level consistent with the Agreement then in effect.

14. PERSONAL LEAVE

Employees will be permitted up to **three (3) days annually and may accrue and use up to five (5) days annually if available.** Personal leave will not be used to extend vacation or holiday periods to accommodate travel or for recreational purposes unless approved by the Assistant Superintendent of Human Resources. A limit of four requests per holiday for the bargaining groups and only one request per employee per year. Personal leave is granted in one hour increments with 24 hours notice if possible and the use of said personal leave is at the employee's discretion.

15. LEAVE OF ABSENCE

Upon approval of the Board of Directors, an employee may request a leave of absence not to exceed one work **year.** The employee will be returned to the same or similar position or the next available position for which qualified by experience and/or training. The employee will retain accrued sick leave, vested vacation, and seniority while on leave of absence. However, no sick leave, vacation, or other benefits may be applied or will accrue while the employee is on leave of absence. Approval of any leave of absence will be at the discretion of the superintendent.

16. ATTENDANCE INCENTIVE PROGRAM

An employee must work a minimum of six (6) hours per day in a regular position to be eligible for this program. To be eligible for this award, the employee must be a current employee at the commencement and conclusion of the award period (however, employees who satisfy these requirements but the awards are delayed for administrative reasons shall be considered as current employees; e.g., employees who retire or resign and have completed their calendar year). The award shall not be available to those employees whose separation of employment was for disciplinary or related reasons.

Attendance incentive awards will be given to any eligible employee for the period from September 1 through the end of the employee's school year: Eligibility: Any employee who works six (6) or more hours per day. Any employee who is not absent from work.

Exceptions: Jury Duty, Vacation, and Bereavement shall receive the attendance incentive award in accordance with the table below. Payment shall be made for those eligible on the July pay warrant for 190 day or less employees. Payment shall be made on the September pay warrant for twelve (12) month employees.

Attendance incentive awards shall be distributed in the following amount:

Regular Hours Worked—Less-than-12-month employee and twelve-month-employee amount 6.0-8.0—one (1) semester equals \$250; for two (2) semesters equals \$250, and for the entire year will total \$750. Semester one (1) starts on September 1 and ends six months later, semester two (2) starts the day after that and goes to the end of the employee's contract.

17. LEGAL RESPONSIBILITIES LEAVE

An employee who is called for jury duty or subpoenaed to appear as a witness in a court or administrative proceeding on district business will be entitled to leave with pay for time lost.

18. PROFESSIONAL IMPROVEMENT LEAVE

Leave for professional improvement, which may involve rescheduling of the employee's work time, will be handled on an individual basis by the superintendent or designee.

19. UNPAID LEAVE

Association members who are half-time employees and do not earn vacation hours will be entitled to three (3) days of unpaid leave per school year.

20. DENTAL/MEDICAL/LIFE INSURANCE

Fringe benefits will be that amount of monies legislatively apportioned and received per FTE employee per month for the purpose of dental, vision, life, long-term disability, and medical insurance plans which are officially recognized by the board.

Additionally, the district will make available a fifty thousand (\$50,000) dollar group term life insurance with triple indemnity coverage. This shall be the third mandatory deduction as referenced above.

The district will pay the out-of-pocket costs of one (1) physical every two years for eligible employees, provided that these physicals are not covered by insurance. This provision is intended to pay for CDL physicals for positions that require a CDL as a condition of employment.

Beginning September 1, 2015, each employee will receive insurance premium assistance from the District at the rate of \$80 for each month per FTE (1 FTE = 8 hours) covered by the term of the Agreement.

21. DUES

Membership in the primary state professional organization related specifically to the assignment with the Auburn School District shall be compensated by the District.

## 22. GRIEVANCE PROCEDURES

The purpose of the grievance policy will be to provide a means for the resolution of personnel problems. Members are urged to use the following procedures whenever they feel that school district action has aggrieved them in any manner:

Step 1: Discuss problem with the immediate supervisor within ten (10) days of its occurrence. During this discussion, an attempt will be made to arrive at a mutually satisfactory solution.

Step 2: If a mutually satisfactory solution was not reached at Step 1, the grievant will provide the immediate supervisor with a written statement of the problem within ten (10) days of the meeting. The immediate supervisor will provide a written answer within ten (10) days of receipt of the statement.

Step 3: If the problem has not been resolved at Step 2, the grievant will provide a written statement of the problem stating the resolution desired to the superintendent. The superintendent will provide a written answer within ten (10) days of receipt of the statement.

Step 4: If the problem is not resolved at Step 3, the grievant will provide a written request for a hearing with the board of directors to the president of the board. A hearing will be scheduled within thirty (30) days. The decision of the board will be final.

## 23. DISTRICT RESPONSIBILITY

In cooperating with the Agreement, Section 9, the District acknowledges only that degree of responsibility as specifically set forth and read literally. Additionally, the District accepts no responsibility for the action(s) of any agent or agency in its agreement to cooperate with the employee under this section.

## 24. SALARY SCHEDULE AND PLACEMENT

Individuals will be compensated on a salary schedule which provides: (1) an hourly/base rate which may be adjusted; (2) additional compensation commensurate with advanced training or increased responsibility; and (3) step advancement will be made on September 1, provided one-half (1/2) of the assigned work year has been completed in the assignment by the employee.

Professional technical employees will be placed on the salary schedule at the discretion of the superintendent or designee. When moving from a lower classification to a higher classification, placement will be on a step which provides equivalent or greater monetary compensation. The district shall have the discretion to make column upgrades and pay rate increases as necessary based on supervisor recommendations.

The contract years are for 2015-2018. In year one of this agreement (2015-16), employees shall receive **2% plus COLA**. In year two of this agreement (2016-17), employees shall receive **1.5% plus COLA**. In year three of this agreement (2017-2018), employees shall receive **3.5% plus COLA**.

25. ALLOWANCE FOR CERTIFICATES AND DEGREES

A.

<b>Certification Category</b>	<b>Tier 1 (\$40)</b>	<b>Tier 2 (\$50)</b>	<b>Tier 3 (\$65)</b>
Pupil Transportation	Level 1 certificate	Level 2 certificate	Level 3 certificate
WASBO			CSBA, CSBO, or CSBS
Cisco	N/A	CCNA	CCNP
WAMOA	Level 1 certificate	Level 2 certificate	Level 3 certificate
Microsoft	MOUS certificate	MCP (any specialty)	MCSE
ISP (Institute for Supply Management)		APP (Accredited Purchasing Practitioner)	CPM (Certified Purchasing Manager)
HELP			4-Year Certification Program for HR

B. College degree stipend is limited to the highest degree received.

<b>College Degrees</b>	<b>Amount paid per month</b>
Associate Degree	\$65
Bachelors Degree	\$75
Masters Degree	\$85

A college degree stipend can be combined with a certification stipend for a combined amount of \$100 per month.

CSBS=Certified School Business Specialist  
 CSBO=Certified School Business Official  
 CSBA=Certified School Business Administrator

WAMOA Level 1=Educational Facilities Specialists  
 WAMOA Level 2=Educational Facilities Administrators  
 WAMOA Level 3=Educational Facilities Master

C. Changes to Stipends

The Auburn School District can add certificates to the list of qualifying certificates, increase the amount paid for qualified certificates, and move certificates to a higher "tier." The District must notify the Association of these changes within two weeks.

If sponsoring organization cancels or removes a certificate, the stipend will no longer be paid.

Those certificates requiring renewal will be maintained to keep the stipend.

26. OPTIONAL DAY COMPENSATION

For **network engineers**, a maximum of nine (9) optional days, taken outside the normal work year, will be permitted for the completion of additional duties and responsibilities as assigned by the supervisor. Compensation for such days shall be at the per diem rate. For the purposes of compensation only, the per diem rate shall be calculated as 1/230th of the annual amount. Optional days shall be used on district holidays or weekends only.

27. PROFESSIONAL GROWTH

The District agrees to reimburse each employee up to one thousand (\$1,000) per year for professional growth. Further, said allocation shall be accruable to a maximum of \$3,000.

Frontloaded Tuition Monies: An employee may complete the appropriate form from Human Resources for one-half (1/2) of one year of their tuition reimbursement monies to be frontloaded. The form includes a provision whereby the employee must repay any portion of the front-loaded monies if they do not satisfactorily complete their course work. **The Professional Technical President will assist the District by sending out reminders to their entire membership reminding them of transcript due dates.**

**Employees shall be allowed to request reimbursement to assist in paying off of student loans incurred by the employee. Employees shall also be allowed to use professional growth monies to participate in health and wellness classes not to include gym memberships or weight loss programs.**

28. JOB DESCRIPTION

A job description will be on file and available upon request for each position on this schedule.

29. SALARY COMPLIANCE

Nothing contained in this Agreement, either by application or interpretation, is to be construed so as to in any way cause directly or indirectly the district, its board, officers, employees, or agents to grant compensation or increases thereto in excess of those permitted by law or regulation.

It is the intent of the parties to permit incremental increases in salary only to the extent that compliance laws are not violated and only upon receipt (consistent with state law) of B.E.A. funds for classified salary increase purposes.

In the event of receipt of notice by the District from any governmental unit (legislative, judicial, or executive) which alleges a restriction on compensation paid to those employees covered by this Agreement, or in the event the control salary is exceeded or compliance problems, whether resulting in a penalty or not, develop out of the increases granted in any school year covered by this Agreement, the parties shall meet and discuss issues within ten (10) school district business days of the District's notice to the Association. The parties shall have ten (10) business days in which to exchange information and options on the most desired method of eliminating the compliance problems. Such options may include recapture of funds in excess of the control salary from employees.

