

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [garnold@mvsd320.org](mailto:garnold@mvsd320.org)  
**Cc:** [cleonard@wspsa.net](mailto:cleonard@wspsa.net)  
**Subject:** clerical testing  
**Date:** Friday, September 30, 2016 9:24:48 AM

---

FWPS uses an online testing company called Findly.

Janet Hodson  
Director of Employee Relations  
Federal Way Public Schools  
(253) 945-2020

**From:** [Nicholson, Scott](#) on behalf of [Nicholson, Scott <Scott.Nicholson@kent.k12.wa.us>](#)  
**To:** [Sandra Case](#); ["Dave Alfred"](#); ["Amie Brandmire"](#); ["Debby Carter"](#); ["John Cerqui"](#); ["Chuck Foster"](#); ["Pat Fowler-Fung"](#); [ddizon@fwps.org](#); [dhale@nsd.org](#); [Hechtman, Lisa AD - Staff](#); [mhoge@perkindscioe.com](#); [warrenhop@comcast.net](#); ["Debra Kovacs"](#); [leachm@orting.wednet.edu](#); ["Debbie Leighton"](#); [cleonard@wspsa.net](#); [cwl@pattersonbuchanan.com](#); ["Larry Miner"](#); [Sheryl Moore](#); ["Kevin O'Neill"](#); ["Darryl Pernat"](#); [Elizabeth \(Beth\) Porter](#); [rosellini.lynne26@gmail.com](#); ["Jeff sherwood"](#); [Debra Tito](#); [mweibel@auburn.wednet.edu](#); ["Lorraine Wilson"](#)  
**Subject:** RE: State COLA 17-19  
**Date:** Tuesday, October 4, 2016 1:00:03 PM

---

Hi all:

At our last meeting we discussed predictions for the State COLA. The State recently settled its labor negotiations with its largest (non interest arbitration eligible) employer union (WFSE) for COLA's of 2% effective July 2017, 2% effective July 2018, and 2% effective January 2019. (Notice 3 COLA's within the State's 2 year budget cycle).

At this point until we see the governor's budget in December we will not know whether those COLA's will be passed along to the school districts, but I wanted to give you the most up to date information.

Let me know if you have questions.

Thanks,

Scott

**Scott Nicholson** | Director of Labor and Employee Relations

Kent School District | 12033 SE 256<sup>th</sup> Street, A-200 | Kent, WA 98030-6503  
253.373.7154 | [scott.nicholson@kent.k12.wa.us](mailto:scott.nicholson@kent.k12.wa.us)

**Confidentiality Notice:** This message is intended for use only by the individual or entity to which it is addressed, and may contain information that is privileged and confidential, under applicable law. If you are not the intended recipient, please notify the sender immediately, delete this email from your system, and do not use or discuss any information in this message. You are also notified that you may not impermissibly disseminate, distribute, access, acquire, use, disclose or copy this communication or any attachments under federal or state law.



**From:** [Kovacs, Debra D.](#) on behalf of [Kovacs, Debra D. <DKovacs@everettsd.org>](#)  
**To:** "Nicholson, Scott"; Sandra Case; "Dave Alfred"; "Amie Brandmire"; "Debby Carter"; "John Cerqui"; "Chuck Foster"; "Pat Fowler-Fung"; [ddizon@fwps.org](mailto:ddizon@fwps.org); [dhale@nsd.org](mailto:dhale@nsd.org); Hechtman, Lisa AD - Staff; [mhoge@perkindscioe.com](mailto:mhoge@perkindscioe.com); [warrenhop@comcast.net](mailto:warrenhop@comcast.net); [leachm@orting.wednet.edu](mailto:leachm@orting.wednet.edu); "Debbie Leighton"; [cleonard@wspsa.net](mailto:cleonard@wspsa.net); [cwl@pattersonbuchanan.com](mailto:cwl@pattersonbuchanan.com); "Larry Miner"; Sheryl Moore; "Kevin O'Neill"; "Darryl Pernet"; Elizabeth (Beth) Porter; [rosellini.lynne26@gmail.com](mailto:rosellini.lynne26@gmail.com); "Jeff sherwood"; Debra Tito; [mweibel@auburn.wednet.edu](mailto:mweibel@auburn.wednet.edu); "Lorraine Wilson"  
**Subject:** RE: State COLA 17-19  
**Date:** Tuesday, October 4, 2016 1:38:17 PM  
**Attachments:** [image001.png](#)

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Thank you Scott!



**Debbie Kovacs**  
Executive Director  
Human Resources Department  
[dkovacs@everettsd.org](mailto:dkovacs@everettsd.org)  
425-385-4103 | 425-385-4102 Fax

---

**From:** Nicholson, Scott [mailto:Scott.Nicholson@kent.k12.wa.us]  
**Sent:** Tuesday, October 04, 2016 1:00 PM  
**To:** Sandra Case <sandra.case@rentonschools.us>; 'Dave Alfred' <dalfieserv@aol.com>; 'Amie Brandmire' <brandmah@puyallup.k12.wa.us>; 'Debby Carter' <carterd@edmonds.wednet.edu>; 'John Cerqui' <jcerqui@seattleschools.org>; 'Chuck Foster' <cpfskylane@gmail.com>; 'Pat Fowler-Fung' <pfowler-fung@lwsd.org>; [ddizon@fwps.org](mailto:ddizon@fwps.org); [dhale@nsd.org](mailto:dhale@nsd.org); Hechtman, Lisa AD - Staff <HechtmanL@issaquah.wednet.edu>; [mhoge@perkindscioe.com](mailto:mhoge@perkindscioe.com); [warrenhop@comcast.net](mailto:warrenhop@comcast.net); Kovacs, Debra D. <DKovacs@everettsd.org>; [leachm@orting.wednet.edu](mailto:leachm@orting.wednet.edu); 'Debbie Leighton' <dleighton@auburn.wednet.edu>; [cleonard@wspsa.net](mailto:cleonard@wspsa.net); [cwl@pattersonbuchanan.com](mailto:cwl@pattersonbuchanan.com); 'Larry Miner' <LarryMiner@hotmail.com>; Sheryl Moore <sheryl.moore@rentonschools.us>; 'Kevin O'Neill' <oneillk@bsd405.org>; 'Darryl Pernet' <Darryl.pernet@sno.wednet.edu>; Elizabeth (Beth) Porter <Elizabeth.Porter@rentonschools.us>; [rosellini.lynne26@gmail.com](mailto:rosellini.lynne26@gmail.com); 'Jeff sherwood' <jsherwood@nsd.org>; Debra Tito <debra.tito@rentonschools.us>; [mweibel@auburn.wednet.edu](mailto:mweibel@auburn.wednet.edu); 'Lorraine Wilson' <Lorraine@pfrwa.com>  
**Subject:** RE: State COLA 17-19

Hi all:

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Kent School District | 12033 SE 256<sup>th</sup> Street, A-200 | Kent, WA 98030-6503  
253.373.7154 | [scott.nicholson@kent.k12.wa.us](mailto:scott.nicholson@kent.k12.wa.us)

**Confidentiality Notice:** This message is intended for use only by the individual or entity to which it is addressed, and may contain information that is privileged and confidential, under applicable law. If you are not the intended recipient, please notify the sender immediately, delete this email from your system, and do not use or discuss any information in this message. You are also notified that you may not impermissibly disseminate, distribute, access, acquire, use, disclose or copy this communication or any attachments under federal or state law.

**From:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net)  
**To:** [bradburnld@mukilteo.wednet.edu](mailto:bradburnld@mukilteo.wednet.edu); [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [gaviganj@riverview.wednet.edu](mailto:gaviganj@riverview.wednet.edu); [jhodson@fwps.org](mailto:jhodson@fwps.org); [lkrininger@cloverpark.k12.wa.us](mailto:lkrininger@cloverpark.k12.wa.us); [lmcstay@cloverpark.k12.wa.us](mailto:lmcstay@cloverpark.k12.wa.us); [ellyn.papenfuse@vansd.org](mailto:ellyn.papenfuse@vansd.org); [cs Sheridan@asd103.org](mailto:cs Sheridan@asd103.org); [cstolz@everettsd.org](mailto:cstolz@everettsd.org)  
**Cc:** [admin@wspsa.net](mailto:admin@wspsa.net); [jsteiner@wspsa.net](mailto:jsteiner@wspsa.net)  
**Subject:** HELP Advisory Meeting  
**Date:** Wednesday, October 5, 2016 9:22:04 AM  
**Attachments:** [October 16 Advisory Meeting Agenda - DraftJR.docx](#)

---

All:

A HELP Advisory Committee Meeting has been scheduled for Sunday, October 16th, at the Double Tree Suites. The meeting is scheduled from 4:30-6:00 p.m. in Suite 1202 (2nd floor, right off the elevator). A tentative agenda is attached for your reference.

WSPA will also be having a Board Meeting beginning at 7:00 p.m. that same day, so if we can finish earlier than 6:00 so those who will be attending both meetings can have a chance to grab dinner, then we will try.

Please respond and let me know whether you will be in attendance no later than next Wednesday, October 12th.

Thank you!

Jane Rausch  
HELP Co-Coordinator=

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [jrausch@wspa.net](#); [bradburnld@mukilteo.wednet.edu](#); [sonjabrown@sequim.k12.wa.us](#); [carterd@edmonds.wednet.edu](#); [gaviganj@riverview.wednet.edu](#); [lkrininger@cloverpark.k12.wa.us](#); [lmcstay@cloverpark.k12.wa.us](#); [ellyn.papenfuse@vansd.org](#); [csheridan@asd103.org](#); [cstolz@everettsd.org](#)  
**Cc:** [admin@wspa.net](#); [jsteiner@wspa.net](#)  
**Subject:** RE: HELP Advisory Meeting  
**Date:** Wednesday, October 5, 2016 10:44:38 PM

---

October 16 works for me.

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

From: [jrausch@wspa.net](#) [<mailto:jrausch@wspa.net>]  
Sent: Wednesday, October 05, 2016 9:22 AM  
To: [bradburnld@mukilteo.wednet.edu](#); [sonjabrown@sequim.k12.wa.us](#); [carterd@edmonds.wednet.edu](#); [gaviganj@riverview.wednet.edu](#); [Janet Hodson <jhodson@fwps.org>](#); [lkrininger@cloverpark.k12.wa.us](#); [lmcstay@cloverpark.k12.wa.us](#); [ellyn.papenfuse@vansd.org](#); [csheridan@asd103.org](#); [cstolz@everettsd.org](#)  
Cc: [admin@wspa.net](#); [jsteiner@wspa.net](#)  
Subject: HELP Advisory Meeting

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Thank you!

Jane Rausch  
HELP Co-Coordinator

**From:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net)  
**To:** [Janet Hodson](#)  
**Subject:** RE: HELP Advisory Meeting  
**Date:** Thursday, October 6, 2016 8:04:19 AM

---

Thank you, Janet! Look forward to seeing you!

Jane Rausch  
HELP Co-Coordinator

---

From: Janet Hodson [[jhodson@fwps.org](mailto:jhodson@fwps.org)]  
Sent: Wednesday, October 05, 2016 10:44 PM  
To: [jrausch@wspsa.net](mailto:jrausch@wspsa.net); [bradburnld@mukilteo.wednet.edu](mailto:bradburnld@mukilteo.wednet.edu); [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [gaviganj@riverview.wednet.edu](mailto:gaviganj@riverview.wednet.edu); [lkrininger@cloverpark.k12.wa.us](mailto:lkrininger@cloverpark.k12.wa.us); [lmestay@cloverpark.k12.wa.us](mailto:lmestay@cloverpark.k12.wa.us); [ellyn.papenfuse@vansd.org](mailto:ellyn.papenfuse@vansd.org); [cs Sheridan@asd103.org](mailto:cs Sheridan@asd103.org); [cstolz@everettsd.org](mailto:cstolz@everettsd.org)  
Cc: [admin@wspsa.net](mailto:admin@wspsa.net); [jsteiner@wspsa.net](mailto:jsteiner@wspsa.net)  
Subject: RE: HELP Advisory Meeting

October 16 works for me.

