
MEMBER REQUEST

email: "waspa@memberclicks-mail.net Curtis Leonard"

Thursday, February 22, 2018 at 9:30:09 PM Pacific Standard Time

To: email: "barbara_puhl@enumclaw.wednet.edu"

Hello - quick a few member requests for your consideration! I apologize for flooding your email, but your assistance is great appreciated. Help a WSPA member out with your responses!

Cynthia Luna McVeigh from San Juan Island School District is asking the following about volunteers:

We're unable to find policy/procedure on longevity of fingerprint results for volunteers. How do you manage their background checks in terms of longevity. For example, we have volunteers who participate in an annual hiking trip to the Grand Canyon. If they've had fingerprints taken once, do you regard them as having cleared background check going forward, year after year? Any insights will be greatly appreciated.

Please send your responses directly to: CynthiaMcVeigh@sjisd.wednet.edu

Also, cc your responses to: cleonard@wspa.net

Thanks,

Curtis

This email was sent to barbara_puhl@enumclaw.wednet.edu by cleonard@wspa.net

Washington School Personnel Association

PO Box 1600, Anacortes, Washington 98221, United States

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Thursday, February 22, 2018 at 9:31:08 PM Pacific Standard Time

email: "waspa@memberclicks-mail.net Curtis Leonard"
To: email: "barbara_puhl@enumclaw.wednet.edu"

Michelle Powers from ESD 101 is looking for a leave sharing policy and procedure that grants the leave on a dollar value basis rather than on a day for a day basis.

Please send your responses directly to: mpowers@esd101.net

Also, cc your responses to: cleonard@wspa.net

Thanks,

Curtis

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email: "waspa@memberclicks-mail.net Curtis Leonard"

Thursday, February 22, 2018 at 9:35:08 PM Pacific Standard Time

To: email: "barbara_puhl@enumclaw.wednet.edu"

Sue Cabigting from Steilacoom School District is looking for sample Graduation Specialist/Graduation Coordinator Job Descriptions.

Please send your responses directly to: scabigting@steilacoom.k12.wa.us

Also, cc your responses to: cleonard@wspa.net

Thanks,

Curtis

This email was sent to barbara_puhl@enumclaw.wednet.edu by cleonard@wspa.net

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To: email: "barbara_puhl@enumclaw.wednet.edu"

Stacia Dorman from Puyallup School District is requesting sample job descriptions from districts requiring classified staff to complete and pass a physical capacities exam as a condition of hire.

Please send your responses directly to: dormans@puyallup.k12.wa.us

Also, cc your responses to: cleonard@wspa.net

Thanks,

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email: "waspa@memberclicks-mail.net Curtis
Leonard"

Thursday, February 22, 2018 at 9:38:08 PM Pacific Standard Time

To: email: "barbara_puhl@enumclaw.wednet.edu"

Last request of the week! Thanks and have a great weekend.

Denise Walters from Eatonville School District has three questions for members:

1) Athletic Directors: are they paid as administrative contracts, if yes, how much or via stipend & amount.

2) Food Service Manager or Child Nutrition Manager: looking for job description and salary range.

3) Superintendent pay: what type of additional pay do you offer to your superintendent besides base pay.

Please send your responses directly to: d.walters@eatonville.wednet.edu

Also, cc your responses to: cleonard@wspa.net

Thanks,

Curtis

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email: "barbara_puhl@enumclaw.wednet.edu Barbara Puhl" Friday, February 23, 2018 at 7:59:10 AM Pacific Standard Time

To: email: "CynthiaMcVeigh@sjisd.wednet.edu"

Cc: email: "CLEONARD@wspa.net"

Good morning Cynthia,

We don't generally have volunteers get fingerprints; but I suppose if there were an overnight we would.

Our practice is to do volunteer paperwork, including a disclosure and 2 references; once cleared; we do a WATCH check and assign SafeSchools training.

If they return the next year; we only have them do front page of vol. paperwork (contact info/disclosure) and do NOT redo WATCH; we do assign training once every 2 years.