In the event the parties fail to mutually select an option by the end of the ten (10) day period, then an option discussed by the parties will be selected by the District to eliminate the problem, yet minimize the impact on previously granted increases to classified group.

Finally, should the legislature appropriate additional classified compensation increases, the parties will meet to discuss how such increases might be accomplished, if and when, during the term of this Agreement the state dollars for such are received by the District.

This Agreement shall not affect determinations made by the District where the upward adjustment for classified employees and other such personnel would be less than \$5,000.

30. REIMBURSEMENT FOR PERSONAL CAR USE

Employees authorized by the superintendent or designee to drive personal automobiles for authorized home visits or from one district building to another, in the course of their regular assignments, will receive a mileage reimbursement at the level (cent per mile) recognized by the Internal Revenue Service. The same reimbursement will be received by employees authorized to use personal automobiles for out-of district travel.

31. Longevity: Beginning with the 20<sup>th</sup> year, employees will be eligible for a stipend of \$300 **added to their hourly wage**; beginning with the 25<sup>th</sup> year, employees will be eligible for a stipend of \$600 **added to their hourly wage**; and beginning with the 30<sup>th</sup> year, employees will be eligible for a stipend of \$900 added to their hourly wage. This will be prorated based upon annual hours compensated for hourly employees.

32. **Network engineers, information technology technicians, and technical directors** will receive an annual Smartphone technology stipend of \$600.00 upon completion of the Smartphone Stipend Agreement with the district each year of the agreement. The agreement requires the signature of the employee and supervisor to activate the stipend and must be returned to Human Resources so that payment processing can occur.

**GO phones will be purchased for use by Transportation dispatchers in the event that they need to accept telephone calls outside of the normal work day.**

33. TERMINATION AND RENEWAL OF THIS AGREEMENT

In consideration of a three-year agreement, the Association and District have mutually agreed to the following salary determinations.

- A. The annual salary for the 2015-16 school year shall be effective September 1, 2015.
- B. The annual salary for the 2016-17 school year shall be effective September 1, 2016.
- C. The annual salary for the 2017-18 school year shall be effective September 1, 2017.
- D. Annual salary schedules for the years 2015-16, 2016-17, and 2017-18 will be distributed to professional and technical employees and classified administrators by September 15 of each year.

FOR PROFESSIONAL AND  
TECHNICAL EMPLOYEES

BY: /s/  
Tiffany Burt, President

FOR AUBURN SCHOOL DISTRICT

BY: /s/  
Carol Seng, School Board President

BY: /s/  
Debbie Leighton, Executive Director  
of Human Resources



# WASHINGTON

## SCHOOL SAFETY ORGANIZATION

A combined effort of DARE Officers, School Resource Officers, School Security Officers and Educators

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### WASHINGTON SCHOOL SAFETY ORGANIZATION PO BOX 127

**STANWOOD, WA 98292**

Tax ID # 30-0063344

Email: [washingtonschoolsafetyorg@gmail.com](mailto:washingtonschoolsafetyorg@gmail.com)

#### MEET THE BOARD MEMBERS



#### Past-President

Lisa Harrison  
SRO Tukwila PD  
[Lharrison@tukwilawa.gov](mailto:Lharrison@tukwilawa.gov)



#### PRESIDENT

John Guidice  
DARE/SRO Whitman Co.  
Sheriff's  
[JohnG@co.whitman.wa.us](mailto:JohnG@co.whitman.wa.us)

#### Secretary

John Byars  
Muckleshoot SD  
[John.byars@muckleshoottribal.school.org](mailto:John.byars@muckleshoottribal.school.org)



#### Vice-President

Karen Davy  
SRO KCSO -Covington  
[Karen.Davy@KingCounty.gov](mailto:Karen.Davy@KingCounty.gov)

#### 1st Position at Large

Luke Goethals  
SRO Auburn PD  
[Lgoethals@auburnwa.gov](mailto:Lgoethals@auburnwa.gov)



#### Sergeant at Arms

Karin Weihe  
SRO Issaquah PD  
[KarinW@issaquah.wa.us](mailto:KarinW@issaquah.wa.us)



#### 2nd Position at Large

Ken Board  
Pullayup School District  
[BoardKM@pullayup.k12.wa.us](mailto:BoardKM@pullayup.k12.wa.us)



#### Treasurer

Shane Jensen  
SRO Stanwood PD  
Snohomish County Sheriff  
[Shane.jensen@snoco.org](mailto:Shane.jensen@snoco.org)

**A big thanks to those on the  
2013 -2014 school year  
WSSO Board**

All photos by David Remmem

#### 3rd Position at Large

Randy Town  
Education Advisor  
ESD 105  
[Randy.Town@esd105.org](mailto:Randy.Town@esd105.org)





# WASHINGTON

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## SCHOOL SAFETY ORGANIZATION

A combined effort of DARE Officers, School Resource Officers, School Security Officers and Educators

### 2015 WSSO Training Conference Course Handouts

Mentorship: Building Greater Safety and Trust

Autism

Human Trafficking

Human Trafficking Victim Dynamics

Michelle Bennett's Anti-Bullying Powerpoint

Marci Scott's Threat Assessment Powerpoint

New Mexico Tech Prevention of Suicide Bomb Incidents

Chuck Lind's Legalities of Social Media

### 2014 WSSO Training Conference Course Handouts

Mike Graddon's Marijuana Class Handouts

Dr. Rudy Lorber's Threat Assessment Powerpoint



# WASHINGTON

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### **Youth Services-King County**

KCJPAO 206) 296-9025  
 Spruce Street 206)587-0992  
 CCORS 206)461-3222  
 YouthCare 1-1800-495-7802  
 (Crisis Intervention/Shelter)

### **Youth Services-Spokane County**

SCJPAO (509) 477-4742  
 Crosswalk Teen Center  
 (509) 838-6596  
 Daybreak Youth Resource  
 (509) 624-3227

### **Youth Services-Snohomish County**

SCJPAO 425-388-7800  
 Cocoon House-youth homeless shelter

[Catholic Community Services](#)

[Sno County Youth and Family](#)

## **SCHOOL SAFETY RESOURCES**

### **SCHOOL SECURITY OFFICERS**

[www.dhs.gov/school-safety](http://www.dhs.gov/school-safety)  
[www.schoolsecurity.org](http://www.schoolsecurity.org)  
[www.nrschoolshield.com](http://www.nrschoolshield.com)

### **DRUGS/ALCOHOL**

[Current drug, alcohol, and concealing trends](#)  
[Teen Drug Abuse](#)  
[Lung.org/Children,Teens,andTobacco](http://Lung.org/Children,Teens,andTobacco)  
[Quitsmokingcommunity.org](http://Quitsmokingcommunity.org)  
[Addiction Centers](#)  
[Drug Rehab for Teens](#)  
[Drug Rehab:a guide for Parents](#)

### **Animal Assisted Therapy/Crisis Response**

[HOPE](#)  
[Reading with Rover](#)

### **LAW ENFORCEMENT**

#### **NASRO**

[Title 28A RCW:Common School Provisions](#)  
[Washington State Office of Juvenile Justice\(DSHS\)](#)  
[Office of Juvenile Justice and Delinquency Prevention](#)  
[Washington State Criminal Training Commission](#)

### **Threat Assessment Resources**

[Assoc. Of Threat Assessment Professionals](#)  
[NaBITA Threat Assessment Tool](#)

### **Youth Services - Clark County**

CCJPAO (360) 397-2201  
[Daybreak Youth Resources](#)  
 (360) 750-9635  
[Clark County Family and Youth Services](#)

## PROCEDURE USE OF REASONABLE FORCE

### Definitions:

- A. **Physical force:** Any use of bodily force or physical restriction that substantially immobilizes or reduces the free movement of a student through physical contact.
- B. **Chemical sprays:** The use of chemicals, such as OcSpray or similar chemical weapons to control a student or limit a student's freedom of movement.
- C. **Mechanical restraint:** The use of a mechanical device including, but not limited to metal handcuffs, plastic ties, ankle restraints, leather cuffs, or other hospital-type restraints used to control a student or limit a student's freedom of movement.
- D. **School resource officer:** A commissioned law enforcement officer who provides law enforcement services and may perform other duties for the district, and is assigned by the employing police department or agency to work in collaboration with the district.
- E. **School security officer:** A classified or contracted school district employee other than a school resource officer who provides security services in the district under the direction of a school administrator.
- F. **De-escalation:** The use of strategies to defuse an individual who has lost self control, is non-compliant, or is demonstrating unacceptable behavior. These strategies address behavior that is dangerous, disruptive, or otherwise impedes the learning of a student or others.
- G. **Seclusion:** Confinement of a student alone in an enclosed space from which the student may not leave.
- H. **Less than lethal devices:** Physical or mechanical restraint or chemical sprays that are unlikely to cause permanent physical harm, impairment or death. Examples of less than lethal devices are batons and electrical impulse control devices.
- I. **Bodily injury, physical injury, or bodily harm:** Physical pain or injury, illness, or an impairment of physical condition.
- J. **Substantial bodily harm:** Bodily injury which involves a temporary but substantial disfigurement or which causes a temporary but substantial loss or impairment of the function of any bodily part or organ or which causes a fracture of any bodily part.
- K. **Great bodily harm:** Bodily injury which creates a probability of death or which causes significant serious permanent disfigurement or which causes a significant permanent loss or impairment of the function of any bodily part or organ.