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

From: [jrausch@wspsa.net](mailto:jrausch@wspsa.net) [<mailto:jrausch@wspsa.net>]  
Sent: Wednesday, October 05, 2016 9:22 AM  
To: [bradburnld@mukilteo.wednet.edu](mailto:bradburnld@mukilteo.wednet.edu); [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [gaviganj@riverview.wednet.edu](mailto:gaviganj@riverview.wednet.edu); Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>; [lkrininger@cloverpark.k12.wa.us](mailto:lkrininger@cloverpark.k12.wa.us); [lmestay@cloverpark.k12.wa.us](mailto:lmestay@cloverpark.k12.wa.us); [ellyn.papenfuse@vansd.org](mailto:ellyn.papenfuse@vansd.org); [cs Sheridan@asd103.org](mailto:cs Sheridan@asd103.org); [cstolz@everettsd.org](mailto:cstolz@everettsd.org)  
Cc: [admin@wspsa.net](mailto:admin@wspsa.net); [jsteiner@wspsa.net](mailto:jsteiner@wspsa.net)  
Subject: HELP Advisory Meeting

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Thank you!

Jane Rausch  
HELP Co-Coordinator

**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** Email list  
**Date:** Tuesday, October 11, 2016 9:37:16 AM

---

Hi Jennifer –

I heard a couple of colleagues talking about the Regional meeting this week on Thursday, and they had just received an email notice about it. But I didn't 😊

Should I contact Sean/Cathi, or someone else, or is that something you check?

Thanks!  
Liz

Liz McFarland  
Talent and Systems Manager  
Federal Way Public Schools Human Resources  
253-945-2021  
Follow us on Twitter: @FWPSJobs

**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** FW: Email list  
**Date:** Tuesday, October 11, 2016 9:38:50 AM

---

Ooops, I meant Shaun, of course. Don't tell him my fingers slipped 😊

Liz McFarland  
Talent and Systems Manager  
Federal Way Public Schools Human Resources  
253-945-2021  
Follow us on Twitter: @FWPSJobs

---

**From:** Liz McFarland  
**Sent:** Tuesday, October 11, 2016 9:37 AM  
**To:** 'admin@wspsa.net' <admin@wspsa.net>  
**Subject:** Email list

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Thanks!  
Liz

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Talent and Systems Manager  
Federal Way Public Schools Human Resources  
253-945-2021  
Follow us on Twitter: @FWPSJobs

**From:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**To:** [Liz McFarland](#)  
**Subject:** RE: Email list  
**Date:** Tuesday, October 11, 2016 10:07:16 AM

---

Hi Liz,

I think I found the problem. Did Tara Lofton use your membership to login and/or register someone for a conference or update memberships? It looks like your account was changed in September – it has your email address as the username, Tara's name as the contact name, and Tara's email as the contact email. The regional notice would have gone to Tara's email address.

I am updating the database now to correct the issue. Would you like me to add Tara Lofton as a district member or district member additional? I am happy to do that so you BOTH get all notifications!

Thank you,

Jennifer

---

**From:** Liz McFarland [mailto:[lmcfarla@fwps.org](mailto:lmcfarla@fwps.org)]  
**Sent:** Tuesday, October 11, 2016 9:37 AM  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** Email list

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Liz

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Talent and Systems Manager  
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253-945-2021  
Follow us on Twitter: @FWPSJobs



**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** RE: Email list  
**Date:** Tuesday, October 11, 2016 10:08:37 AM

---

Thank you, Jennifer – yes, that would be helpful. I didn't include her originally because I didn't think she would be attending any meetings – but forgetting that she may be registering others, like for the Law Conference. Thank you again!!

Liz McFarland  
Talent and Systems Manager  
Federal Way Public Schools Human Resources  
253-945-2021  
Follow us on Twitter: @FWPSJobs

---

**From:** admin@wspsa.net [mailto:admin@wspsa.net]  
**Sent:** Tuesday, October 11, 2016 10:07 AM  
**To:** Liz McFarland <lmcfarla@fwps.org>  
**Subject:** RE: Email list

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**Sent:** Tuesday, October 11, 2016 9:37 AM  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** Email list

Hi Jennifer –

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Thanks!  
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Liz McFarland  
Talent and Systems Manager  
Federal Way Public Schools Human Resources  
253-945-2021  
Follow us on Twitter: @FWPSJobs

**From:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**To:** [Liz McFarland](#)  
**Subject:** RE: Email list  
**Date:** Tuesday, October 11, 2016 10:11:02 AM

---

I will add her now – what is her job title and email address? I probably should have written that down before I updated your account 😊

---

**From:** Liz McFarland [mailto:[lmcfarla@fwps.org](mailto:lmcfarla@fwps.org)]  
**Sent:** Tuesday, October 11, 2016 10:09 AM  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** RE: Email list

Thank you, Jennifer – yes, that would be helpful. I didn't include her originally because I didn't think she would be attending any meetings – but forgetting that she may be registering others, like for the Law Conference. Thank you again!!

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**Sent:** Tuesday, October 11, 2016 10:07 AM  
**To:** Liz McFarland <[lmcfarla@fwps.org](mailto:lmcfarla@fwps.org)>  
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Talent and Systems Manager

Federal Way Public Schools Human Resources

253-945-2021

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**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** RE: Email list  
**Date:** Tuesday, October 11, 2016 10:12:24 AM

---

Title is "Employee Relations & Legal Assistant Specialist" ☺

[tlofton@fwps.org](mailto:tlofton@fwps.org)

Liz McFarland  
Talent and Systems Manager  
Federal Way Public Schools Human Resources  
253-945-2021  
Follow us on Twitter: @FWPSJobs

---

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**Sent:** Tuesday, October 11, 2016 10:11 AM  
**To:** Liz McFarland <[lmcfarla@fwps.org](mailto:lmcfarla@fwps.org)>  
**Subject:** RE: Email list

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**Subject:** RE: Email list

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Talent and Systems Manager

Federal Way Public Schools Human Resources

253-945-2021

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**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [Liz McFarland](#)  
**Subject:** RE: Email list  
**Date:** Tuesday, October 11, 2016 10:14:43 AM

---

Thanks! Her username will be her email address and her temporary password will be wsps. She is all updated!

---

**From:** Liz McFarland [mailto:[lmcfarla@fwps.org](mailto:lmcfarla@fwps.org)]  
**Sent:** Tuesday, October 11, 2016 10:12 AM  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** RE: Email list

Title is "Employee Relations & Legal Assistant Specialist" ☺

[tlofton@fwps.org](mailto:tlofton@fwps.org)

Liz McFarland  
Talent and Systems Manager  
Federal Way Public Schools Human Resources  
253-945-2021  
Follow us on Twitter: @FWPSJobs

---

**From:** [admin@wsps.net](mailto:admin@wsps.net) [mailto:[admin@wsps.net](mailto:admin@wsps.net)]  
**Sent:** Tuesday, October 11, 2016 10:11 AM  
**To:** Liz McFarland <[lmcfarla@fwps.org](mailto:lmcfarla@fwps.org)>  
**Subject:** RE: Email list

I will add her now – what is her job title and email address? I probably should have written that down before I updated your account ☺

---

**From:** Liz McFarland [mailto:[lmcfarla@fwps.org](mailto:lmcfarla@fwps.org)]  
**Sent:** Tuesday, October 11, 2016 10:09 AM  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** RE: Email list

Thank you, Jennifer – yes, that would be helpful. I didn't include her originally because I didn't think she would be attending any meetings – but forgetting that she may be registering others, like for the Law Conference. Thank you again!!

Liz McFarland  
Talent and Systems Manager  
Federal Way Public Schools Human Resources  
253-945-2021  
Follow us on Twitter: @FWPSJobs

---

**From:** [admin@wsps.net](mailto:admin@wsps.net) [<mailto:admin@wsps.net>]

**Sent:** Tuesday, October 11, 2016 10:07 AM

**To:** Liz McFarland <[lmcfarla@fwps.org](mailto:lmcfarla@fwps.org)>

**Subject:** RE: Email list

Hi Liz,

I think I found the problem. Did Tara Lofton use your membership to login and/or register someone for a conference or update memberships? It looks like your account was changed in September – it has your email address as the username, Tara's name as the contact name, and Tara's email as the contact email. The regional notice would have gone to Tara's email address.

I am updating the database now to correct the issue. Would you like me to add Tara Lofton as a district member or district member additional? I am happy to do that so you BOTH get all notifications!

Thank you,

Jennifer

---

**From:** Liz McFarland [<mailto:lmcfarla@fwps.org>]

**Sent:** Tuesday, October 11, 2016 9:37 AM

**To:** [admin@wsps.net](mailto:admin@wsps.net)

**Subject:** Email list

Hi Jennifer –

I heard a couple of colleagues talking about the Regional meeting this week on Thursday, and they had just received an email notice about it. But I didn't ☺

Should I contact Sean/Cathi, or someone else, or is that something you check?

Thanks!

Liz

Liz McFarland

Talent and Systems Manager

Federal Way Public Schools Human Resources

253-945-2021

Follow us on Twitter: @FWPSJobs



**From:** [jsteiner@wsps.net](mailto:jsteiner@wsps.net)  
**To:** [sharon.colby@highlineschools.org](mailto:sharon.colby@highlineschools.org); [shalsey@everettsd.org](mailto:shalsey@everettsd.org); [robin.nading@highlineschools.org](mailto:robin.nading@highlineschools.org); [sweymouth@bethelsd.org](mailto:sweymouth@bethelsd.org); [robbiinsk@eastmont206.org](mailto:robbiinsk@eastmont206.org); [lmcfarl@fwps.org](mailto:lmcfarl@fwps.org); [greenlunddk@mukilteo.wednet.edu](mailto:greenlunddk@mukilteo.wednet.edu); [ahurd@northmasonschoools.org](mailto:ahurd@northmasonschoools.org); [brichter@omaksd.org](mailto:brichter@omaksd.org); [jmata@psd1.org](mailto:jmata@psd1.org); [schmitbk@puyallup.k12.wa.us](mailto:schmitbk@puyallup.k12.wa.us); [turnerl@puyallup.k12.wa.us](mailto:turnerl@puyallup.k12.wa.us); [dawna.phillips@rsd.edu](mailto:dawna.phillips@rsd.edu); [ttorgeson@swsd.k12.wa.us](mailto:ttorgeson@swsd.k12.wa.us); [angela.huffman@sultan.k12.wa.us](mailto:angela.huffman@sultan.k12.wa.us); [sherrie\\_wilcox@sumnersd.org](mailto:sherrie_wilcox@sumnersd.org); [crail.h@wenatcheeschools.org](mailto:crail.h@wenatcheeschools.org); [jhymer@fwps.org](mailto:jhymer@fwps.org); [istafford@everettsd.org](mailto:istafford@everettsd.org)  
**Cc:** [debra.tito@rentonschools.us](mailto:debra.tito@rentonschools.us); [brandmah@puyallup.k12.wa.us](mailto:brandmah@puyallup.k12.wa.us); [jrausch@wsps.net](mailto:jrausch@wsps.net); [admin@wsps.net](mailto:admin@wsps.net); [jsteiner@wsps.net](mailto:jsteiner@wsps.net)  
**Subject:** Fall HELP I/WSPA Writing Course  
**Date:** Tuesday, October 11, 2016 9:00:23 PM

---

Hello,

In preparation for the Writing Presentation to be held on October 25, 2016, please select a sample of your writing to take with you to the presentation. This should be something that you may have written as part of your job responsibilities in human resources or another professional document/writing that you have created.

Also, if you have access to a laptop or tablet, please feel free to take it with you as well.