If they skip a year; then they need to do the entire process and we do a WATCH again.

Have a fun Friday!!

--

Barb Puhl

HR Specialist

Enumclaw School District

(360) 802-7106

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

From: **Curtis Leonard** <waspa@memberclicks-mail.net>

Date: Thu, Feb 22, 2018 at 9:30 PM

Subject: MEMBER REQUEST

To: barbara_puhl@enumclaw.wednet.edu

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email: "barbara_puhl@enumclaw.wednet.edu Barbara Puhl" Friday, February 23, 2018 at 8:00:29 AM Pacific Standard Time

To: email: "mpowers@esd101.net"

Hi Michelle

We take the person giving the leave and calculate the value and transfer to the person receiving at their hourly rate

--

Barb Puhl
HR Specialist
Enumclaw School District
(360) 802-7106

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Date: Thu, Feb 22, 2018 at 9:31 PM
Subject: MEMBER REQUEST
To: barbara_puhl@enumclaw.wednet.edu

Michelle Powers from ESD 101 is looking for a leave sharing policy and procedure that grants the leave on a dollar value basis rather than on a day for a day basis.

Please send your responses directly to: mpowers@esd101.net

Also, cc your responses to: cleonard@wspa.net

Thanks,

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email: "mpowers@esd101.net Michelle Powers" Friday, February 23, 2018 at 8:09:25 AM Pacific Standard Time
To: email: "barbara_puhl@enumclaw.wednet.edu Barbara Puhl"
Cc: email: "jglanzer@tonasket.wednet.edu Janet Glanzer" , email: "suzanner@ncesd.org Suzanne Reister
(suzanner@ncesd.org)"

Hi Barb!

Thank you for your response! Do you have a policy or a procedure you could share regarding shared leave?

Michelle Powers

Executive Director, Human Services

NorthEast Washington

Educational Service District 101

4202 South Regal Street

Spokane, WA 99223-7738

mpowers@esd101.net

509-789-3504



From: Barbara Puhl [mailto:barbara_puhl@enumclaw.wednet.edu]

Sent: Friday, February 23, 2018 8:00 AM

To: Michelle Powers

Subject: Fwd: MEMBER REQUEST

Hi Michelle

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Barb Puhl

HR Specialist

Enumclaw School District

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email: "barbara_puhl@enumclaw.wednet.edu Barbara Puhl" Friday, February 23, 2018 at 8:30:33 AM Pacific Standard Time

To: email: "mpowers@esd101.net Michelle Powers"

Cc: email: "jglanzer@tonasket.wednet.edu Janet Glanzer" , email: "suzanner@ncesd.org Suzanne Reister (suzanner@ncesd.org)"

[See attached](#)

On Fri, Feb 23, 2018 at 8:09 AM, Michelle Powers <mpowers@esd101.net> wrote:

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Michelle Powers

Executive Director, Human Services

NorthEast Washington

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--
Barb Puhl
HR Specialist
Enumclaw School District
(360) 802-7106

email: "barbara_puhl@enumclaw.wednet.edu Barbara Puhl"

To: email: "dormasl@puyallup.k12.wa.us"

Cc: email: "CLEONARD@wspa.net"

Hi Stacia

We have this statement on our job descriptions that require a physical test:

"

**Pre-employment
physical screening will be required."**

**We then set them up with PINN - People's injury Network and PINN has our jobs that require these;
such as Grounds, Maintenance, Custodial and Mechanic.**

Have a fun Friday!!

--

Barb Puhl

HR Specialist

Enumclaw School District

(360) 802-7106

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

From: **Curtis Leonard** <waspa@memberclicks-mail.net>

Date: Thu, Feb 22, 2018 at 9:36 PM

Subject: MEMBER REQUEST

To: barbara_puhl@enumclaw.wednet.edu

Stacia Dorman from Puyallup School District is requesting sample job descriptions from districts requiring classified staff to complete and pass a physical capacities exam as a condition of hire.