### Use of force continuum:

Whenever possible and practical, the use of force continuum will be followed. District staff must only use the degree of force necessary to protect a student, students, or staff from imminent bodily injury, substantial bodily harm, or great bodily harm.

**A. The generally accepted use of force continuum includes, in order:**

1. Staff/school security officer presence;
2. Verbal/non-verbal communication, de-escalation;
3. Physical interventions;
4. Mechanical restraints;
5. Sprays or electrical devices; and
6. Other reasonable force as authorized by RCW 9A.16.020.

**B. Appropriate use of force:**

1. Physical force may be used to prevent or minimize imminent bodily injury, substantial bodily harm or great bodily harm to self or others, or if de-escalation interventions fail or are inappropriate to protect district property.
2. Mechanical restraint or chemical spray may be used when a student's behavior poses a threat of imminent, substantial or great bodily harm to self or others or will cause significant property damage, but will be used only by personnel trained and authorized by the board to use these tools after de-escalation interventions fail or are inappropriate.
3. Mechanical restraint or chemical spray may be used as needed to obtain possession of a known or reasonably suspected weapon or other dangerous object on a person or within the control of a person.
4. Less than lethal devices may be used only as necessary to prevent substantial bodily harm or loss of life and only by trained personnel who are authorized by the board to use such level of force. RCW 9A.16.020.
5. Consistent with the provisions found in WAC 392-172A-03120, nothing in this policy and procedure precludes the use of reasonable force to control unpredicted spontaneous behavior by a student with an IEP or 504 Plan, when the behavior poses a clear and present danger of serious harm to the student, to another person, or to property or of seriously disrupting the educational process.

**C. Inappropriate use of force:**

1. Physical force, mechanical restraint, or chemical spray will not be used as a form of discipline or punishment;
2. Physical force, mechanical restraint, or chemical spray will not be used as an initial response to destruction of property, school disruption, refusal of the student to comply with school rules, or a staff directive or a verbal threat that does not constitute a threat of imminent bodily injury, unless other forms of de-escalation intervention fail or are inappropriate; and

3. Physical force, mechanical restraints or chemical spray should not be used as an intervention, if the school employee, school resource officer, or school security officer knows that the student has a health condition or physical problem and the condition or problem would be exacerbated by the use of force.

**D. Degree of force:**

1. Force must not be continued if a determination is made by the staff member administering the force that the student is no longer at risk of causing imminent bodily injury to him or herself or others and
2. Force must be administered in such a way so as to prevent or minimize physical harm. If, at any time during the use of force the student demonstrates significant physical distress, the force must be reduced immediately and, if necessary, school staff must take immediate steps to seek medical assistance.

**Monitoring:**

An adult must continually monitor any student when force is used. The monitoring must be conducted by direct observation of the student. Monitoring must include regularly evaluating the student for signs of physical distress.

**Staff training requirements:**

All training will include instruction in positive management of student behavior, cultural sensitivity, effective communication for defusing and de-escalating disruptive or dangerous behavior and safe and appropriate use of force, seclusion, and restraint. Annually, administrators will provide all staff with the district established policy and procedure regarding the use of reasonable force.

**A. Physical force:**

All staff should be informed of de-escalation strategies and proper physical intervention procedures. Appropriate staff and those who are required or reasonably anticipated to provide physical force intervention will be trained in the use of physical force intervention.

**B. Mechanical restraints or chemical spray:**

Only staff trained and authorized to use mechanical restraint or chemical spray procedures will administer it to students. The appropriate personnel will include those staff members who are most likely to be called upon to use mechanical restraint or chemical spray to prevent or address disruptive or dangerous student behavior.

**Reporting requirements:**

**A. Processing the incident:**

Following the release of a student from the use of force, the school will implement follow-up procedures. These procedures will include reviewing the incident with the student to address the behavior that precipitated the use of force, reviewing the incident with the staff person(s) who administered the force to discuss whether proper procedures were followed, and consideration of whether any follow-up is appropriate for students who witnessed the incident.

**B. Incident report:**

Any school employee, school resource officer, or school security officer who uses any chemical spray, mechanical restraint or physical force as defined in this procedure, will immediately inform the building administrator or a designee and within two business days submit a written report of the incident to the district office.

**C. Annual report:**

The building administrator or a designee will maintain a log of all instances of use of force, as defined by this procedure, which will be presented to the superintendent annually. The superintendent will provide an annual report to the board regarding the district's use of force, including identifying the individuals authorized and trained to use chemical spray or mechanical restraint.

**D. Informing parents:**

The principal or a designee will make a reasonable effort to verbally inform the parents, within 24 hours, of the incident and send written notification as soon as practical but postmarked no later than five business days after the use of force. If the language of the parents is other than English, the written use-of-force report will be provided to the parent in the language of the home, if practicable.

**Resolution of concerns about the use of force:**

A student or his/her parent or guardian who has concerns regarding a specific use of force may seek to resolve the concern by using the district's complaint process which is set forth in Policy 4220 Complaints Concerning Staff or Programs.



emailed & Mailed  
11/4/15.

Prof Teek  
Agunt

November 4, 2015

Ms. Vanessa Torres Hernandez  
American Civil Liberties Union of Washington Foundation  
901 5<sup>th</sup> Avenue, Suite 630  
Seattle, WA 98164

Dear Ms. Torres Hernandez:

The purpose of this letter is to acknowledge Auburn School District's receipt of your public records request regarding agreements, contracts, or memoranda of understanding between the Auburn School District and any other entity regarding school resource officers or school security as well as any training materials, policies, procedures or guidelines regarding school resource officers or school security. 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 Leighton  
Assistant Superintendent of Human Resources

ds



NOV 03 2015

October 28, 2015

Public Records Officer  
Auburn School District  
915 4<sup>th</sup> St NE  
Auburn, WA 98002

**Re: Request for Public Records**

To Whom It May Concern,

The ACLU of Washington writes pursuant to the Washington Public Records Act (RCW 42.56), to request records reflecting:

- 1) Any agreements, contracts, or memoranda of understanding between the Auburn School District and any other entity regarding school resource officers or school security.
- 2) Any training materials, policies, procedures or guidelines regarding school resource officers or school security.

I understand that any personal identifiable information relating to any student or students shall be redacted.

Please note that the PRA requires a response within five business days. We would prefer to receive documents in electronic format. If you anticipate there will be more than 50 pages of documents, please contact me prior to copying the material. Please feel free to call (206-624-2184) or e-mail me ([vhernandez@aclu-wa.org](mailto:vhernandez@aclu-wa.org)) if you need clarification about the scope of this request.

Sincerely,

Vanessa Torres Hernandez  
Education Equity Director

AMERICAN CIVIL  
LIBERTIES UNION OF  
WASHINGTON  
FOUNDATION  
901 5TH AVENUE, SUITE 630  
SEATTLE, WA 98164  
T/206.624.2184  
WWW.ACLU-WA.ORG

JEAN ROBINSON  
BOARD PRESIDENT

PHILEEN TAYLOR  
EXECUTIVE DIRECTOR



NOV 03 2015

October 28, 2015

Public Records Officer  
Auburn School District  
915 4<sup>th</sup> St NE  
Auburn, WA 98002

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Sincerely,

Vanessa Torres Hernandez  
Education Equity Director

AMERICAN CIVIL  
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WASHINGTON  
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901 5TH AVENUE, SUITE 630  
SEATTLE, WA 98164  
T/206.624.2184  
WWW.ACLU-WA.ORG

JEAN ROBINSON  
BOARD PRESIDENT

PHILEEN TAYLOR  
EXECUTIVE DIRECTOR

## Strand, Debbie

---

**From:** Jaclyn Sehr <jsehr@komotv.com>  
**Sent:** Tuesday, May 10, 2016 2:35 PM  
**To:** Strand, Debbie  
**Subject:** RE: Schutt Vengeance helmet at Auburn Riverside HS is a VTD or DCT model

Okay, thanks for letting me know! I'll try to check with the manufacturer to see if they might know based on the year.  
Thanks again!

---

**From:** Strand, Debbie [mailto:dstrand@auburn.wednet.edu]  
**Sent:** Tuesday, May 10, 2016 2:23 PM  
**To:** Jaclyn Sehr  
**Subject:** FW: Schutt Vengeance helmet at Auburn Riverside HS is a VTD or DCT model  
**Importance:** High

Hi Jackie,  
I received the attached from our Athletic Director, Rob Swaim. They indicate that they don't have the model number of the Schutt Vengeance Helmet.

Please let me know if you need more information.

Thank you!