Your instructors for this course are Debra Tito from Renton School District and Amy Brandie from the Puyallup School District. I have copied them with this email. If you have questions about the course, please feel free to email them.

If you have questions for me, Jane or Jennifer, please contact any one of us.

We look forward to seeing you on October 25!

Sincerely,

JoAn Steiner  
Jane Rausch  
Jennifer Tottenham

Washington Schools Personnel Association  
Human Resources in Education Program

**From:** [jsteiner@wspsa.net](mailto:jsteiner@wspsa.net)  
**To:** [eharman@auburn.wednet.edu](mailto:eharman@auburn.wednet.edu); [mmcafee@auburn.wednet.edu](mailto:mmcafee@auburn.wednet.edu); [kdesmond@cloverpark.k12.wa.us](mailto:kdesmond@cloverpark.k12.wa.us); [lminer@cloverpark.k12.wa.us](mailto:lminer@cloverpark.k12.wa.us); [sbradbeer@fpschools.org](mailto:sbradbeer@fpschools.org); [siadin@fpschools.org](mailto:siadin@fpschools.org); [looneyt@psd401.net](mailto:looneyt@psd401.net); [jculik@tacoma.k12.wa.us](mailto:jculik@tacoma.k12.wa.us); [dawnhorner@vansd.org](mailto:dawnhorner@vansd.org); [cooks@riverview.wednet.edu](mailto:cooks@riverview.wednet.edu); [lmcfarla@fwps.org](mailto:lmcfarla@fwps.org)  
**Cc:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net); [cstolz@everettsd.org](mailto:cstolz@everettsd.org)  
**Subject:** Spring HELP III Presentations  
**Date:** Tuesday, October 11, 2016 9:32:30 PM

---

Greetings!

I'm sure that like all of us who work in school districts, your September was a blur, but you made it through! Congratulations and happy October to you all!

This is just a reminder of the oral presentation topics you all selected for your Spring HELP III presentations in April:

Emily Harman and Mundie McAfee: Application/Selection/Orientation of Classified Employees

Liz McFarland and Dawn Horner: Employee Recognition

Sandy Bradbeer and Brenda Pearson: Aesop Substitute Reporting

Janet Culik and Tammy Looney: Training for new administrators

Kristen Desmond, Stacy Cook and Laurie Miner: Ethical Leadership

The Fall HELP Session may provide you with an opportunity to get together with your HELP III partners to work on you presentations. Also, please do not hesitate to reach out to me, Carol Stolz or Jane Rausch if you have questions about your presentations.

You were off to a great start with your topics and outlines at the July HELP session. I am confident you will all put together quality presentations!!!!

We look forward to seeing you all in a few weeks!

JoAn

**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Cc:** [cleonard@wsps.net](mailto:cleonard@wsps.net)  
**Subject:** School Law Conference Presentation Materials and Agenda  
**Date:** Thursday, October 13, 2016 1:41:10 PM  
**Attachments:** [2016 Law Conference Agenda.pdf](#)

---

Dear Law Conference attendees,

Thank you for taking the time out of your very busy schedules to join us at the upcoming School Law Conference. We value your time and are proud to present an agenda that will provide timely and relevant information presented by some of Washington State's most prestigious law firms.

All conference materials will be available electronically for your review.

- **In order to access these materials, you have been provided a special username and password to access our website:**
  - **Username: law2016**
  - **Password: wsps**
- **Please note that you must log out of your WSPA membership account and log in using the above username/password in order to access the materials**

You can find the link to the conference materials on the Law Conference page at:

<http://www.wsps.net/law-conference>

We are still finalizing presentation documents and will be posting updates to the materials daily. Please check back for the most up-to-date information.

WiFi will be available at the hotel so that you may access the materials during the conference sessions.

Please let me know if you have any questions or if I may be of any assistance.

We look forward to seeing you next week.

Thank you,

Jennifer Tottenham

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wsps.net/>





**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** School Law Conference Presentation Materials and Agenda  
**Date:** Thursday, October 13, 2016 1:41:49 PM  
**Attachments:** [2016 Law Conference Agenda.pdf](#)

---

Dear Law Conference attendees,

Thank you for taking the time out of your very busy schedules to join us at the upcoming School Law Conference. We value your time and are proud to present an agenda that will provide timely and relevant information presented by some of Washington State's most prestigious law firms.

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- **In order to access these materials, you have been provided a special username and password to access our website:**
  - **Username: law2016**
  - **Password: wsps**
- **Please note that you must log out of your WSPA membership account and log in using the above username/password in order to access the materials**

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We look forward to seeing you next week.

Thank you,

Jennifer Tottenham

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wsps.net/>



**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [christine.mcgarr@highlineschools.org](#)  
**Cc:** [cleonard@wspsa.net](#)  
**Subject:** FW: MEMBER REQUEST  
**Date:** Friday, October 14, 2016 10:29:19 AM

---

Clock hours in Federal Way are handled in two areas: in our Teaching for Learning department, in terms of the scheduling, registration, producing transcripts of hours taken in Federal Way, etc., and by an HR compensation specialist in terms of inputting the clock hours into our system to move people on the salary schedule. The sub requests are handled separately – either the office manager or the employee enters the absence into our usual system, SmartFind Express.

I believe the clock hour manager in TFL uses Events Pro for what she does. Her name is Cheryl Jones, [chjones@fwps.org](#), if you need more information.

Liz McFarland  
Talent and Systems Manager  
Federal Way Public Schools Human Resources  
253-945-2021  
Follow us on Twitter: @FWPSJobs

---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Friday, October 14, 2016 10:25 AM  
**To:** Liz McFarland <lmcfarla@fwps.org>  
**Subject:** MEMBER REQUEST

Christine McGarr from Highline is asking what system are you using for Professional Development creation of requests for subs and clock hours requests? Is this handled by HR or another department. Is there any software or applications you are using to aid you in this?

Please send your responses directly to: [Christine.McGarr@highlineschools.org](#)

Also, cc your responses to: [cleonard@wspsa.net](#)

Thanks,

Curtis

---

This email was sent to [lmcfarla@fwps.org](#) by [cleonard@wspsa.net](#)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

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**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [blong@finleysd.org](mailto:blong@finleysd.org)  
**Cc:** [cleonard@wspa.net](mailto:cleonard@wspa.net)  
**Subject:** FW: MEMBER REQUEST  
**Date:** Friday, October 14, 2016 12:12:46 PM

---

## Federal Way requires a bachelor's degree

Liz McFarland  
Talent and Systems Manager  
Federal Way Public Schools Human Resources  
253-945-2021  
Follow us on Twitter: [@FWPSJobs](#)

---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Friday, October 14, 2016 10:19 AM  
**To:** Liz McFarland <lmcfarla@fwps.org>  
**Subject:** MEMBER REQUEST

HELLO WSPA MEMBERS!

A few member requests for you. I hope everything is going well. Thanks for your help!

Bryan Long in the Finley School District would like to know what districts are using for a minimum requirement for an Emergency Substitute Certificate request. College Teaching Program completion? 4 year degree? 2 year degree? HS diploma?

Please send your responses directly to: [blong@finleysd.org](mailto:blong@finleysd.org)

Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

---

This email was sent to [lmcfarla@fwps.org](mailto:lmcfarla@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

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United States

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**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [cleonard@wsps.net](#); [tennillej@SpokaneSchools.org](#)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, October 14, 2016 2:53:27 PM

---

I would like to know how you get around the “gift of public funds” when giving signing bonus?  
Also, when we talk about signing bonus the other sped teachers want to know why they don’t get the same for coming back each year? Have you had to deal with that?

---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Friday, October 14, 2016 10:28 AM  
**To:** Janet Hodson <jhodson@fwps.org>  
**Subject:** MEMBER REQUEST

Tennille Jeffries-Simmons from Spokane School District is would know if any districts are offering signing bonuses--specifically for special education teachers. If so, bonuses at what amounts?

Please send your responses directly to: [tennillej@SpokaneSchools.org](#)

Also, cc your responses to: [cleonard@wsps.net](#)

Thanks,

Curtis

---

This email was sent to [jhodson@fwps.org](#) by [cleonard@wsps.net](#)

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United States

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**From:** [Dan Dizon](#) on behalf of [Dan Dizon <ddizon@fwps.org>](#)  
**To:** [Christine.McGarr@highlineschools.org](#)  
**Cc:** [cleonard@wsps.net](#); [Cheryl Jones](#)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Sunday, October 16, 2016 12:30:00 PM

---

Hello Christine,

Clock Hours are currently processed with Teaching & Learning and I cc Cheryl to share which software system we use for tracking.

---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Friday, October 14, 2016 10:24 AM  
**To:** Dan Dizon <ddizon@fwps.org>  
**Subject:** MEMBER REQUEST

Christine McGarr from Highline is asking what system are you using for Professional Development creation of requests for subs and clock hours requests? Is this handled by HR or another department. Is there any software or applications you are using to aid you in this?

Please send your responses directly to: [Christine.McGarr@highlineschools.org](#)

Also, cc your responses to: [cleonard@wsps.net](#)

Thanks,

Curtis

---

This email was sent to [ddizon@fwps.org](#) by [cleonard@wsps.net](#)

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United States

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**From:** [Cheryl Jones](#) on behalf of [Cheryl Jones <chjones@fwps.org>](#)  
**To:** [Dan Dizon](#); [Christine.McGarr@highlineschools.org](#)  
**Cc:** [cleonard@wspsa.net](#)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Monday, October 17, 2016 8:05:48 AM

---

Hello,

The program we use for clock hours here is "EventsPro" the program was made by Centinum Software company,,, If you have further questions I will be happy to assist if I can...

Thank you, have a wonderful day!

Cheryl

Clock Hour Manager

---

**From:** Dan Dizon  
**Sent:** Sunday, October 16, 2016 12:30 PM  
**To:** [Christine.McGarr@highlineschools.org](#)  
**Cc:** [cleonard@wspsa.net](#); Cheryl Jones <[chjones@fwps.org](#)>  
**Subject:** RE: MEMBER REQUEST

Hello Christine,

Clock Hours are currently processed with Teaching & Learning and I cc Cheryl to share which software system we use for tracking.

---

**From:** [waspa@memberclicks-mail.net](#) [<mailto:waspa@memberclicks-mail.net>]  
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Please send your responses directly to: [Christine.McGarr@highlineschools.org](#)

Also, cc your responses to: [cleonard@wspsa.net](#)

Thanks,

Curtis

---

This email was sent to [ddizon@fwps.org](mailto:ddizon@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

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United States

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**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** Law Conference Morning Keynote Survey  
**Date:** Monday, October 17, 2016 8:11:25 AM

---

Hello Law Conference attendees,

As part of the morning Keynote, our presenters have asked that you please complete the following survey: <http://bit.ly/teacherrecruit>

Thank you.

**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** Law Conference Morning Keynote Survey  
**Date:** Monday, October 17, 2016 8:14:48 AM

---

Hello Law Conference attendees,

As part of the morning Keynote, our presenters have asked that you please complete the following survey: <http://bit.ly/teacherrecruit>

Thank you.

**From:** [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** WSPA Member  
**Date:** Tuesday, October 18, 2016 11:32:15 AM

---

Hello:

Can I find out if the following District employees are members to WSPA?

David Brower  
Dan Dizon  
Janet Hodson  
Tony Frascione

I have two of the above trying to log in to WSPA and are unable to. Please confirm.

Thank you for your attention.

**Tara T. Lofton**  
**Human Resources Employee Relations**  
**& Legal Assistant Specialist**  
253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)





**From:** [admin@wspa.net](mailto:admin@wspa.net)  
**To:** [Tara Lofton](#)  
**Subject:** RE: WSPA Member  
**Date:** Wednesday, October 19, 2016 12:21:55 PM

---

Hello Tara,

Yes – the following are each members of WSPA. May I ask what they were trying to log in for? Was it to their personal WSPA account, or were they attending the law conference and trying to log into the materials page? Please let me know so that I can troubleshoot accordingly.