Please send your responses directly to: dormans@puyallup.k12.wa.us

Also, cc your responses to: cleonard@wspa.net

Thanks,

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email: "mpowers@esd101.net Michelle Powers"

Friday, February 23, 2018 at 8:34:29 AM Pacific Standard Time

To: email: "barbara_puhl@enumclaw.wednet.edu Barbara Puhl"

Cc: email: "jglanzer@tonasket.wednet.edu Janet Glanzer" , email: "suzanner@ncesd.org Suzanne Reister (suzanner@ncesd.org)"

Thanks so much!

Have a great weekend.

Michelle Powers

Executive Director, Human Services

NorthEast Washington

Educational Service District 101

4202 South Regal Street

Spokane, WA 99223-7738

mpowers@esd101.net

509-789-3504



From: Barbara Puhl [mailto:barbara_puhl@enumclaw.wednet.edu]

Sent: Friday, February 23, 2018 8:31 AM

To: Michelle Powers

Cc: Janet Glanzer; Suzanne Reister (suzanner@ncesd.org)

Subject: Re: MEMBER REQUEST

See attached

On Fri, Feb 23, 2018 at 8:09 AM, Michelle Powers <mpowers@esd101.net> wrote:

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Michelle Powers

Executive Director, Human Services

NorthEast Washington

Educational Service District 101

[4202 South Regal Street](#)

[Spokane, WA](#)

[99223-7738](#)

mpowers@esd101.net

509-789-3504



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Subject: Fwd: MEMBER REQUEST

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Barb Puhl

HR Specialist

Enumclaw School District

(360) 802-7106

email: "barbara_puhl@enumclaw.wednet.edu Barbara Puhl" Friday, February 23, 2018 at 8:46:55 AM Pacific Standard Time
To: email: "mpowers@esd101.net Michelle Powers"



On Fri, Feb 23, 2018 at 8:34 AM, Michelle Powers <mpowers@esd101.net> wrote:

Thanks so much!

Have a great weekend.

Michelle Powers

Executive Director, Human Services

NorthEast Washington

Educational Service District 101

[4202 South Regal Street](#)

[Spokane, WA 99223-7738](#)

mpowers@esd101.net

509-789-3504



ESD_Logo_size1_

From: Barbara Puhl [mailto:barbara_puhl@enumclaw.wednet.edu]

Sent: Friday, February 23, 2018 8:31 AM

To: Michelle Powers

Cc: Janet Glanzer; Suzanne Reister (suzanner@ncesd.org)

Subject: Re: MEMBER REQUEST

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Michelle Powers

Executive Director, Human Services

NorthEast Washington

Educational Service District 101

[4202 South Regal Street](#)

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From: Barbara Puhl [mailto:barbara_puhl@enumclaw.wednet.edu]

Sent: Friday, February 23, 2018 8:00 AM

To: Michelle Powers

Subject: Fwd: MEMBER REQUEST

Hi Michelle

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Barb Puhl

HR Specialist

Enumclaw School District

(360) 802-7106

--
Barb Puhl
HR Specialist
Enumclaw School District
(360) 802-7106

email: "barbara_puhl@enumclaw.wednet.edu Barbara Puhl" Friday, February 23, 2018 at 8:52:33 AM Pacific Standard Time

To: email: "d.walters@eatonville.wednet.edu"

Cc: email: "CLEONARD@wspa.net"

Good morning Denise,

1) Athletic Directors: are they paid as administrative contracts, if yes, how much or via stipend & amount.

see attached Principal sal schedule; our AD is a vice-principal at HS; so he gets that pay plus AD stipend \$2450 noted at the bottom. We also have AD stipends at the Middle schools; these are paid from the building budget to teachers; \$3500

2) Food Service Manager or Child Nutrition Manager: looking for job description and salary range.

see attached exempt/non-rep salary schedule; the job description is a bit out of date; we have not hired for this recently

3) Superintendent pay: what type of additional pay do you offer to your superintendent besides base pay.