*Debbie Strand*  
*Administrative Assistant to Debbie Leighton*  
*Assistant Superintendent of Human Resources*  
*Auburn School District*  
*253-931-4932*

***We do not have the model of the Schutt Vengeance Helmet.***

**Rob Swaim, CMAA**  
**Auburn School District**  
**Director of Athletics & Activities**  
**Office #(253) 931-4999**  
**Direct #(253) 887-3925**  
**[rswaim@auburn.wednet.edu](mailto:rswaim@auburn.wednet.edu)**

**From:** Floyd Kuzmick [mailto:fkuzmick@riddellsales.com]  
**Sent:** Saturday, May 07, 2016 8:04 AM  
**To:** Swaim, Rob <[rswaim@auburn.wednet.edu](mailto:rswaim@auburn.wednet.edu)>; Thomas, Bryant <[bthomas@auburn.wednet.edu](mailto:bthomas@auburn.wednet.edu)>  
**Subject:** RE: Schutt Vengeance helmet at Auburn Riverside HS is a VTD or DCT model

Hi Rob and Bryant,

Here is a copy of your helmet aging report for 2016.  
We just note the Vengeance series and not which model it is.  
Maybe the seller could fill you in as to exact model.  
Sorry – I do not have that info.  
Thank You,  
Floyd

---

**From:** Swaim, Rob [<mailto:rswaim@auburn.wednet.edu>]  
**Sent:** Friday, May 06, 2016 4:05 PM  
**To:** Thomas, Bryant  
**Cc:** Floyd Kuzmick  
**Subject:** RE: Schutt Vengeance helmet at Auburn Riverside HS is a VTD or DCT model

***Floyd, please see bellow's question from public records request. What model is the ARHS helmet in question?***

***Thank you***

***Rob Swaim, CMAA  
Auburn School District  
Director of Athletics & Activities  
Office #(253) 931-4999  
Direct #(253) 887-3925  
[rswaim@auburn.wednet.edu](mailto:rswaim@auburn.wednet.edu)***

**From:** Thomas, Bryant  
**Sent:** Friday, May 06, 2016 3:55 PM  
**To:** Swaim, Rob <[rswaim@auburn.wednet.edu](mailto:rswaim@auburn.wednet.edu)>  
**Subject:** Re: Schutt Vengeance helmet at Auburn Riverside HS is a VTD or DCT model

Not a problem but please confirm how I am suppose to know the difference? When we turned in the original info I couldn't tell you. Is there anyway we can get a hold of Floyd and find out from them what type of helmet it is?

Sent from my iPhone

On May 6, 2016, at 9:43 AM, Swaim, Rob <[rswaim@auburn.wednet.edu](mailto:rswaim@auburn.wednet.edu)> wrote:

***Bryant, have you reconditioned helmets been returned from Floyd yet? If so, can you please reply to all with the Schutt Vengeance helmet model VTD or DCT?***

***Thank you***

**From:** Jaclyn Sehr [<mailto:jsehr@komotv.com>]  
**Sent:** Tuesday, January 26, 2016 1:12 PM  
**To:** Strand, Debbie  
**Subject:** RE: Response to Public Records Request

Hi Debbie,

Thanks! Can you please clarify if the Schutt Vengeance helmet at Auburn Riverside HS is a VTD or DCT model? Thanks!

Best,  
Jackie Sehr  
KOMO Investigative Team  
Telephone: 206-404-4289

***Rob Swaim, CMAA***  
***Auburn School District***  
***Director of Athletics & Activities***  
***Office #(253) 931-4999***  
***Direct #(253) 887-3925***  
***[rswaim@auburn.wednet.edu](mailto:rswaim@auburn.wednet.edu)***

**Strand, Debbie**

---

**From:** Strand, Debbie  
**Sent:** Wednesday, March 16, 2016 12:15 PM  
**To:** 'Jaclyn Sehr'  
**Subject:** RE: Response to Public Records Request

RECEIVED

MAR 16 2016

HUMAN RESOURCES

We don't have the helmet back yet....but as soon as we do we will contact you.

Thank you!

*Debbie Strand*  
*Administrative Assistant to Debbie Leighton*  
*Assistant Superintendent of Human Resources*  
*Auburn School District*  
*253-931-4932*

**From:** Jaclyn Sehr [mailto:jsehr@komotv.com]  
**Sent:** Wednesday, March 16, 2016 12:14 PM  
**To:** Strand, Debbie  
**Subject:** RE: Response to Public Records Request

Yes, it was just clarification on the Schutt Vengeance helmet. I believe there are two Vengeance models, the VTD and DCT, and I need to know which one it is. Thanks!

---

**From:** Strand, Debbie [mailto:dstrand@auburn.wednet.edu]  
**Sent:** Wednesday, March 16, 2016 11:43 AM  
**To:** Jaclyn Sehr  
**Subject:** RE: Response to Public Records Request

I believe we are just checking on one specific helmet.....is that correct?

*Debbie Strand*  
*Administrative Assistant to Debbie Leighton*  
*Assistant Superintendent of Human Resources*  
*Auburn School District*  
*253-931-4932*

**From:** Jaclyn Sehr [mailto:jsehr@komotv.com]  
**Sent:** Wednesday, March 16, 2016 11:31 AM  
**To:** Strand, Debbie  
**Subject:** RE: Response to Public Records Request

Hi Debbie,

Just checking in to see what the status is on the reconditioned helmets. Let me know, thanks!

Best,  
Jackie

---

**From:** Strand, Debbie [<mailto:dstrand@auburn.wednet.edu>]  
**Sent:** Wednesday, January 27, 2016 3:41 PM  
**To:** Jaclyn Sehr  
**Subject:** RE: Response to Public Records Request

Will do. I put a reminder on my calendar to check in the spring.

Thank you!

*Debbie Strand*  
*Administrative Assistant to Debbie Leighton*  
*Assistant Superintendent of Human Resources*  
*Auburn School District*  
**253-931-4932**

**From:** Jaclyn Sehr [<mailto:jsehr@komotv.com>]  
**Sent:** Wednesday, January 27, 2016 3:31 PM  
**To:** Strand, Debbie  
**Subject:** RE: Response to Public Records Request

Hi Debbie,

No problem. Please update me when you do have the information. Thanks!

Best,  
Jackie

---

**From:** Strand, Debbie [<mailto:dstrand@auburn.wednet.edu>]  
**Sent:** Wednesday, January 27, 2016 3:26 PM  
**To:** Jaclyn Sehr  
**Subject:** RE: Response to Public Records Request

Hello Jackie,

I just found out that we will not have the details on that helmet until spring. Our helmets are sent off for reconditioning and they won't return until the spring.

Please feel free to call me if you have any questions.

Thanks!

*Debbie Strand*

*Administrative Assistant to Debbie Leighton*  
*Assistant Superintendent of Human Resources*  
*Auburn School District*  
**253-931-4932**

**From:** Jaclyn Sehr [<mailto:jsehr@komotv.com>]  
**Sent:** Tuesday, January 26, 2016 1:12 PM  
**To:** Strand, Debbie  
**Subject:** RE: Response to Public Records Request

Hi Debbie,

Thanks! Can you please clarify if the Schutt Vengeance helmet at Auburn Riverside HS is a VTD or DCT model? Thanks!

Best,  
Jackie Sehr  
KOMO Investigative Team  
Telephone: 206-404-4289

---

**From:** Strand, Debbie [<mailto:dstrand@auburn.wednet.edu>]  
**Sent:** Tuesday, January 26, 2016 11:59 AM  
**To:** Jaclyn Sehr  
**Subject:** Response to Public Records Request

Hello Ms. Sehr,

Attached is the response to your public records request.

Have a great afternoon.

*Debbie Strand*  
*Administrative Assistant to Debbie Leighton*  
*Assistant Superintendent of Human Resources*  
*Auburn School District*  
**253-931-4932**



## Strand, Debbie

---

**From:** Swaim, Rob  
**Sent:** Wednesday, March 16, 2016 11:58 AM  
**To:** Strand, Debbie  
**Subject:** RE: Response to Public Records Request

***We do not have the helmet back yet.***

***Rob Swaim, CMAA  
Auburn School District  
Director of Athletics & Activities  
Office #(253) 931-4999  
Direct #(253) 887-3925  
[rswaim@auburn.wednet.edu](mailto:rswaim@auburn.wednet.edu)***

**From:** Strand, Debbie  
**Sent:** Wednesday, March 16, 2016 11:53 AM  
**To:** Swaim, Rob <[rswaim@auburn.wednet.edu](mailto:rswaim@auburn.wednet.edu)>  
**Subject:** FW: Response to Public Records Request

Rob,  
Have you heard anything yet about that specific helmet?

Thanks!

***Debbie Strand  
Administrative Assistant to Debbie Leighton  
Assistant Superintendent of Human Resources  
Auburn School District  
253-931-4932***

**From:** Jaclyn Sehr [<mailto:jsehr@komotv.com>]  
**Sent:** Wednesday, March 16, 2016 11:31 AM  
**To:** Strand, Debbie  
**Subject:** RE: Response to Public Records Request

Hi Debbie,

Just checking in to see what the status is on the reconditioned helmets. Let me know, thanks!

Best,  
Jackie

**From:** Strand, Debbie [<mailto:dstrand@auburn.wednet.edu>]  
**Sent:** Wednesday, January 27, 2016 3:41 PM

**To:** Jaclyn Sehr

**Subject:** RE: Response to Public Records Request

Will do. I put a reminder on my calendar to check in the spring.

Thank you!

*Debbie Strand*

*Administrative Assistant to Debbie Leighton*

*Assistant Superintendent of Human Resources*

*Auburn School District*

*253-931-4932*

**From:** Jaclyn Sehr [<mailto:jsehr@komotv.com>]

**Sent:** Wednesday, January 27, 2016 3:31 PM

**To:** Strand, Debbie

**Subject:** RE: Response to Public Records Request

Hi Debbie,

No problem. Please update me when you do have the information. Thanks!

Best,  
ackie

---

**From:** Strand, Debbie [<mailto:dstrand@auburn.wednet.edu>]

**Sent:** Wednesday, January 27, 2016 3:26 PM

**To:** Jaclyn Sehr

**Subject:** RE: Response to Public Records Request

Hello Jackie,

I just found out that we will not have the details on that helmet until spring. Our helmets are sent off for reconditioning and they won't return until the spring.

Please feel free to call me if you have any questions.

Thanks!