Thank you,

Jennifer

---

**From:** Tara Lofton [mailto:[tlofton@fwps.org](mailto:tlofton@fwps.org)]  
**Sent:** Tuesday, October 18, 2016 11:32 AM  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** WSPA Member

Hello:

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**Tara T. Lofton**  
**Human Resources Employee Relations**  
**& Legal Assistant Specialist**  
253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)



**From:** [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)  
**To:** [admin@wspa.net](#)  
**Subject:** RE: WSPA Member  
**Date:** Wednesday, October 19, 2016 12:23:14 PM

---

David Brower was trying to log in yesterday. Not sure if he was able to get in.

---

**From:** admin@wspa.net [mailto:admin@wspa.net]  
**Sent:** Wednesday, October 19, 2016 12:22 PM  
**To:** Tara Lofton <tlofton@fwps.org>  
**Subject:** RE: WSPA Member

Hello Tara,

Yes – the following are each members of WSPA. May I ask what they were trying to log in for? Was it to their personal WSPA account, or were they attending the law conference and trying to log into the materials page? Please let me know so that I can troubleshoot accordingly.

Thank you,

Jennifer

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**From:** Tara Lofton [<mailto:tlofton@fwps.org>]  
**Sent:** Tuesday, October 18, 2016 11:32 AM  
**To:** [admin@wspa.net](#)  
**Subject:** WSPA Member

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Tony Frascione

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**Tara T. Lofton**  
**Human Resources Employee Relations**  
**& Legal Assistant Specialist**  
253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)



# **FEDERAL WAY PUBLIC SCHOOLS**

Each Scholar: A voice. A dream. A **BRIGHT** future.

**From:** [admin@wspa.net](mailto:admin@wspa.net)  
**To:** [Tara Lofton](#)  
**Subject:** RE: WSPA Member  
**Date:** Wednesday, October 19, 2016 12:24:48 PM

---

Please keep me posted – I would be happy to reset his password and account if needed.

Thank you,

Jennifer

---

**From:** Tara Lofton [<mailto:tlofton@fwps.org>]  
**Sent:** Wednesday, October 19, 2016 12:23 PM  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: WSPA Member

David Brower was trying to log in yesterday. Not sure if he was able to get in.

---

**From:** [admin@wspa.net](mailto:admin@wspa.net) [<mailto:admin@wspa.net>]  
**Sent:** Wednesday, October 19, 2016 12:22 PM  
**To:** Tara Lofton <[tlofton@fwps.org](mailto:tlofton@fwps.org)>  
**Subject:** RE: WSPA Member

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Jennifer

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**Subject:** WSPA Member

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**Human Resources Employee Relations**  
**& Legal Assistant Specialist**  
253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)



**From:** [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)  
**To:** [admin@wspsa.net](#)  
**Subject:** RE: WSPA Member  
**Date:** Wednesday, October 19, 2016 12:25:18 PM

---

He was trying to login while at the Law Conference.

---

**From:** admin@wspsa.net [mailto:admin@wspsa.net]  
**Sent:** Wednesday, October 19, 2016 12:25 PM  
**To:** Tara Lofton <tlofton@fwps.org>  
**Subject:** RE: WSPA Member

Please keep me posted – I would be happy to reset his password and account if needed.

Thank you,

Jennifer

---

**From:** Tara Lofton [[mailto:tlofton@fwps.org](#)]  
**Sent:** Wednesday, October 19, 2016 12:23 PM  
**To:** [admin@wspsa.net](#)  
**Subject:** RE: WSPA Member

David Brower was trying to log in yesterday. Not sure if he was able to get in.

---

**From:** [admin@wspsa.net](#) [[mailto:admin@wspsa.net](#)]  
**Sent:** Wednesday, October 19, 2016 12:22 PM  
**To:** Tara Lofton <[tlofton@fwps.org](#)>  
**Subject:** RE: WSPA Member

Hello Tara,

Yes – the following are each members of WSPA. May I ask what they were trying to log in for? Was it to their personal WSPA account, or were they attending the law conference and trying to log into the materials page? Please let me know so that I can troubleshoot accordingly.

Thank you,

Jennifer

---

**From:** Tara Lofton [[mailto:tlofton@fwps.org](#)]  
**Sent:** Tuesday, October 18, 2016 11:32 AM  
**To:** [admin@wspsa.net](#)  
**Subject:** WSPA Member

Hello:

Can I find out if the following District employees are members to WSPA?

David Brower  
Dan Dizon  
Janet Hodson  
Tony Frascone

I have two of the above trying to log in to WSPA and are unable to. Please confirm.

Thank you for your attention.

**Tara T. Lofton**  
**Human Resources Employee Relations**  
**& Legal Assistant Specialist**  
253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)



**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [Tara Lofton](#)  
**Subject:** RE: WSPA Member  
**Date:** Wednesday, October 19, 2016 12:28:51 PM

---

Thanks, Tara.

He may have been trying to login to the law conference materials page. Here is the login information for your reference:

The link to conference materials may be found at: <http://www.wsps.net/law-conference>

- Username: law2016
- Password: wsps

Please note that you must log out of your WSPA membership account and log in using the above username/password in order to access the materials. If you are not logged out you will get an error message. You can tell if you are logged in to your account because it will say "Hi Tara" or "Hi David" in the top right corner. If you see that greeting, please log out and then log back in with the above info.

Please let me know if you have any trouble accessing the materials.

If he was trying to log in to his personal account please let me know and I will set a temporary password for him.

Thank you

Jennifer

---

**From:** Tara Lofton [mailto:[tlofton@fwps.org](mailto:tlofton@fwps.org)]  
**Sent:** Wednesday, October 19, 2016 12:25 PM  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** RE: WSPA Member

He was trying to login while at the Law Conference.

---

**From:** [admin@wsps.net](mailto:admin@wsps.net) [mailto:[admin@wsps.net](mailto:admin@wsps.net)]  
**Sent:** Wednesday, October 19, 2016 12:25 PM  
**To:** Tara Lofton <[tlofton@fwps.org](mailto:tlofton@fwps.org)>  
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**Sent:** Wednesday, October 19, 2016 12:22 PM  
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**253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)**



**FEDERAL WAY  
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**From:** [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: WSPA Member  
**Date:** Wednesday, October 19, 2016 12:38:09 PM

---

Thank you, I will have him try the below.

*Tara*  
*Ext. 2039*

---

**From:** admin@wspa.net [mailto:admin@wspa.net]  
**Sent:** Wednesday, October 19, 2016 12:29 PM  
**To:** Tara Lofton <tlofton@fwps.org>  
**Subject:** RE: WSPA Member

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- Username: law2016
- Password: wspa

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**Tara T. Lofton**  
**Human Resources Employee Relations**  
**& Legal Assistant Specialist**  
253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)



**From:** [admin@wsba.net](mailto:admin@wsba.net)  
**To:** [admin@wsba.net](mailto:admin@wsba.net)  
**Subject:** School Law Conference -- thank you, clock hours, CLE"s and event survey  
**Date:** Wednesday, October 19, 2016 2:29:46 PM  
**Attachments:** [2016 Law Conference Clock Hour Form.pdf](#)

---

Hello,

Thank you for attending the 2016 School Law Conference!

We appreciate that you took time out of your busy schedule to join us for two days of learning, conversation, and camaraderie. We hope you will choose to join us again next year. We ask that you take a moment to complete our conference survey so that we can be sure to make our next event just as meaningful and relevant.

**The conference survey may be found online at:** <https://www.surveymonkey.com/r/WSPALAW>

**For those of you who signed in for clock hours,** the clock hour form is attached for you to complete and to keep for your records.

**For those of you who signed in for CLE credits,** your information is being submitted to WSBA.

Again, thank you for joining us at the School Law Conference. Don't forget to save the date for our Annual Conference February 26-March 1, 2017 at the beautiful Heathman Lodge in Vancouver. Conference details and registration will be coming soon!

Thank you,

The Washington School Personnel Association

Jennifer Tottenham

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wsba.net/>



**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Cc:** [cleonard@wsps.net](mailto:cleonard@wsps.net)  
**Subject:** School Law Conference -- thank you, clock hours, CLE"s and event survey  
**Date:** Wednesday, October 19, 2016 2:30:51 PM  
**Attachments:** [2016 Law Conference Clock Hour Form.pdf](#)

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*Jennifer Tottenham*

Program Coordinator  
Washington School Personnel Association  
PO Box 1600 Anacortes, Washington 98221  
Phone: 360-825-1415/Fax: 253-736-0333  
<http://www.wsps.net/>



**From:** [Jane Rausch](#) on behalf of [Jane Rausch <jane.rausch@rsdmail.org>](#)  
**To:** [robin.nading@highlineschools.org](#); [sharon.colby@highlineschools.org](#); [shalsey@everettsd.org](#); [istafford@everettsd.org](#); [dbaker@tacoma.k12.wa.us](#); [vollema-richa@tukwila.wednet.edu](#); [Sabre Dahl](#); [lsinclair@bethelsd.org](#); [DEBI CHRISTENSEN](#); [dlee@lwsd.wednet.edu](#); [dhale@nsd.org](#); [Stacey Locke](#); [pmontgomer@bethelsd.org](#); [Amy Hurd](#); [Angela Huffman](#); [Barbara Schmitten](#); [Brittney Richter](#); [Dawna Phillips](#); [Debbie Greenlund](#); [Heather Crail](#); [Janie Mata](#); [Kayla Robbins](#); [Leisha Turner](#); [Sandy Weymouth](#); [Sherrie Wilcox](#); [Todd Torgeson](#); [Carrie Joy](#); [Deedee Hill](#); [Felicia Barnes-Hodge](#); [Janet Paeth](#); [Jennifer Hymers](#); [Joyce Wilson](#); [Julie Dodd](#); [Kaylee Bolt](#); [Kelli York](#); [Brenda Pearson](#); [Emily Harman](#); [Janet Culik](#); [Kristen Desmond](#); [Laurie Miner](#); [Sandy Bradbeer](#); [Stacy Cook](#); [Tammy Looney](#)  
**Cc:** [JoAn Steiner](#); [Jennifer Tottenham](#)  
**Subject:** Fall HELP/HR Writing Skills  
**Date:** Wednesday, October 19, 2016 2:44:38 PM

---

Greetings!

This is a reminder that you are registered for the WSPA Human Resource Writing Skills Workshop on Tuesday, October 25th at the Puget Sound ESD. Registration and a light breakfast will begin at 8:30 a.m., with each session starting at 9:00 a.m. and ending at 3:00 p.m. The address for the Puget Sound ESD is 800 W. Oaksdale Ave. SW, in Renton.

For those of you registered in Basic Human Resource Writing Skills (Help I) please select a sample of your writing to bring with you to the presentation. This should be something that you may have written as part of your job responsibilities in human resources or another professional document/writing that you have created. Also, if you have access to a laptop or tablet you are encouraged to bring this along.

We look forward to seeing you there on the 25<sup>th</sup>! If you have any questions, please feel free to contact me.

Thank you.

--

Jane Rausch  
Human Resources Director  
Riverside School District  
34515 N. Newport Hwy.  
Chattaroy, WA 99003  
(509) 464-8208 phone  
(509) 464-8209 fax

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-  
-



**From:** [Nicholson, Scott](#) on behalf of [Nicholson, Scott <Scott.Nicholson@kent.k12.wa.us>](#)  
**To:** [Sandra Case](#); ["Dave Alfred"](#); ["Amie Brandmire"](#); ["Debby Carter"](#); ["John Cerqui"](#); ["Chuck Foster"](#); ["Pat Fowler-Fung"](#); [ddizon@fwps.org](#); [dhale@nsd.org](#); [Hechtman, Lisa AD - Staff](#); [mhoge@perkindscioe.com](#); [warrenhop@comcast.net](#); ["Debra Kovacs"](#); [leachm@orting.wednet.edu](#); ["Debbie Leighton"](#); [cleonard@wspsa.net](#); ["Larry Miner"](#); [Sheryl Moore](#); ["Kevin O'Neill"](#); ["Darryl Pernat"](#); [Elizabeth \(Beth\) Porter](#); [rosellini.lynn26@gmail.com](#); [Curtis M. Leonard](#); ["Jeff sherwood"](#); [Debra Tito](#); [mweibel@auburn.wednet.edu](#); ["Lorraine Wilson"](#)  
**Subject:** RE: New PERC ULP case concerning Direct Dealing  
**Date:** Thursday, October 20, 2016 12:13:49 PM

---

Hi all:

I came across this overview of a recent decision from PERC on direct dealing with employees who are represented. It is a good read and provides context for the heightened scrutiny that can be placed on management communication with represented employees. To read the full case you can go to PERC's website and search using the decision number below.