Superintendent gets base salary plus supplemental contract for 14.5% of base; here is his contract language on what this pay covers:

The Board will also require the Superintendent to be involved in the leadership of at least three community organizations and one regional and/or State organization. In recognition of community and civic functions the Superintendent may be required to attend on weekends, holidays, and evenings, and the requirement for community and/or regional or State leadership, the Superintendent will receive a supplemental contract equal to 14.5% of his base salary, payable in twelve (12) equal installments

Have a fun weekend!

--

Barb Puhl
HR Specialist
Enumclaw School District
(360) 802-7106

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Date: Thu, Feb 22, 2018 at 9:38 PM
Subject: MEMBER REQUEST
To: barbara_puhl@enumclaw.wednet.edu

Last request of the week! Thanks and have a great weekend.

Denise Walters from Eatonville School District has three questions for members:

1) Athletic Directors: are they paid as administrative contracts, if yes, how much or via stipend & amount.

2) Food Service Manager or Child Nutrition Manager: looking for job description and salary range.

3) Superintendent pay: what type of additional pay do you offer to your superintendent besides base pay.

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email: "CynthiaMcVeigh@sjisd.wednet.edu Cynthia Luna McVeigh" Friday, February 23, 2018 at 9:13:32 AM Pacific Standard Time
To: email: "barbara_puhl@enumclaw.wednet.edu Barbara Puhl"

Thank you Barbara. I've been getting similar responses and decided that we will expire fingerprint clearances after 2 years, for overnight volunteers.

I do wonder though, why we don't renew fingerprints for all employees every 2 years. Do you have any thoughts on this?

Cynthia Luna McVeigh

HR Coordinator |
[San Juan Island School](#)
[District](#) | Desk
360.370.7904
| Fax 360.378.6276
| cynthiamcveigh@sjisd.wednet.edu

From: Barbara Puhl [mailto:barbara_puhl@enumclaw.wednet.edu]

Sent: Friday, February 23, 2018 7:59 AM

To: Cynthia Luna McVeigh <CynthiaMcVeigh@sjisd.wednet.edu>

Cc: CLEONARD@wspa.net

Subject: Fwd: MEMBER REQUEST

Good morning Cynthia,

We don't generally have volunteers get fingerprints; but I suppose if there were an overnight we would.

Our practice is to do volunteer paperwork, including a disclosure and 2 references; once cleared; we do a WATCH check and assign SafeSchools training.

If they return the next year; we only have them do front page of vol. paperwork (contact info/disclosure) and do NOT redo WATCH; we do assign training once every 2 years.

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email: "barbara_puhl@enumclaw.wednet.edu Barbara Friday, February 23, 2018 at 9:22:02 AM Pacific Standard Time Puhl"

To: email: "CynthiaMcVeigh@sjisd.wednet.edu Cynthia Luna McVeigh"

Good observation! Interesting you ask; here is the link to OSPI page; it looks like RCWs require for new staff and there is reference here to volunteers for you; however; there is no reference to any requirement to re-fingerprint; but there also is not an exemption from this. I do know that your WATCH account is designed for 1 time check only because we have a non-profit account with them; WSP said if I were to check on staff again; I would need to open a regular account and pay for the check. We have never addressed with them when we re-check volunteers; because we only do a second WATCH check on volunteers if they have left our system; so essentially that is a new check! Hope this makes it clear as mud for you!

<http://www.k12.wa.us/ProfPractices/fingerprint/default.aspx>

On Fri, Feb 23, 2018 at 9:13 AM, Cynthia Luna McVeigh <CynthiaMcVeigh@sjisd.wednet.edu> wrote:

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HR Coordinator |
[San Juan Island School](#)
[District](#) | Desk
360.370.7904
| Fax 360.378.6276
| cynthiamcveigh@sjisd.wednet.edu

From: Barbara Puhl [mailto:barbara_puhl@enumclaw.wednet.edu]

Sent: Friday, February 23, 2018 7:59 AM

To: Cynthia Luna McVeigh <CynthiaMcVeigh@sjisd.wednet.edu>

Cc: CLEONARD@wspa.net

Subject: Fwd: MEMBER REQUEST

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