*Debbie Strand*

*Administrative Assistant to Debbie Leighton*

*Assistant Superintendent of Human Resources*

*Auburn School District*

*253-931-4932*

**From:** Jaclyn Sehr [<mailto:jsehr@komotv.com>]  
**Sent:** Tuesday, January 26, 2016 1:12 PM  
**To:** Strand, Debbie  
**Subject:** RE: Response to Public Records Request

Hi Debbie,

Thanks! Can you please clarify if the Schutt Vengeance helmet at Auburn Riverside HS is a VTD or DCT model? Thanks!

Best,  
Jackie Sehr  
KOMO Investigative Team  
Telephone: 206-404-4289

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**Sent:** Tuesday, January 26, 2016 11:59 AM  
**To:** Jaclyn Sehr  
**Subject:** Response to Public Records Request

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Have a great afternoon.

*Debbie Strand*  
*Administrative Assistant to Debbie Leighton*  
*Assistant Superintendent of Human Resources*  
*Auburn School District*  
*253-931-4932*



Komo/  
Helmets

**Strand, Debbie**

---

**From:** Jaclyn Sehr <jsehr@komotv.com>  
**Sent:** Wednesday, January 27, 2016 3:31 PM  
**To:** Strand, Debbie  
**Subject:** RE: Response to Public Records Request

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Jackie

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**Sent:** Wednesday, January 27, 2016 3:26 PM  
**To:** Jaclyn Sehr  
**Subject:** RE: Response to Public Records Request

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Thanks!

*Debbie Strand*  
*Administrative Assistant to Debbie Leighton*  
*Assistant Superintendent of Human Resources*  
*Auburn School District*  
**253-931-4932**

**From:** Jaclyn Sehr [mailto:jsehr@komotv.com]  
**Sent:** Tuesday, January 26, 2016 1:12 PM  
**To:** Strand, Debbie  
**Subject:** RE: Response to Public Records Request

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Best,  
Jackie Sehr  
KOMO Investigative Team

## Strand, Debbie

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**From:** Strand, Debbie  
**Sent:** Wednesday, January 27, 2016 3:26 PM  
**To:** 'Jaclyn Sehr'  
**Subject:** RE: Response to Public Records Request

Hello Jackie,

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Thanks!

*Debbie Strand*  
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*Assistant Superintendent of Human Resources*  
*Auburn School District*  
*253-931-4932*

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**Subject:** RE: Response to Public Records Request

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KOMO Investigative Team  
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**Subject:** Response to Public Records Request

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Have a great afternoon.

*Debbie Strand*

*Administrative Assistant to Debbie Leighton*

*Assistant Superintendent of Human Resources*

*Auburn School District*

*253-931-4932*



**Strand, Debbie**

---

**From:** Swaim, Rob  
**Sent:** Wednesday, January 27, 2016 3:23 PM  
**To:** Strand, Debbie  
**Subject:** RE: Response to Public Records Request

***We do not have those details as the helmet has been bagged and sent off for reconditioning. We will have it in the spring when the helmet returns to the school.***

***Rob Swaim, CMAA  
Auburn School District  
Director of Athletics & Activities  
Office #(253) 931-4999  
Direct #(253) 887-3925  
[rswaim@auburn.wednet.edu](mailto:rswaim@auburn.wednet.edu)***

**From:** Strand, Debbie  
**Sent:** Tuesday, January 26, 2016 2:18 PM  
**To:** Swaim, Rob <[rswaim@auburn.wednet.edu](mailto:rswaim@auburn.wednet.edu)>  
**Subject:** FW: Response to Public Records Request

??

***Debbie Strand  
Administrative Assistant to Debbie Leighton  
Assistant Superintendent of Human Resources  
Auburn School District  
253-931-4932***

**From:** Jaclyn Sehr [<mailto:jsehr@komotv.com>]  
**Sent:** Tuesday, January 26, 2016 1:12 PM  
**To:** Strand, Debbie  
**Subject:** RE: Response to Public Records Request

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Jackie Sehr  
KOMO Investigative Team  
Telephone: 206-404-4289

**From:** Strand, Debbie [<mailto:dstrand@auburn.wednet.edu>]  
**Sent:** Tuesday, January 26, 2016 11:59 AM

**To:** Jaclyn Sehr

**Subject:** Response to Public Records Request

Hello Ms. Sehr,

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Have a great afternoon.

***Debbie Strand***

***Administrative Assistant to Debbie Leighton***

***Assistant Superintendent of Human Resources***

***Auburn School District***

**253-931-4932**





January 26, 2016

Jaclyn Sehr  
KOMO Investigative Team  
[jsehr@komotv.com](mailto:jsehr@komotv.com)

Dear Ms. Sehr,

This letter is in response to your public records request for information regarding football helmets owned by Auburn School District.

Attached is the information that you requested.

If you have questions or concerns, feel free to call me at (253) 931-4916.

Sincerely,

Chris Callaham  
Director of Human Resources

ds

## Strand, Debbie

---

**From:** Strand, Debbie  
**Sent:** Tuesday, January 26, 2016 11:59 AM  
**To:** 'Jaclyn Sehr'  
**Subject:** Response to Public Records Request  
**Attachments:** KOMO Response - Helmets - 1-26-16.pdf

Hello Ms. Sehr,

Attached is the response to your public records request.

Have a great afternoon.

*Debbie Strand*  
*Administrative Assistant to Debbie Leighton*  
*Assistant Superintendent of Human Resources*  
*Auburn School District*  
*253-931-4932*



## **Strand, Debbie**

---

**From:** Swaim, Rob  
**Sent:** Tuesday, January 12, 2016 10:59 AM  
**To:** Strand, Debbie  
**Cc:** Foster, Ryan; Callaham, Christine  
**Subject:** RE: KOMO News Public Records Request - Auburn School District

### **Auburn High School**

#### **Helmets In current use:**

**Riddell Revolution - 83**  
**Schutt Air Advantage - 9**  
**Schutt DNA Pro Plus - 4**  
**Xenith X2E - 29**

#### **Helmets Retired:**

**Riddell Revolution - 8**  
**Schutt Air Advantage - 4**

#### **Helmets Purchased (New):**

**Riddell Revolution Speed - 12**  
**Riddell Foundation - 12**

### **Auburn Mountainview High School**

#### **Helmets In current use:**

**Riddell Revolution Speed - 19**  
**Riddell Foundation - 9**  
**Schutt Air Advantage - 3**  
**Schutt DNA - 9**  
**Schutt DNA Pro Plus - 9**  
**Schutt Air XP - 1**  
**Xenith X2 - 12**

#### **Helmets Retired:**

**Schutt DNA - 15**  
**Schutt Air Advantage - 33**

#### **Helmets Purchased (New):**

**Riddell Revolution Speed - 47**

### **Auburn Riverside High School**

#### **Helmets In current use:**

**Riddell 360 - 1**  
**Riddell Revolution - 27**  
**Riddell Revolution Speed - 32**  
**Riddell Revolution Speed Classic - 1**  
**Schutt Vengeance - 1**  
**Schutt Air XP - 19**  
**Schutt DNA Pro Plus - 1**  
**Xenith X2E - 14**

#### **Helmets Retired:**

**Riddell Revolution - 3**  
**Schutt DNA - 5**

#### **Helmets Purchased (New):**

### **Cascade Middle School**

#### **Helmets In current use:**

**Riddell Revolution – 1**

**Riddell Revolution Youth – 64**

**Riddell Revolution Speed Classic Youth – 26**

#### **Helmets Retired:**

**Schutt Youth Advantage – 14**

#### **Helmets Purchased (New):**

**Riddell Revolution Speed Classic Youth – 14**

### **Rainier Middle School**

#### **Helmets In current use:**

**Riddell VSR-2Y – 53**

**Riddell Revolution Youth – 30**

**Riddell Revolution Speed Classic Youth – 6**

#### **Helmets Retired:**

**Schutt Commander – 1**

**Riddell VSR-2Y – 5**

**Riddell Revolution Youth - 3**

#### **Helmets Purchased (New):**

**Riddell Revolution Speed Classic Youth – 10**

### **Olympic Middle School**

#### **Helmets In current use:**

**Riddell VSR-2Y – 23**

**Riddell Revolution Youth – 24**

**Riddell Revolution Speed Classic Youth – 32**

#### **Helmets Retired:**

**Schutt Commander – 1**

**Riddell VSR-2Y – 12**

#### **Helmets Purchased (New):**

**Riddell Revolution Speed Classic Youth – 12**

### **Mt. Baker Middle School**

#### **Helmets In current use:**

**Riddell VSR-2Y – 50**

**Riddell Revolution Youth – 3**

**Riddell Revolution Speed Classic Youth – 22**

**Schutt Youth Advantage - 3**

#### **Helmets Retired:**

**Schutt Youth Advantage - 7**

#### **Helmets Purchased (New):**

**Riddell Revolution Speed Classic Youth – 7**



Debbie L  
COI

December 18, 2015

Jaclyn Sehr  
KOMO Investigative Team  
[jsehr@komotv.com](mailto:jsehr@komotv.com)

Dear Ms. Sehr,

The purpose of this letter is to acknowledge Auburn School District's receipt of your public records request that was received on December 17. Your request is for a full inventory of football helmets currently owned by each school in the Auburn School District that has a football team. 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. All of our helmets have been sent out to be recertified, so it will take time for us to determine which have been recertified and which have been retired.