See you Friday! ☺

Thanks,

Scott

**Scott Nicholson** | Director of Labor and Employee Relations

Kent School District | 12033 SE 256<sup>th</sup> Street, A-200 | Kent, WA 98030-6503  
253.373.7154 | [scott.nicholson@kent.k12.wa.us](mailto:scott.nicholson@kent.k12.wa.us)

**Confidentiality Notice:** This message is intended for use only by the individual or entity to which it is addressed, and may contain information that is privileged and confidential, under applicable law. If you are not the intended recipient, please notify the sender immediately, delete this email from your system, and do not use or discuss any information in this message. You are also notified that you may not impermissibly disseminate, distribute, access, acquire, use, disclose or copy this communication or any attachments under federal or state law.

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## Pay No Attention to Our Proposals and Counterproposals

*Skagit Regional Health District, PERC Decision 12616 (PECB, 2016)*

Hearing Examiner: Emily Whitney

**Background.** Skagit Regional Health District operates an oncology clinic in Mount Vernon. Nurses in the clinic are represented by the Washington State Nurses Association. The clinic's staffing model includes only staff nurses, who can complete a range of tasks associated with each patient. That staffing model, however, limits the number of patients for whom each nurse can care. Based on industry "best practices," the District decided to explore specialization within its nursing group by dividing roles staff nurses and "triage" nurses.

The District has regular staff meetings or "huddles" attended by employees, but not by union representatives. At a huddle in July, the Director of Oncology talked about a revised staffing model that incorporated the specialized roles, and distributed a

document showing how the full-time equivalency (“FTE”) of a number of positions would change in the event the District adopted the new model. Both during and following the huddle, the District received feedback from employees about its “proposal” (which is the title the District placed on the document it presented). Based on the feedback, the District presented a revised “proposal” in August. Following the second meeting, the union filed a charge asserting that the District was engaged in direct dealing with union members.

**The Hearing Examiner’s Decision.** The Hearing Examiner began her decision by reinforcing that employers have a right to communicate with represented employees, provided the communication does not amount to bargaining or other unlawful activity. She rejected the employer’s contention that the topic of its meetings was the permissive subject of “staffing levels,” finding instead that the employer’s “proposal” focused on the FTE of a number of positions, which she viewed as a “workload” issue. Because workload is a mandatory subject of bargaining, the Hearing Examiner determined that the employer’s new staffing plan involved a mandatory subject.

While the Director never took a poll of employees about the proposals she presented, she did ask for feedback on the proposals:

Significantly, the director used the information she gathered from employees, without negotiating with the union, to justify changes she made in the second document, which she provided to employees during the third meeting.

The Hearing Examiner determined that this back-and-forth discussion with employees is the very definition of negotiation. And since those negotiations involved a mandatory subject, the employer committed a direct dealing violation.

**What It Means.** The Hearing Examiner’s decision assumes away the most significant issue in the case: Is the decision about the FTE status of various positions in the bargaining unit a staffing level decision? The decision says that employees’ FTE status is a “workload” issue, which is a mandatory subject of bargaining, but the difference between “workload” and “staffing level” seems largely one of framing. The District’s choice to present “proposals” about FTE changes made it relatively easy for the union (and Hearing Examiner) to label this interaction as direct dealing.

**From:** [Sheryl Moore](#) on behalf of [Sheryl Moore <sheryl.moore@rentonschools.us>](#)  
**To:** [Nicholson, Scott](#); [Sandra Case](#); ["Dave Alfred"](#); ["Amie Brandmire"](#); ["Debby Carter"](#); ["John Cerqui"](#); ["Chuck Foster"](#); ["Pat Fowler-Fung"](#); [ddizon@fwps.org](#); [dhale@nsd.org](#); [Hechtman, Lisa AD - Staff](#); [mhoge@perkinscoie.com](#); [warrenhop@comcast.net](#); ["Debra Kovacs"](#); [leachm@orting.wednet.edu](#); ["Debbie Leighton"](#); [cleonard@wspsa.net](#); ["Larry Miner"](#); ["Kevin O'Neill"](#); ["Darryl Pernet"](#); [Elizabeth \(Beth\) Porter](#); [rosellini.lynne26@gmail.com](#); [Curtis M. Leonard](#); ["Jeff sherwood"](#); [Debra Tito](#); [mweibel@auburn.wednet.edu](#); ["Lorraine Wilson"](#)  
**Subject:** RE: New PERC ULP case concerning Direct Dealing  
**Date:** Thursday, October 20, 2016 12:22:28 PM

---

Thanks! It is interesting and one that could have been so easily avoided ! I won't be able to make SK tomorrow – other matters are calling me! Best to all!

*Sheryl A. Moore, J.D.*

Assistant Superintendent Human Resources

[sheryl.moore@rentonschools.us](mailto:sheryl.moore@rentonschools.us)

Office: 425.204.2362

Fax: 425.204.2416

Cell: 206.406.0613



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300 Southwest 7<sup>th</sup> Street

Renton, WA 98057-2307

---

**From:** Nicholson, Scott [mailto:Scott.Nicholson@kent.k12.wa.us]  
**Sent:** Thursday, October 20, 2016 12:14 PM  
**To:** Sandra Case <sandra.case@rentonschools.us>; 'Dave Alfred' <dalfieserv@aol.com>; 'Amie Brandmire' <brandmah@puyallup.k12.wa.us>; 'Debby Carter' <carterd@edmonds.wednet.edu>; 'John Cerqui' <jcerqui@seattleschools.org>; 'Chuck Foster' <cpfskylane@gmail.com>; 'Pat Fowler-Fung' <pfowler-fung@lwsd.org>; ddizon@fwps.org; dhale@nsd.org; Hechtman, Lisa AD - Staff <HechtmanL@issaquah.wednet.edu>; mhoge@perkinscoie.com; warrenhop@comcast.net; 'Debra Kovacs' <dkovacs@everettsd.org>; leachm@orting.wednet.edu; 'Debbie Leighton' <dleighon@auburn.wednet.edu>; cleonard@wspsa.net; 'Larry Miner' <LarryMiner@hotmail.com>; Sheryl Moore <sheryl.moore@rentonschools.us>; 'Kevin O'Neill' <oneillk@bsd405.org>; 'Darryl Pernet' <Darryl.pernat@sno.wednet.edu>; Elizabeth (Beth) Porter <Elizabeth.Porter@rentonschools.us>; rosellini.lynne26@gmail.com; Curtis M. Leonard <cml@pattersonbuchanan.com>; 'Jeff sherwood' <jsherwood@nsd.org>; Debra Tito <debra.tito@rentonschools.us>; mweibel@auburn.wednet.edu; 'Lorraine Wilson' <Lorraine@pfrwa.com>  
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**From:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**To:** [cs Sheridan@asd103.org](mailto:cs Sheridan@asd103.org); [cstolz@everettsd.org](mailto:cstolz@everettsd.org); [ellyn.papenfuse@vansd.org](mailto:ellyn.papenfuse@vansd.org); [admin@wspa.net](mailto:admin@wspa.net);  
[jsteiner@wspa.net](mailto:jsteiner@wspa.net); [gaviganj@riverview.wednet.edu](mailto:gaviganj@riverview.wednet.edu); [jhodson@fwps.org](mailto:jhodson@fwps.org); [ksande@sequim.k12.wa.us](mailto:ksande@sequim.k12.wa.us);  
[lkrininger@cloverpark.k12.wa.us](mailto:lkrininger@cloverpark.k12.wa.us); [lmestay@cloverpark.k12.wa.us](mailto:lmestay@cloverpark.k12.wa.us); [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us)  
**Subject:** October 16 advisory minutes  
**Date:** Friday, October 21, 2016 3:19:18 PM  
**Attachments:** [AdvisoryMeetingMinutes10-16-2016.docm](#)

---

Greetings!

Attached are the minutes from our October 16 advisory committee meeting. Please give a quick review and let me know of any changes before sending them to the WSPA Board and Curtis.

Thank you again for attending!

Jane Rausch  
HELP Co-Coordinator=

October 16, 2016

#### HELP Advisory Committee Meeting

Present: Jane Rausch, Connie Sheridan, Janet Gavigan, Janet Hodgson, Sonja Brown, Ellyn Papenfuse, JoAn Steiner, Jennifer Tottenham

- Jane shared that Laura Bradburn has resigned from the Advisory Board. Suggestions were solicited as to others who can serve in this capacity. Connie suggested Darrel Heisler, and will ask him.
- Fall HELP Session – October 25, 2016
  - Writing courses
    - HELP I – Basics of Human Resources  
Debra Tito (Renton School District) and Amy Brandmire (Puyallup School District)
    - HELP II – Legal Writing for Human Resources  
Tim Reynolds, Porter Foster Rorick, LLP
    - HELP III – Workplace Investigations and documentation  
Don Austin, Patteron Buchanan Fobes Leitch & Kalzer, Inc., P.S.
  - WSPA members invited to attend for a registration fee of \$150
    - i. 11 Registered (as of 10.16.16)
      - 1. (5) Basics of Human Resources
      - 2. (6) Legal Writing for Human Resources
      - 3. (2) Workplace Investigations and documentation
  - CityU Assistance will be available from 3:00-4:00 pm to provide assistance
- Discussion ensued as to whether the topics affected with HELP attendance. JoAn shared that this has not occurred and does not seem to affect attendance.

Suggestion was made to reach out to HELP participants and see how the report writing is coming along. Also inquire as to whether the districts are able to provide enough support. Discussion ensued with regards to concern on whether districts are providing enough support and what can be done. Jane and JoAn will suggest at Board Meeting for Curtis to send a letter to school districts in the spring. Some districts are paying the tuition; others are making them take vacation. Some participants are not returning due to cost.

- Spring HELP Session – April 17, 2017
  - Speakers/Presenters/Topics
    - AM - Darrell Heisler, Sedro Wolley School District  
Job Descriptions (understanding, creating, using for classification, wages and postings)
    - PM – Kurt Schonberg, Oak Harbor School District  
Utilizing Job Descriptions with Worker's Compensation and Light Duty and using Job Descriptions in Improvement Plans for Evaluative Concerns.
    - HELP III Presentations – 5 presentations/11 presenters

Emily Harman and Mandie McAfee:  
Application/Selection/Orientation of Classified Employees  
Liz McFarland and Dawn Horner:  
Employee Recognition  
Sandy Bradbeer and Brenda Pearson:  
Aesop Substitute Reporting  
Janet Culik and Tammy Looney:  
Training for new administrators  
Kristen Desmond, Stacy Cook and Laurie Miner:  
Ethical Leadership

- Summer keynote speakers and topics
  - Discussed the topic of cultural competency as it relates to Title IX and Equity
  - Cultural Competency – ethnicity, poverty, gender identity, disability, veterans, etc. What barriers are we unknowingly putting up to keep individuals from wanting to be employed by our Districts?
  - Janet Hodson suggested either Lori Watson or Don Waring who both have done PD around cultural awareness and have been well received.
  - Connie Sheridan suggested Elsa (poetry) and said they are strong presenters.
  - JoAn recommended Caprice Hollings. She has been doing work with Mukilteo School District Administrators.
  - Once a speaker is confirmed Jane will work with Jennifer to advertise with districts on equity and access.
  - On Thursday evening Gordy Linse will be presenting on “How to restore your joy/or positive work spirit and maintain it all year long.” Gordy was well received last year and was a positive, inspiring end to the week.
- Marketing/advertising HELP and Boot Camp
  - WSPA has hired a consultant to take photos and develop brochures for these programs.
  - These brochures will be available for distribution at the annual conference.
  - A suggestion was made that Curtis send a letter and brochure to each school district introducing both HELP and Boot Camp
  - Jane and JoAn were asked to teach a session at the February 2017 WSPA conference with information for HELP and Boot Camp.
- Double Tree – the rates for next year are \$189/night. This is an increase over last year, which had already received an increase. Jane will check with other hotels in the area that may be able to accommodate HELP at a better rate.
- Blackboard training through CityU will be provided in a couple ways to Advisory Committee Members.
  - Names/DOB will be provided to Melissa at CityU and she will provide access to the shell.
  - Melissa will set everyone up on course modules that they can navigate during their own time.
  - Individual training will be provided as needed.



- A webinar will be offered during our next Advisory Committee Meeting on February 26.
- Date/Time/Topic of next advisory meeting:
  - February 26, 2016
  - 1:30-4:00 pm, Heathman Lodge
  - Topics to discuss:
    - i. Report Writing
    - ii. Blackboard webinar by CityU
    - iii. Spring HELP

**From:** [jrausch@wspace.net](mailto:jrausch@wspace.net)  
**To:** [cstolz@everettsd.org](mailto:cstolz@everettsd.org); [csheidan@asd103.org](mailto:csheidan@asd103.org); [ellyn.papenfuse@vansd.org](mailto:ellyn.papenfuse@vansd.org); [lmestay@cloverpark.k12.wa.us](mailto:lmestay@cloverpark.k12.wa.us); [lkrining@cloverpark.k12.wa.us](mailto:lkrining@cloverpark.k12.wa.us); [jhodson@fwps.org](mailto:jhodson@fwps.org); [gaviganj@riverview.wednet.edu](mailto:gaviganj@riverview.wednet.edu); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us)  
**Cc:** [admin@wspace.net](mailto:admin@wspace.net); [jsteiner@wspace.net](mailto:jsteiner@wspace.net)  
**Subject:** Boot Camp Brochure  
**Date:** Friday, October 21, 2016 4:21:49 PM  
**Attachments:** [WSPA HELP Legal Boot Camp Brochure 1016.pdf](#)

---

All:

Attached is the brochure for Boot Camp. We are still working on revisions to the HELP brochure, so I will send that one when it's complete. Please provide comments and feedback before I move forward and send to the Board.

Thank you!

Jane Rausch  
HELP Co-Coordinator=



## HELP Legal Boot Camp

is a three-day program offering  
Training in the following topics:

- The ABC's of Human Resources and Personnel Operations Guide Review
- HR 101: Overview of School Human Resources Administrator Leadership Responsibilities
- Human Resource Legal Writing
- Employee Misconduct/Investigative Writing

## HELP Legal Boot Camp

is a training specifically for:

- School Administrators responsible for hiring, evaluating and managing employees.
- Supervisors who are new to School Human Resources Administration.
- Experienced School Administrators who are looking for an update in School Human Resources management and legal information.



For more information and to register online,  
please visit [www.wspa.net](http://www.wspa.net)

Washington School Personnel Association  
PO Box 1600 Anacortes, Washington 98221

Washington School Personnel Association Presents



# HELP

HUMAN RESOURCES IN EDUCATION  
LEADERSHIP PROGRAM

## LEGAL BOOT CAMP



000061





**HELP**  
HUMAN RESOURCES IN EDUCATION  
LEADERSHIP PROGRAM

## LEGAL BOOT CAMP

**The HELP Legal Boot Camp** is a program designed to meet a growing need for training of school administrators responsible for hiring, evaluating and managing employees, supervisor who are new to School Human Resources Administration, or experienced School Administrators looking to update their school human resources management and legal information. This program is sponsored by the Washington Schools Personnel Association (WSPA).

The three day training includes instruction on the ABC's of Human Resources and Personnel Operations Guide Review, HR 101: An Overview of School Human Resources Administrator Leadership Responsibilities, Human Resource Legal Writing, and Employee Misconduct/Investigative Writing.

Registration in this three day program includes the Personnel Operations Guide (POG) notebook, a one-year WSPA membership, and an optional three CEU's through City University.

## Course Description

### **ABC's of Human Resources & Personnel Operations Guide Review:**

A review of the school human resource department function along with monthly and annual duties/responsibilities

**HR 101:** An Overview of School Human Resource Leadership Responsibilities: Basic understanding of Human Resources responsibilities for the following:

- Hiring
- Professional Development/Training
- Performance evaluation, discipline, termination
- Employee rights

**Human Resources Legal Writing:** Participants will focus on legal matters to consider when documenting and addressing various employee issues. Examples of legal documents such as investigative notes, witness statements, letters of reprimand, probable cause letters, and executive summaries, will be reviewed and discussed during this session.

### **Employee Misconduct/Investigative Writing:**

Participants will develop a set of skills for investigation of employee misconduct and supervision issues, from the moment the allegation is made to the conclusion of the investigation.



**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** HELP 2016 invoice  
**Date:** Monday, October 24, 2016 3:29:10 PM

---

Jennifer – can you forward me the invoice for Jennifer Hymer’s enrollment in HELP for this year? Or set it up so I can pay it online...

Thanks!

Liz

**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [Liz McFarland](#)  
**Subject:** RE: HELP 2016 invoice  
**Date:** Monday, October 24, 2016 3:57:49 PM  
**Attachments:** [Hymer HELP 2016.pdf](#)

---

Here you go – please let me know if you need anything else!

Thank you,

Jennifer

---

**From:** Liz McFarland [mailto:[lmcfarla@fwps.org](mailto:lmcfarla@fwps.org)]  
**Sent:** Monday, October 24, 2016 3:29 PM  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** HELP 2016 invoice

Jennifer – can you forward me the invoice for Jennifer Hymer’s enrollment in HELP for this year? Or set it up so I can pay it online...

Thanks!  
Liz

INVOICE 9886

Washington School Personnel Association  
PO Box 1600  
Anacortes, WA 98221



Federal Way Public Schools  
Attn: Jennifer Hymer  
33330 8th Avenue S.  
Federal Way, Washington 98003

Invoice # 9886  
Invoice Date 07/13/2016  
Invoice Due 08/12/2016

Amount Due	910.00
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Invoice Details

Description	Amount
HELP Registration: 2016-2017	910.00

Amount Due	910.00
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Please submit this invoice to your accounting department for payment. If you have a purchase order you can attach that to the invoice.



**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [jrausch@wspsa.net](#); [cstolz@everettsd.org](#); [csheridan@asd103.org](#); [ellyn.papenfuse@vansd.org](#); [lmcstay@cloverpark.k12.wa.us](#); [lkrining@cloverpark.k12.wa.us](#); [gaviganj@riverview.wednet.edu](#); [carterd@edmonds.wednet.edu](#); [sonjabrown@sequim.k12.wa.us](#)  
**Cc:** [admin@wspsa.net](#); [jsteiner@wspsa.net](#)  
**Subject:** RE: Boot Camp Brochure  
**Date:** Tuesday, October 25, 2016 8:25:58 AM

---

Looks good but I don't see the dates of the boot camp listed.

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

From: [jrausch@wspsa.net](#) [<mailto:jrausch@wspsa.net>]  
Sent: Friday, October 21, 2016 4:22 PM  
To: [cstolz@everettsd.org](#); [csheridan@asd103.org](#); [ellyn.papenfuse@vansd.org](#); [lmcstay@cloverpark.k12.wa.us](#); [lkrining@cloverpark.k12.wa.us](#); Janet Hodson <jhodson@fwps.org>; [gaviganj@riverview.wednet.edu](#); [carterd@edmonds.wednet.edu](#); [sonjabrown@sequim.k12.wa.us](#)  
Cc: [admin@wspsa.net](#); [jsteiner@wspsa.net](#)  
Subject: Boot Camp Brochure

All:

Attached is the brochure for Boot Camp. We are still working on revisions to the HELP brochure, so I will send that one when it's complete. Please provide comments and feedback before I move forward and send to the Board.

Thank you!

Jane Rausch  
HELP Co-Coordinator



**From:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**To:** Janet Hodson; [cstolz@everettsd.org](mailto:cstolz@everettsd.org); [csheridan@asd103.org](mailto:csheridan@asd103.org); [ellyn.papenfuse@vansd.org](mailto:ellyn.papenfuse@vansd.org); [lmestay@cloverpark.k12.wa.us](mailto:lmestay@cloverpark.k12.wa.us); [lkrining@cloverpark.k12.wa.us](mailto:lkrining@cloverpark.k12.wa.us); [gaviganj@riverview.wednet.edu](mailto:gaviganj@riverview.wednet.edu); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us)  
**Cc:** [admin@wspa.net](mailto:admin@wspa.net); [jsteiner@wspa.net](mailto:jsteiner@wspa.net)  
**Subject:** RE: Boot Camp Brochure  
**Date:** Tuesday, October 25, 2016 8:48:33 AM

---

We are not planning to include the dates as those will change each year; however, I will print the dates on labels and put those on the brochures as we advertise at each event.

Jane Rausch  
HELP Co-Coordinator

---

From: Janet Hodson [[jhodson@fwps.org](mailto:jhodson@fwps.org)]  
Sent: Tuesday, October 25, 2016 8:25 AM  
To: [jrausch@wspa.net](mailto:jrausch@wspa.net); [cstolz@everettsd.org](mailto:cstolz@everettsd.org); [csheridan@asd103.org](mailto:csheridan@asd103.org); [ellyn.papenfuse@vansd.org](mailto:ellyn.papenfuse@vansd.org); [lmestay@cloverpark.k12.wa.us](mailto:lmestay@cloverpark.k12.wa.us); [lkrining@cloverpark.k12.wa.us](mailto:lkrining@cloverpark.k12.wa.us); [gaviganj@riverview.wednet.edu](mailto:gaviganj@riverview.wednet.edu); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us)  
Cc: [admin@wspa.net](mailto:admin@wspa.net); [jsteiner@wspa.net](mailto:jsteiner@wspa.net)  
Subject: RE: Boot Camp Brochure

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To: [cstolz@everettsd.org](mailto:cstolz@everettsd.org); [csheridan@asd103.org](mailto:csheridan@asd103.org); [ellyn.papenfuse@vansd.org](mailto:ellyn.papenfuse@vansd.org); [lmestay@cloverpark.k12.wa.us](mailto:lmestay@cloverpark.k12.wa.us); [lkrining@cloverpark.k12.wa.us](mailto:lkrining@cloverpark.k12.wa.us); Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>; [gaviganj@riverview.wednet.edu](mailto:gaviganj@riverview.wednet.edu); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us)  
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Jane Rausch  
HELP Co-Coordinator

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net)  
**Subject:** RE: Boot Camp Brochure  
**Date:** Tuesday, October 25, 2016 9:11:53 AM

---

Ahhhhhh ok.