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,

Chris Callahan  
Director of Human Resources

ds

**Strand, Debbie**

Dw Feb 4

**From:** Jaclyn Sehr <jsehr@komotv.com>  
**Sent:** Thursday, December 17, 2015 2:30 PM  
**To:** Strand, Debbie  
**Subject:** KOMO News Public Records Request - Auburn School District

RECEIVED

DEC 18 2015

HUMAN RESOURCES

December 17, 2015

Dear Debbie,

In accordance with RCW 42.56, KOMO News is requesting a full inventory of football helmets currently owned by each school in the Auburn School District with a football team. This should include the brand, model name, and number of each kind of helmet. Additionally KOMO News is requesting the same information for any helmets that are to be retired prior to the coming 2016 football season.

We realize you may have more than one brand or kind of helmet. We are looking for the brand, model name, and number of each helmet.

For example:

Helmets in Current Use:

Riddell SpeedFlex – 5 helmets

Schutt Vengeance VTD II – 3 helmets

Helmets to be Retired:

Riddell 360 – 6 helmets

Xenith EPIC – 5 helmets

KOMO News will pay reasonable fees associated with this request. By statute, you have five business days to provide an estimate of when the above records will be available. Please contact me by phone (206-440-4289) or email [jsehr@komotv.com](mailto:jsehr@komotv.com) with the estimated time. Please also notify us when we can pick up the records.

Should you determine the records cannot be disclosed, please use the email address above to provide that written determination. If you are unclear which records I am looking for, please give me a call and I will clarify. Thank you in advance for your prompt attention.

Sincerely,

**Jackie Sehr**

KOMO Investigative Team

Phone: 206-404-4289

## Strand, Debbie

---

**From:** Strand, Debbie  
**Sent:** Friday, December 18, 2015 9:01 AM  
**To:** Leighton, Debbie; cml@pattersonbuchanan.com  
**Subject:** FW: KOMO News Public Records Request - Auburn School District

**Importance:** High

Public Records request. I will submit an initial response allowing 30 business days to respond.

*Debbie Strand*  
*Administrative Assistant to Debbie Leighton*  
*Assistant Superintendent of Human Resources*  
*Auburn School District*  
**253-931-4932**



**From:** Jaclyn Sehr [mailto:jsehr@komotv.com]  
**Sent:** Thursday, December 17, 2015 2:30 PM  
**To:** Strand, Debbie  
**Subject:** KOMO News Public Records Request - Auburn School District

December 17, 2015

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Should you determine the records cannot be disclosed, please use the email address above to provide that written determination. If you are unclear which records I am looking for, please give me a call and I will clarify. Thank you in advance for your prompt attention.

Sincerely,

**Jackie Sehr**

KOMO Investigative Team

Phone: 206-404-4289



*emailed  
12-18-15*

December 18, 2015

Jaclyn Sehr  
KOMO Investigative Team  
[jsehr@komotv.com](mailto:jsehr@komotv.com)

Dear Ms. Sehr,

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Sincerely,

Chris Callahan  
Director of Human Resources

ds

**Strand, Debbie**

**From:** Strand, Debbie  
**Sent:** Friday, December 18, 2015 9:01 AM  
**To:** Leighton, Debbie; cml@pattersonbuchanan.com  
**Subject:** FW: KOMO News Public Records Request - Auburn School District

**Importance:** High

60

Public Records request. I will submit an initial response allowing ~~30~~ business days to respond.

*Debbie Strand*  
*Administrative Assistant to Debbie Leighton*  
*Assistant Superintendent of Human Resources*  
*Auburn School District*  
*253-931-4932*



**From:** Jaclyn Sehr [mailto:jsehr@komotv.com]  
**Sent:** Thursday, December 17, 2015 2:30 PM  
**To:** Strand, Debbie  
**Subject:** KOMO News Public Records Request - Auburn School District

December 17, 2015

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Should you determine the records cannot be disclosed, please use the email address above to provide that written determination. If you are unclear which records I am looking for, please give me a call and I will clarify. Thank you in advance for your prompt attention.

Sincerely,

**Jackie Sehr**

KOMO Investigative Team

Phone: 206-404-4289

**Strand, Debbie**

**From:** Grose, Jeff  
**Sent:** Tuesday, January 05, 2016 11:21 AM  
**To:** 'Paul K. Johnson'  
**Cc:** Strand, Debbie  
**Subject:** RE: Public Records Request - Auburn School District

JAN 05 2016

HUMAN RESOURCE

Dear Mr. Johnson,

Auburn School District has not completed a project within the last 48 months with a contract price of \$10,000,000 or more.

Sincerely,

**Jeffrey L. Grose**

Auburn School District No. 408  
Executive Director of Capital Projects  
915 Fourth St. NE  
Auburn, Washington  
(253) 931-4826

**From:** Paul K. Johnson [mailto:Paul@marstonlegal.com]  
**Sent:** Monday, December 28, 2015 9:46 AM  
**To:** Grose, Jeff  
**Cc:** VanDuyn, Donna  
**Subject:** Public Records Request - Auburn School District

Dear Public Records Officer:

This is a request under the Public Records Act (RCW 42.56). I am seeking to determine how much time expires between the completion of school construction projects and the date those projects are accepted by the school district project owners. Therefore, I request the following:

For each school construction (including renovation) project in the Auburn School District

- with a contract price of \$10 million or more at the time of award, *and*
- for which a Certificate of Occupancy was granted within the last 48 months,

please provide

1. A copy of any *temporary* Certificate of Occupancy issued;
2. A copy of the *final* Certificate of Occupancy issued;
3. A copy of the school board meeting minutes at which the completed project was formally accepted.

I prefer to receive responsive documents in electronic form.

Please call me for prior approval of any expense. Please contact me with any questions regarding my request.

Thank you.

Paul K. Johnson

**MARSTON LEGAL, PLLC** | F&A Plaza, Ste. 201 | 11400 98<sup>th</sup> Ave NE | Kirkland, WA 98033

Telephone: 425-861-5700 | Fax: 425-861-6969

E-mail: [paul@marstonlegal.com](mailto:paul@marstonlegal.com)

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Gave to  
Cindi Blausfield  
& Jeff Grise  
RECEIVED  
JAN 04 2015

Somers Tambllyn King PLLC

HUMAN RESOURCES

Janet H. Somers ■ Sue Stepp Tambllyn ■ Jennifer L. King ■ Hans P. Juhl

Thelma E. Somers, Associate  
Benjamin M. Spruch, Associate

Stephen R. King, Of Counsel  
Ervin A. DeSmet, Retired

December 29, 2015

**VIA CERTIFIED and REGULAR U.S. MAIL**

Auburn School District No. 408  
915 - 4<sup>th</sup> Street NE  
Auburn, WA 98002

Re: *Cascade Middle School and Mt. Baker Middle School Improvements*  
*AIRTEST Co., Inc./Crescent Mechanical, Inc.*

Dear Sir or Madam:

This office represents AIRTEST Co., Inc. Enclosed, please find the Notice to Public Body in which AIRTEST Co., Inc. gives notice of its claim against the statutory retention and statutory payment bond for the projects referenced above. AIRTEST Co., Inc. expressly reserves all claims to relief under its contract with Crescent Mechanical, Inc. and/or the prime contract. Thank you for your attention to this matter.

Please contact Hans P. Juhl of this office, if you have any questions.

Sincerely,



Jenna H. Somers  
Legal Assistant

Encl.

Cc: Crescent Mechanical, Inc.  
Lincoln Construction, Inc.  
AIRTEST Co., Inc.

NOTICE TO PUBLIC BODY OF CLAIM  
AGAINST BOND AND RETAINED PERCENTAGE  
PURSUANT TO RCW 39.08  
AND RCW 60.28.010

CERTIFIED MAIL RETURN RECEIPT REQUESTED

December 14, 2015

Auburn School District No. 408  
915 4th Street NE  
Auburn WA 98002

RECEIVED

JAN 04 2015

HUMAN RESOURCES

Re: Cascade Middle School and Mt. Baker Middle School Improvements

NOTICE IS HEREBY GIVEN that the undersigned, AIRTEST Co., Inc., has a claim in the sum of one hundred seventy five thousand six hundred dollars (\$175,600) against the payment bond, Bond #WAC 538393 taken from Lincoln Construction, Inc., principal, and Merchant's Bonding Company (Mutual), surety, pursuant to RCW 39.08.

NOTICE IS ALSO GIVEN that the undersigned has a claim in the sum of one hundred seventy five thousand six hundred dollars (\$175,600) against the statutory retained percentage held pursuant to RCW 60.28.

The above mentioned claim is for labor, tools, instrumentation and supervision provided pursuant to contract and the direction of subcontractor, Crescent Mechanical, Inc., to complete the test and balance of HVAC systems at the Cascade Middle School and Mt. Baker Middle School per HVAC plans dated March 16, 2015, specification section 230593, addendum 2, dated April 3, 2015 in furtherance of the prime contract between Lincoln Construction, Inc., and the Auburn School District No. 408 dated April 27, 2015 for the construction of the Cascade Middle School and Mt. Baker Middle School Improvements. The undersigned also claims interest at the legal rate and attorneys fees should suit be necessary to collect its claim.

Al Fudge

Digitally signed by Al Fudge  
DN: cn=Al Fudge, o=AIRTEST  
Co., Inc., ou, email=al@airtest.us,  
c=US  
Date: 2015.12.15 13:27:26 -08'00'

Al Fudge, President  
AIRTEST Co., Inc.  
P.O. Box 86  
Issaquah, WA 98027

cc: Crescent Mechanical, Inc.  
1320 26<sup>th</sup> Street NW #16  
Auburn, WA 98001

Lincoln Construction, Inc.  
21323 Mountain Highway  
P.O. Box 730  
Spanaway, WA 98387

**Strand, Debbie**

---

**From:** Paul K. Johnson <Paul@marstonlegal.com>  
**Sent:** Tuesday, January 05, 2016 5:57 PM  
**To:** Grose, Jeff  
**Cc:** Strand, Debbie  
**Subject:** Re: Public Records Request - Auburn School District

Mr. Grose,

Thank you for your response. I appreciate your help.