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

From: [jrausch@wspsa.net](mailto:jrausch@wspsa.net) [<mailto:jrausch@wspsa.net>]  
Sent: Tuesday, October 25, 2016 8:49 AM  
To: Janet Hodson <jhodson@fwps.org>; cstolz@everettsd.org; csheridan@asd103.org; ellyn.papenfuse@vansd.org; lmcstay@cloverpark.k12.wa.us; lkrining@cloverpark.k12.wa.us; gaviganj@riverview.wednet.edu; carterd@edmonds.wednet.edu; sonjabrown@sequim.k12.wa.us  
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HELP Co-Coordinator

---

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Sent: Tuesday, October 25, 2016 8:25 AM  
To: [jrausch@wspsa.net](mailto:jrausch@wspsa.net); [cstolz@everettsd.org](mailto:cstolz@everettsd.org); [csheridan@asd103.org](mailto:csheridan@asd103.org); [ellyn.papenfuse@vansd.org](mailto:ellyn.papenfuse@vansd.org); [lmcstay@cloverpark.k12.wa.us](mailto:lmcstay@cloverpark.k12.wa.us); [lkrining@cloverpark.k12.wa.us](mailto:lkrining@cloverpark.k12.wa.us); [gaviganj@riverview.wednet.edu](mailto:gaviganj@riverview.wednet.edu); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us)  
Cc: admin@wspsa.net; jsteiner@wspsa.net  
Subject: RE: Boot Camp Brochure

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

From: [jrausch@wspsa.net](mailto:jrausch@wspsa.net) [<mailto:jrausch@wspsa.net>]  
Sent: Friday, October 21, 2016 4:22 PM  
To: [cstolz@everettsd.org](mailto:cstolz@everettsd.org); [csheridan@asd103.org](mailto:csheridan@asd103.org); [ellyn.papenfuse@vansd.org](mailto:ellyn.papenfuse@vansd.org); [lmcstay@cloverpark.k12.wa.us](mailto:lmcstay@cloverpark.k12.wa.us); [lkrining@cloverpark.k12.wa.us](mailto:lkrining@cloverpark.k12.wa.us); Janet Hodson <jhodson@fwps.org>; [gaviganj@riverview.wednet.edu](mailto:gaviganj@riverview.wednet.edu); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us)  
Cc: admin@wspsa.net; jsteiner@wspsa.net  
Subject: Boot Camp Brochure

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Jane Rausch  
HELP Co-Coordinator

**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Cc:** [Jane Rausch](#); [jsteiner@wsps.net](mailto:jsteiner@wsps.net)  
**Subject:** HELP Fall Workshop - Survey and Clock Hours  
**Date:** Friday, October 28, 2016 11:11:57 AM  
**Attachments:** [HELP Fall Writing Workshop Clock Hours OCT 2016.pdf](#)

---

Hello everyone,

Thank you for joining us at the HELP Fall Writing Workshop. It was a pleasure to see each of you! We hope you found it to be a productive and meaningful day. We encourage you to complete a short survey so that we can continue to bring you information and events that best fit your needs. The survey may be found at: <https://www.surveymonkey.com/r/HELPFALL16>

The clock hour form for this workshop is attached for your reference.

Please let me know if you have any questions or if I may be of any additional assistance.

Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wsps.net/>





PO Box 1600 ● Anacortes, Washington 98221 ● 360-825-1415

## WASHINGTON STATE CLOCK HOUR REGISTRATION FORM

Use this form to verify your attendance at an approved clock hour offering outlined in Section II below. This form must be retained by the individual as verification of attendance. It is the individual's responsibility to maintain accurate records for compliance with certification regulations. DO NOT USE THIS FORM IF YOU ARE RECEIVING COLLEGE CREDIT FOR THIS PROGRAM.

**PARTICIPANTS MUST SIGN THE CLOCK HOUR ATTENDANCE LIST IN ORDER TO RECEIVE CLOCK HOURS.**

Section 1 - Information - Participant			Please Print and Use Pen	
Legal Name (Last, First, Middle)			Maiden or Former Name	
Date of Birth (m,d,y)	Social Security No. (optional)	Washington Certificate No.	(optional) <input type="checkbox"/> Female <input type="checkbox"/> Male	
Home Address (Street, City, State, Zip Code)			Telephone Numbers	
			Home	
			Business	

Section II - Clock Hour Provider		
Clock Hour Class Title: <b>Writing Skills for Human Resources</b>		Name of Instructors: <b>Debra Tito, Timothy Reynolds, Don Austin, Jane Rausch, JoAn Steiner</b>
Total Number of Clock Hours Available <b>5</b>	First Day of Class/Offering <b>10/25/2016</b>	Last Day of Class/Offering <b>10/25/2016</b>
Sponsoring Provider Name (Agency Granting Clock Hours) <b>Washington School Personnel Association</b>		Business Telephone Number <b>360-825-1415</b>
Provider Address <b>PO Box 1600, Anacortes, Washington, 98221</b>		
Sponsoring Provider Contact Person <b>Jennifer Tottenham, Program Coordinator</b>		Telephone Number <b>360-825-1415</b>

Section III - Affidavit of Participant	
<p>I, _____, swear/affirm that I earned _____ clock hours for actual attendance at the above Clock Hour Class Title. I am not applying for college/university credit for this program. I also certify (declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The intentional misrepresentation of a material fact in this form subjects the holder to revocation of his/her certificate pursuant to Chapter 181-85 WAC.</p>	
Original Signature of Participant	Date

Section IV - Clock Hour Provider - Verification	
<p>When signed by the approved class sponsor or instructor, this form serves as a transcript or letter documenting eligible credits as required by WAC 392-121-280(3).</p>	
Original Signature of Class Sponsor/Instructor	Date

This form should be retained by the holder for possible dispute (WAC 181-85-085)

000070

**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [tgreiwe@tacoma.k12.wa.us](mailto:tgreiwe@tacoma.k12.wa.us)  
**Cc:** [cleonard@wspa.net](mailto:cleonard@wspa.net)  
**Subject:** FW: MEMBER REQUEST  
**Date:** Friday, October 28, 2016 1:52:12 PM

---

Federal Way pays classified employees a flat \$30.00 stipend for attending orientation.

For certificated staff it is considered part of their responsibility contract.

---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Friday, October 28, 2016 1:37 PM  
**To:** Liz McFarland <lmcfarla@fwps.org>  
**Subject:** MEMBER REQUEST

Teresa Greiwe from Tacoma Public Schools is asking does your district pay for orientation or consider it a condition of employment? If you pay, how much do you pay?

Please send your response directly to: [tgreiwe@tacoma.k12.wa.us](mailto:tgreiwe@tacoma.k12.wa.us)

Also, cc your response to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Curtis

---

This email was sent to [lmcfarla@fwps.org](mailto:lmcfarla@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

[Unsubscribe or Manage Preferences](#) • [Privacy Policy](#)



**From:** [Victoria Moreland <Victoria.Moreland@k12.wa.us>](mailto:Victoria.Moreland@k12.wa.us)  
**To:** 杖湮晚枋央峻柿架杓汨渾徽档潯潯淩泉; 汁礅遇忙沅温酶伎; 榔瓊牯燂 牯伎湮; 注蕙菜牯潤搜慥穀敬抵潩汰 牯;  
楮慮嗣汨揭淨 敷揀欽憐嗣 嚮; 琺琰杯渾 喏腭汨 敷敲 場; 敷慶慮穀 敷聊汨徽档潯潯淩泉; 揀穩湯跳奔 牯; 敷  
牢 梳猪牀淩猪欄档潯潯淩泉; 整潤菜渾 敷聊汨徽档潯潯淩泉; 汁湮遇 嚮 淩泉; 梳堡柿慰冷僅故流湯徽嗣場  
敲 場; 淩懂渾 救正枋款淩 卍, 億箇; 潭敲徑 喏腭汨 敷施温攪峙; 汤梗桧猪 駭畢潯嗣場敲 場; 敷牢 梳猪牀淩  
猪欄档潯潯箇; 搥桥癘淩堡桠牽 敷施温攪峙; 抵癘牯朮敲淩 植桧揭敲抵潩汰 牯; 獲枋欄跳奔 牯; 搗汚僅慨 駭  
畢潯嗣場敲 場; 汪浥敷 睦寧淩泉; 嗣梗敢 駭畢潯嗣場敲 場; 督汨渥 睦寧淩泉; 汨敷牯稿 敷聊汨徽档潯潯淩  
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愁激棍搜慥穀敬抵潩汰 牯  
**Subject:** Road Map GYO Teachers Networking Group: Learn more about the Road Map GYO Collective Impact Pilot Initiative Grant

---

PLEASE FORWARD TO OTHERS IN YOUR DISTRICT YOU THINK SHOULD ATTEND.

Wednesday, November 30, 2016 9:00 am- 11:00 am: Opportunity for district teams to learn more about the Road Map GYO Collective Impact Pilot Initiative Grant.

Districts in the road map region (Auburn, Federal Way, Highline, Kent, Renton, Seattle, and Tukwila) will have the opportunity to apply for a grant in order to continue work the <http://listserv.wa.gov/cgi-bin/wa?SUBED1=EDPATHWAYSCOMMS&A=1>  
Follow us on Twitter @DiverseWaTeach

**From:** [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: WSPA Member  
**Date:** Monday, November 14, 2016 4:26:30 PM

---

Good Afternoon:

I need to register one of my teammates for a training on January 12, 2017 at the Southcenter DoubleTree. I do not have a login. Is there a generic login to register someone or can I use the one below?

**Tara T. Lofton**

Human Resources Employee Relations  
& Legal Assistant Specialist  
253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)



---

**From:** admin@wspa.net [mailto:admin@wspa.net]  
**Sent:** Wednesday, October 19, 2016 12:29 PM  
**To:** Tara Lofton <tlofton@fwps.org>  
**Subject:** RE: WSPA Member

Thanks, Tara.

He may have been trying to login to the law conference materials page. Here is the login information for your reference:

The link to conference materials may be found at: <http://www.wspa.net/law-conference>

- Username: law2016
- Password: wspa

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Please let me know if you have any trouble accessing the materials.

If he was trying to log in to his personal account please let me know and I will set a temporary password for him.

Thank you

Jennifer

---

**From:** Tara Lofton [<mailto:tlofton@fwps.org>]

**Sent:** Tuesday, October 18, 2016 11:32 AM

**To:** [admin@wspa.net](mailto:admin@wspa.net)

**Subject:** WSPA Member

Hello:

Can I find out if the following District employees are members to WSPA?

David Brower

Dan Dizon

Janet Hodson

Tony Frascone

I have two of the above trying to log in to WSPA and are unable to. Please confirm.

Thank you for your attention.

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**Human Resources Employee Relations**

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**253-945-2039** | [tlofton@fwps.org](mailto:tlofton@fwps.org)





**From:** [admin@wspa.net](mailto:admin@wspa.net)  
**To:** [Tara Lofton](#)  
**Subject:** RE: WSPA Member  
**Date:** Monday, November 14, 2016 5:26:03 PM

---

Tara,

I would be happy to help you with that. What is the name of the person you would like to register? I would be happy to input the registration and send an invoice to you.

I do also show that you are in our system as a member. Your username is your email address and I have set a temporary password of wspa

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PUBLIC SCHOOLS**  
Each Scholar: A voice. A dream. A **BRIGHT** future.

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**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: WSPA Member  
**Date:** Tuesday, November 15, 2016 8:54:43 AM

---

Perfect, I will attempt to register David Brower and if I have trouble, I will reach back to you.

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Human Resources Employee Relations  
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253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)



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**Human Resources Employee Relations**

**& Legal Assistant Specialist**

253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)



**FEDERAL WAY  
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**From:** [Sandra Case](#) on behalf of [Sandra Case <sandra.case@rentonschools.us>](#)  
**To:** ["Dave Alfred"](#); ["Amie Brandmire"](#); ["Debby Carter"](#); ["John Cerqui"](#); ["Chuck Foster"](#); ["Pat Fowler-Fung"](#); [ddizon@fwps.org](#); [dhale@nsd.org](#); [Hechtman, Lisa AD - Staff](#); ["Debra Hillary"](#); [mhoge@perkinscoie.com](#); [warrenhop@comcast.net](#); ["Debra Kovacs"](#); [leachm@orting.wednet.edu](#); ["Debbie Leighton"](#); [cleonard@wspsa.net](#); [cwl@pattersonbuchanan.com](#); ["Larry Miner"](#); [Sheryl Moore](#); [Nicholson, Scott](#); ["Kevin O'Neill"](#); ["Darryl Pernat"](#); [Elizabeth \(Beth\) Porter](#); [rosellini.lynn26@gmail.com](#); ["Jeff sherwood"](#); [Debra Tito](#); [mweibel@auburn.wednet.edu](#); ["Lorraine Wilson"](#)  
**Subject:** Workers' Compensation and Leave Coordinator  
**Date:** Tuesday, November 15, 2016 9:25:29 AM  
**Attachments:** [WCLCPosting.pdf](#)

---

*This personal email is sent on behalf of Sheryl Moore:*

Good morning,

The Renton School District is looking for a Workers' Compensation and Leave Coordinator. I have attached the job description/job posting in case you know of a great candidate.