Paul Johnson

**MARSTON LEGAL, PLLC** | F&A Plaza, Ste. 201 | 11400 98<sup>th</sup> Ave NE | Kirkland, WA 98033  
**Telephone:** 425-861-5700 | **Fax:** 425-861-6969  
**E-mail:** [paul@marstonlegal.com](mailto:paul@marstonlegal.com)

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On Jan 5, 2016, at 11:20 AM, Grose, Jeff <[jgrose@auburn.wednet.edu](mailto:jgrose@auburn.wednet.edu)> wrote:

Dear Mr. Johnson,

Auburn School District has not completed a project within the last 48 months with a contract price of \$10,000,000 or more.

Sincerely,

**Jeffrey L. Grose**  
Auburn School District No. 408  
Executive Director of Capital Projects  
915 Fourth St. NE  
Auburn, Washington  
(253) 931-4826

---

**From:** Paul K. Johnson [<mailto:Paul@marstonlegal.com>]  
**Sent:** Monday, December 28, 2015 9:46 AM  
**To:** Grose, Jeff  
**Cc:** VanDuyn, Donna  
**Subject:** Public Records Request - Auburn School District

Dear Public Records Officer:

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For each school construction (including renovation) project in the Auburn School District

- with a contract price of \$10 million or more at the time of award, *and*
- for which a Certificate of Occupancy was granted within the last 48 months,  
please provide

1. A copy of any *temporary* Certificate of Occupancy issued;
2. A copy of the *final* Certificate of Occupancy issued;
3. A copy of the school board meeting minutes at which the completed project was formally accepted.

I prefer to receive responsive documents in electronic form.

Please call me for prior approval of any expense. Please contact me with any questions regarding my request.

Thank you.

Paul K. Johnson

**MARSTON LEGAL, PLLC** | F&A Plaza, Ste. 201 | 11400 98<sup>th</sup> Ave NE | Kirkland, WA 98033

Telephone: 425-861-5700 | Fax: 425-861-6969

E-mail: [paul@marstonlegal.com](mailto:paul@marstonlegal.com)

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December 30, 2015

Shaaron Jackson  
Post Office Box 88112  
Tukwila, Washington 981381

[sjackson@auburn.wednet.edu](mailto:sjackson@auburn.wednet.edu)

Dear Shaaron:

The purpose of this letter is to acknowledge Auburn School District's receipt of your public records request on December 30. 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,

Debbie L. Leighton  
Assistant Superintendent of Human Resources

ds



March 16, 2015

To Whom It May Concern

Please be advised that the Auburn School District remains neutral in all child custody matters. While maintaining a position of neutrality, the District is often required to interpret parent plans, in order to determine such things as parents' rights, educational decision-making and student pick-up. The District is aware of some disputes related to these rights under the parenting plan involving STUDENT. As it stands now, the parenting plan is vague related to some of these rights. The District will welcome any future instruction via court order to settle any of these disputes while maintaining our policy of neutrality.

Please do not hesitate to contact me with questions.

Sincerely,

Curtis Leonard  
General Counsel  
Auburn School District

c Jamey Kirkes  
Kelli Hamilton  
Tim Cummings  
Mike Weibel



January 7, 2015

Mr. Jamey Kirkes  
Post Office Box 98730  
Seattle, Washington 98198

Re: Public Disclosure Request

Dear Mr. Kirkes,

This letter is to confirm our receipt of your request regarding records and writings on January 5, 2015. Our office will be gathering this information and will respond to you within thirty calendar days.

Please feel free to contact me with any questions at (253) 931-4932.

Sincerely,

Timothy Cummings  
Associate Superintendent of HR

ds



January 27, 2015

Mr. Jamey Kirkes  
Post Office Box 98730  
Seattle, Washington 98198

Re: Request for Information

Dear Mr. Kirkes,

This letter is to confirm our receipt of your complaint regarding Lake View Elementary principal John Aiken that we received on January 26. We will review your questions and will respond to you within thirty calendar days.

Please feel free to contact me with any questions at (253) 931-4932.

Sincerely,

Timothy Cummings  
Associate Superintendent of HR

ds



February 4, 2015

Mr. Jamey Kirkes  
Post Office Box 98730  
Seattle, Washington 98198

Re: Public Disclosure Request

Dear Mr. Kirkes,

This letter is to confirm our receipt of your letter dated February 2, 2015.

Enclosed you will find a copy of one of the notes that were written by Mr. Aiken and the email received from Mrs. Hamilton. Although these were previously sent to you, the note was difficult to read. Also you questioned the redaction at the bottom of Mrs. Hamilton's email. The email was not redacted by us.

Please be advised that we do not have any additional complaints against Mr. Aiken, aside from your complaint. Please note that there are no additional records to produce. We are not denying any records that you have requested.

Please feel free to contact me with any questions at (253) 931-4932.

Sincerely,

Timothy Cummings  
Associate Superintendent of HR

ds  
Enclosure



February 6, 2015

Mr. Jamey Kirkes  
Post Office Box 98730  
Seattle, Washington 98198

Dear Mr. Kirkes:

The purpose of this letter is to acknowledge Auburn School District's receipt of your public records request dated February 5, 2015. 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.

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 18, 2015

Mr. Jamey Kirkes  
Post Office Box 98730  
Seattle, Washington 98198

Re: Public Disclosure Request

Dear Mr. Kirkes,

I am responding to your February 5 and 11 letters related to your public records act request, as well as complaints against John Aiken. The District previously provided the entire investigatory file to you. Please be aware that the District is not withholding any documents under any exemption under the PRA. The District is further making all responsive records available to you for inspection, at a time convenient to you. If you want to inspect the District's records, please contact me at the number below to arrange a time to inspect the records.

You have the ability to file a written complaint/communication to the entire Auburn School District Board of Directors for review. The communication should be mailed to the attention of President Carol Seng at the address below.

Please feel free to contact me with any questions at (253) 931-4932.

Sincerely,

Timothy Cummings  
Associate Superintendent of HR

ds

**Detailed History for Police Event #K14317126 As of 12/02/2014 11:14:28**

Output for: 74962

**Priority:**3 **Type:**CUST - Cust Interference**Location:**16907 SE 354TH PL,KCS**LocCross:**btwn 172ND AVE SE and DEAD END

<b>Created:</b>	11/26/2014 14:30:09	C120	52
<b>Entered:</b>	11/26/2014 14:33:54	C120	52
<b>Dispatch:</b>	11/26/2014 14:53:35	M071	71938
<b>Enroute:</b>	11/26/2014 14:54:33	M071	71938
<b>Onscene:</b>	11/26/2014 15:01:49	M071	71938
<b>Closed:</b>	11/26/2014 16:39:06	M071	71938

**IC: PrimeUnit:**2F67 **FCR:**555E0 **Type:**CUST - Cust Interference**Agency:**KCS **Group:**SE **District:**F8 **RA:**F08015 ☐ **Detail**

14:30:09 CREATE [REDACTED] **Type:**CUST **Name:**[REDACTED], KELLI **Phone:**[REDACTED]  
**Group:**SE **PDist:**F08015 **TypeDesc:**Cust Interference **LocCross:**btwn 172ND AVE SE and DEAD END **Priority:**3 **Response:**1P **Agency:**KCS **LocType:**S **Contact:**Yes

14:30:09 ALI **E911Phe:**[REDACTED] **E911Pilot:**253/511-4113 **E911Add:**34126 34126 183RD AVE SE, CO,XX **E911Subs:**AT&T MOBILITY **E911Src:**WPH1 **AliLong:**-122.096987  
**AliLatitude:**47.296389

14:33:54 ENTRY **Comment:**EX HUSB GIRLFRIEND TOOK HER 5YO OFF THE SCHOOL BUS 30 AGO. WASN'T SUPPOSE TO SEE HER UNTIL 1800 TONIGHT AT KENT PD. NO ORDERS.

14:33:54 -PREMIS **Comment:**PPR

14:33:57 NOMORE

14:34:04 HOLD

14:50:14 STACK [2F67](#)

14:53:35 \*DISP [2F67](#) **Operator:**71938 **OperNames:**COLLINS, THOMAS

14:54:03 \*RFT [2F67](#) **Comment:**INQUIRY CADQ,,,,,,,,,977XQC,,,,,,,,,

14:54:33 \*ENRTE [2F67](#)

14:55:40 MISC **Comment:**RP CB, SAID THIS IS AN EMERGENCY AND SHE CONSIDERS IT AN ABDUCTION AND WANTS IT TAKEN SERIOUSLY...CONCERNED THEY MAY BE FLEEING BUT HAS NO EVIDENCE THEY ARE FLEEING SOMEWHERE..  
...GIRLFRIEND IS ALAINA YINGLING, RP'S EX IS JAMES [REDACTED] HE IS A A CONV FEL...ASSOC WITH A BLU RANGE ROVER/LAND ROVER...UNK WHERE THEY MAY BE HEADED

14:57:11 LOGM **Message:**[011411262257014978](#) **MessageType:**HTML **Received:**11/26/2014 14:56:50  
**Comment:**MALE DOL

15:01:49 \*ARRIVE [2F67](#)

15:36:08 -STACK [2F67](#)

15:57:42 \*DISP [2F67](#) **Operator:**71938 **OperNames:**COLLINS, THOMAS

16:01:18 ULA [2F67](#) **Location:**PAPER

16:39:06 \*CLEAR [2F67](#) **FCR:**555E0 **DispoLevel:**6

16:39:06 -PRIU [2F67](#)

16:39:06 -CLEAR

16:39:06 \*CLOSE

**CONTACT INFO:**

Name	Phone	RPaddr	Contact	Fire/Aid	Rt/Coach	Box4
HAMILTON, KELLI	650/302-9530		Yes			

TRANSCRIPT OF KING COUNTY SHERIFF 911 CALL: KELLI HAMILTON 11/26/2014  
14-317126 CALL1 C120 Op52 1430-1432

911 Dispatcher: 911 what are you reporting?

Kelli [REDACTED]: I'm sorry?

911 Dispatcher: This is 911 what are you reporting?

Kelli [REDACTED]: Umm, a (crying) kidnapped child I guess.

911 Dispatcher: What happened?

Kelli [REDACTED]: My daughter was taken off the school bus.

911 Dispatcher: Okay do you know by who?

Kelli [REDACTED]: Um, by my ex-husbands girlfriend.

911 Dispatcher: Okay, how old is your daughter?

Kelli [REDACTED]: Five.

911 Dispatcher: When did this happen?

Kelli [REDACTED]: Um, about 30 minutes ago.

911 Dispatcher: Okay have you spoken with your ex?

Kelli [REDACTED]: No.

911 Dispatcher: Was he supposed to have visitation or?

Kelli [REDACTED]: Not until Six PM this evening at the Kent police station.

911 Dispatcher: Okay where do you live?

Kelli [REDACTED]: Where do I live? I live in Auburn.

911 Dispatcher: Okay, I'm going to have to have an officer come out and talk to you so I need to have an address so they can be able to contact.

Kelli [REDACTED]: [REDACTED] [REDACTED] [REDACTED]

911 Dispatcher: Is that a house or apartment?

Kelli [REDACTED]: Auburn.

911 Dispatcher: Is that a house or an apartment?

Kelli [REDACTED]: A house.

911 Dispatcher: And your last name?

Kelli [REDACTED]: [REDACTED].

911 Dispatcher: First name?

Kelli [REDACTED]: Kelli. K E L L I.

911 Dispatcher: And what's your phone number?

Kelli [REDACTED]: [REDACTED]

911 Dispatcher: Ok are there any orders between you two? No contact or anything like that?

Kelli [REDACTED]: Um, no.

911 Dispatcher: Okay. Alright, are you home now?

Kelli [REDACTED]: I'm 2 minutes from being home we were waiting for her on the school bus and the school confirmed that she took her off the bus.

911 Dispatcher: Okay. All right we will go ahead and have an officer come out and contact you at the house.

Kelli [REDACTED]: And what is the timing?

911 Dispatcher: I'm sorry?

Kelli [REDACTED]: What is the timing? Is this like seen as an emergency? Or is it an hour from now? Or-

911 Dispatcher: Well as soon as we get an officer available we just went through shift change and umm, unless an emergency comes in it should be able to stop by shortly.

Kelli [REDACTED]: Okay.

911 Dispatcher: Okay?

Kelli [REDACTED]: Thank you.

911 Dispatcher: Bye bye.

END

TRANSCRIPT OF KING COUNTY SHERIFF 911 CALL: KELLI HAMILTON 11/26/2014  
14-317126 CALL2 C102 Op27 1451-1454

911 Dispatcher: 911 what are you reporting?

Valley  
Communications  
Center:

Hi this is VALLEY COMM. I have a caller on the line and she had called prior for the address of [REDACTED] e in Auburn and she, she's wanting to clarify something she's not sure that that whoever she spoke with understood what she was saying.

911 Dispatcher: Okay.

Valley  
Communications  
Center:

Go ahead ma'am?

Kelli [REDACTED]: Yes, I was reporting my daughter was taken off of a school bus by a lady posing as my ex-husband's- well his girlfriend, but posing as um, my daughter's stepmother.

911 Dispatcher: Okay.

Kelli [REDACTED]: She technically is missing.

911 Dispatcher: Okay yeah that's exactly what we have here.

Kelli [REDACTED]: Um, ok well I don't know why his name or number or license plate I mean my daughter has been missing for 45 minutes now (crying) and I am just supposed to wait for a sheriff to show up?

911 Dispatcher: Well the information has been given- already given to the officer who knows what's going on.

Kelli [REDACTED]: (crying) Well they didn't ask for his name or her name or the car that they may be driving or anything so-

911 Dispatcher: Okay I just want to clarify um, to make sure we have it right here they were supposed to see the child just not until later today?

Kelli [REDACTED]: Um, well no well that's not - they were supposed to - he is on the parenting plan she has no rights to take my daughter off a school bus, no rights to take my daughter from the school, it was 4 hours

earlier, so there - there's nothing about what happened that is right. The school should not allow it —they -they know that, they've been- she's tried to take her off the school bus before -it's been disallowed so there's there's nothing about this that feels right and it should be considered an emergency potential child abduction. Just because he's supposed to have her at 6 PM tonight doesn't mean that I'm just being overactive mother.

911 Dispatcher: Okay any indication they were going to be leaving the country, leaving the state, anything like that?

Kelli [REDACTED]: (crying) ma'am that's why I'm calling 911 and in tears because I have no confirmation that that's not going on.

911 Dispatcher: Okay has that been mentioned or has that been a concern?

Kelli [REDACTED]: You know what I'm not in a position to say either way. That's why I would feel so much more comfortable if you would at least ask her name, or the car that they potentially could be driving - it's a long weekend.

911 Dispatcher: Okay well I'm going to get that information from you I just wanted to know if there's a concern that they would be fleeing?

Kelli [REDACTED]: He's an ex felon, and he has every reason to take my daughter and leave with her.

911 Dispatcher: Okay, okay what the girlfriend's name?

Kelli [REDACTED]: Elena Yingling. Y I N G L I N G.

911 Dispatcher: Okay.

Kelli [REDACTED]: And she is not mentioned in the parenting plan, she's a girlfriend, she has no rights-

911 Dispatcher: Okay.

Kelli [REDACTED]: To my daughter

911 Dispatcher: All right and your ex what's your ex's name?

Kelli [REDACTED]: James [REDACTED]

911 Dispatcher: And the type of car they would be in? Or what-

Kelli [REDACTED]: Um, a blue Range Rover. Land Rover.

911 Dispatcher: Okay do you know they might be headed to?

Kelli [REDACTED]: I have no idea.

911 Dispatcher: Okay do you know if he's known to carry any weapons or anything?

Kelli [REDACTED]: Um, I have no idea. He's an ex felon so he shouldn't be but he is- he's an ex felon.

911 Dispatcher: Okay. Well we do have an officer on the way I am gonna update all this information for the officer. Absolutely.

Kelli [REDACTED]: (crying) And can you give me an estimated time or anything?

911 Dispatcher: I I know he's driving there I don't know exactly where he was at- where he's driving from- all I know is he is driving there right now to talk to you.

Kelli [REDACTED]: Okay.

911 Dispatcher: Okay but I definitely will update him with that information that you just gave.

Kelli [REDACTED]: Thank you.

911 Dispatcher: Okay thank you.

END



January 27, 2015

Mr. Jamey Kirkes  
Post Office Box 98730  
Seattle, Washington 98198

Re: Request for Information

Dear Mr. Kirkes,

This letter is to confirm our receipt of your complaint regarding Lake View Elementary principal John Aiken that we received on January 26. We will review your questions and will respond to you within thirty calendar days.

Please feel free to contact me with any questions at (253) 931-4932.

Sincerely,

Timothy Cummings  
Associate Superintendent of HR

ds



February 4, 2015

Mr. Jamey Kirkes  
Post Office Box 98730  
Seattle, Washington 98198

Re: Public Disclosure Request

Dear Mr. Kirkes,

This letter is to confirm our receipt of your letter dated February 2, 2015.

Enclosed you will find a copy of one of the notes that were written by Mr. Aiken and the email received from Mrs. Hamilton. Although these were previously sent to you, the note was difficult to read. Also you questioned the redaction at the bottom of Mrs. Hamilton's email. The email was not redacted by us.

Please be advised that we do not have any additional complaints against Mr. Aiken, aside from your complaint. Please note that there are no additional records to produce. We are not denying any records that you have requested.

Please feel free to contact me with any questions at (253) 931-4932.

Sincerely,

Timothy Cummings  
Associate Superintendent of HR

ds  
Enclosure



February 6, 2015

Mr. Jamey Kirkes  
Post Office Box 98730  
Seattle, Washington 98198

Dear Mr. Kirkes:

The purpose of this letter is to acknowledge Auburn School District's receipt of your public records request dated February 5, 2015. 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.

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 18, 2015

Mr. Jamey Kirkes  
Post Office Box 98730  
Seattle, Washington 98198

Re: Public Disclosure Request

Dear Mr. Kirkes,

I am responding to your February 5 and 11 letters related to your public records act request, as well as complaints against John Aiken. The District previously provided the entire investigatory file to you. Please be aware that the District is not withholding any documents under any exemption under the PRA. The District is further making all responsive records available to you for inspection, at a time convenient to you. If you want to inspect the District's records, please contact me at the number below to arrange a time to inspect the records.

You have the ability to file a written complaint/communication to the entire Auburn School District Board of Directors for review. The communication should be mailed to the attention of President Carol Seng at the address below.

Please feel free to contact me with any questions at (253) 931-4932.

Sincerely,

Timothy Cummings  
Associate Superintendent of HR

ds