<https://phlaptweb24.applitrack.com/rentonschools/onlineapp/JobPostings/view.asp?FromAdmin=true&AppliTrackJobId=2287>

Thanks!

*Sheryl A. Moore, J.D.*

Assistant Superintendent Human Resources

[sheryl.moore@rentonschools.us](mailto:sheryl.moore@rentonschools.us)

Office: 425.204.2362

Fax: 425.204.2416

Cell: 206.406.0613



*Launching Learning To Last A Lifetime*

300 Southwest 7<sup>th</sup> Street

Renton, WA 98057-2307

Openings as of 11/14/2016***Workers' Compensation and Leave Coordinator*****JobID: 2287****Position Type:**

Administrative Support/Secretarial/Clerical

0

[Email To A Friend](#)[Print Version](#)**Date Posted:**

9/15/2016

**Location:**

Kohlwes Education Center (KEC)

**Date Available:**

Immediate

**Closing Date:**

Open Until Filled

**Selected candidate must be able to work an established 8 hour per day schedule, Monday through Friday, and will work a 260-day calendar. Salary range for this position is: \$34.65 - \$36.76 per hour plus benefits.**

**JOB DESCRIPTION**

**JOB TITLE:** Workers' Compensation and Leaves Program Coordinator

**REPORTS TO:** Human Resources Director

**UNIT CLASSIFICATION:** Renton Professional Technical Association (RPTA)

**PRIMARY PURPOSE:**

Administers the self-insured workers' compensation program, manages employee leaves to assure efficient and timely support for employees, and compliance with laws, policies and procedures. Implements Return to Work programs by coordinating between employees, supervisors, Third Party Administrator (TPA), and medical providers for an employee's return to work from an illness or injury, with temporary and permanent or long term restrictions. Serves as liaison to payroll and assures accurate recordkeeping and manages, tracks and enters start and end dates of leaves. Responsibilities include monitoring and maintaining accurate employee data, processing related forms and documents, providing assistance to employees to ensure appropriate use of leave benefits, and analyzing and recommending resolutions to HR Director regarding ADA compliance.

**ESSENTIAL FUNCTIONS\*:**

Workers' Compensation:

1. Implements the Return to Work programs by coordinating with schools and offices to develop reduced, modified, and alternate duties to allow the early return to work of injured and/or ill employees.



2. Tracks employee placement and maintains oversight of employee's activities to ensure employee's compliance with restrictions.
3. Works with departments to ensure the Return to Work and Reasonable Accommodation policies, programs, and practices are in regulatory compliance.
4. Reviews TPA work and schedules for Return to Work success rates, timeliness, and contacts.
5. Researches and answers questions regarding Return to Work and other disability programs.
6. May provide Return to Work training and education programs to enhance the quality and operating performance of the District's Return to Work and Reasonable Accommodation Programs.
7. Provides ongoing assessment and evaluation of the Return to Work program.
8. Develops written materials and procedures for workers' compensation and employee safety program.
9. Enters start and end dates for employee absences, processes and coordinates all workers' compensation program paperwork including forms and reports.
10. Processes unemployment forms when necessary; researches employment data related to claims; handles routine administrative hearings; provides assistance and information to the Executive Director of Human Resources.

**Employee Leave Coordination:**

1. Provides guidance to employees regarding various types of leaves, answering questions concerning deductions from pay related to absences, leave balances, return-to-work dates, interpretation of contract language and/or district policies and procedures, and other related inquiries.
2. Monitors sick and other leave balances, making adjustments in Human Resources and Payroll as necessary, to ensure accruals are awarded and in compliance according to established guidelines and policies.
3. Processes leave requests, final leave payouts, and shared leave donations performing manual calculations as necessary to determine leave balances.
4. Processes and monitor long-term absences and leave; determine eligibility according to established guidelines for various leave programs, including Family and Medical Leave (FMLA) and donor leave; and provide employees with all required timely notices.
5. Works cooperatively with other departments to process and coordinate all employee leaves and absences, including those relating to workers' compensation claims and sick leave bank.

**Risk Management Claims:**

1. Develops and maintains employee safety program including activities such as:
  - Written accident prevention program guidebook.
  - Ergonomic review and audit.
  - Hazardous materials data sheet communication and monitoring.
  - Employee safety communication and training program.
2. Performs all administrative duties related to District Safety Committee. Coordinates with the Committee Chair and committee members as appropriate.
3. Assists with investigation and compliance related to staff ADA issues; facilitates accommodation and guidance.
4. Provides Labor & Industries fiscal analysis and performance reviews to the Business Services Manager; Provides proposal of strategies to reduce injuries and strengthen the "Return to Work" program.

**Other:**

1. Coordinates and oversees facility use forms and insurance certificates districtwide.
2. Performs clerical and record keeping tasks to include preparing correspondence, maintaining records, word-processing, filing, copying, scanning, data-entry, answering phones, and preparing reports.
3. Special projects as assigned.

**WORKING RELATIONSHIPS:**

Reports to the Human Resources Director. Interacts regularly with Payroll and Human Resources staff as well as various certificated and classified staff from throughout the

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district. Contacts with individuals outside of the district include frequent contact with OSPI, Department of Labor and Industries and community members.

### **WORKING CONDITIONS:**

The daily work is performed in an office setting and at various sites within the district. The job incumbent is frequently required to: sit for prolonged periods; be exposed to computer display terminal for prolonged periods; meet externally imposed and inflexible deadlines; and deal with sensitive, confidential information. The incumbent is sometimes required to: deal with distraught, angry or hostile individuals; and work long hours beyond normal work day.

### **QUALIFICATIONS:**

Successful job incumbents will demonstrate a level of the knowledge, skills and abilities as listed below.

#### **Education and Experience**

Three years of college, preferably supplemented by courses in workers' compensation, business or public administration, law, or finance from an accredited college. Qualifying experience beyond that required may be substituted for the required education on a year-for-year basis, provided that the requirement of a high school diploma or equivalent is met.

Three years of experience as a workers' compensation or disability insurance claims or similar position.

OR

Two years of experience performing duties that required interpretation, explanation, and application of rules and regulations applicable to equal employment opportunity and disability management, protected leaves, benefits administration, or workers' compensation.

Four year degree in related field experience preferred. Relevant experience may be substituted for post high school education on a year-for-year basis.

#### **Required Knowledge, Skills and Abilities**

1. Knowledge of correct grammar, spelling and English usage.
2. Effective oral/written communication skills.
3. Ability to be flexible in adjusting plans and activities as priorities change.
4. Ability to coordinate multiple requests, schedules and activities.
5. Ability to deal with sensitive information and honor confidentiality.
6. Ability to establish and maintain effective working relationships with staff, outside vendors and general public.
7. Ability to evaluate multiple demands and assign priority for each in order to maximize production and accuracy.
8. Ability to operate computer including advanced applications using word processing, spreadsheet, database and specialized software.
9. Advanced ability to prepare detailed presentations and reports using PowerPoint, Excel and other computer programs.
10. Ability to remain consistent, calm and fair under pressure.
11. Ability to synthesize and organize a variety of documents and maintain both hardcopy and electronic files of these documents.
12. Ability to understand and apply state laws and resulting regulations relating to position.
13. Ability to effectively work with diverse populations; demonstrated commitment to cultural competency.

### **FAIR LABOR STANDARDS ACT:**

Non-exempt

### **EMPLOYMENT INFORMATION**

000084

Benefits: Consistent with Renton Professional-Technical Association Agreement.

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\* \* The list of essential functions in this job description is not exhaustive and may be supplemented as necessary by determination of an appropriate administrator and Human Resources.

Attachment(s):

- [Additional Information 2016.pdf](#)

FMLA regulations require all employers to post the [updated FMLA notice](#).

Powered by applicant tracking, a product of Frontline Education.

---

**From:** [admin@wspa.net](mailto:admin@wspa.net)  
**To:** [Tara Lofton](#)  
**Subject:** RE: WSPA Member  
**Date:** Tuesday, November 15, 2016 9:26:37 AM

---

Thank you, Tara. Please let me know if I may be of any assistance!

Jennifer

---

**From:** Tara Lofton [mailto:[tlofton@fwps.org](mailto:tlofton@fwps.org)]  
**Sent:** Tuesday, November 15, 2016 8:55 AM  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: WSPA Member

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**Date:** Tuesday, November 15, 2016 11:27:34 AM

---

Is it possible to have someone give me a call. I'm not seeing how to register. I found the link for the Events, but I don't see a "register" tab.

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Jennifer

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**From:** Tara Lofton [<mailto:tlofton@fwps.org>]

**Sent:** Tuesday, October 18, 2016 11:32 AM

**To:** [admin@wspa.net](mailto:admin@wspa.net)



**Subject:** WSPA Member

Hello:

Can I find out if the following District employees are members to WSPA?

David Brower  
Dan Dizon  
Janet Hodson  
Tony Frascone

I have two of the above trying to log in to WSPA and are unable to. Please confirm.

Thank you for your attention.

**Tara T. Lofton**  
**Human Resources Employee Relations**  
**& Legal Assistant Specialist**  
253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)



**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [Tara Lofton](#)  
**Subject:** RE: WSPA Member  
**Date:** Tuesday, November 15, 2016 12:44:56 PM

---

Tara,

I am SO sorry for all of the trouble and inconvenience you have suffered with this registration!  
Please know it is not indicative of all WSPA interactions 😊

However, I do have one more question for you –it looks like you selected both Track A and Track B for each registrant. Do you know what track Tony, David, and Janet plan to attend? Track A is basic skills and knowledge, and Track B is advanced.

Please let me know and I will get those confirmations/receipts to you. Again, please accept my apology for all of the issues today!

Best,

Jennifer

---

**From:** Tara Lofton [<mailto:tlofton@fwps.org>]  
**Sent:** Tuesday, November 15, 2016 11:28 AM  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** RE: WSPA Member

Is it possible to have someone give me a call. I'm not seeing how to register. I found the link for the Events, but I don't see a "register" tab.

**Tara T. Lofton**  
Human Resources Employee Relations  
& Legal Assistant Specialist  
253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)



---

**From:** [admin@wsps.net](mailto:admin@wsps.net) [<mailto:admin@wsps.net>]  
**Sent:** Monday, November 14, 2016 5:26 PM  
**To:** Tara Lofton <[tlofton@fwps.org](mailto:tlofton@fwps.org)>  
**Subject:** RE: WSPA Member

Tara,

I would be happy to help you with that. What is the name of the person you would like to register? I would be happy to input the registration and send an invoice to you.

I do also show that you are in our system as a member. Your username is your email address and I have set a temporary password of wspa

Thank you,

Jennifer

---

**From:** Tara Lofton [<mailto:tlofton@fwps.org>]  
**Sent:** Monday, November 14, 2016 4:26 PM  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: WSPA Member

Good Afternoon:

I need to register one of my teammates for a training on January 12, 2017 at the Southcenter DoubleTree. I do not have a login. Is there a generic login to register someone or can I use the one below?

**Tara T. Lofton**  
Human Resources Employee Relations  
& Legal Assistant Specialist  
253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)



---

**From:** [admin@wspa.net](mailto:admin@wspa.net) [<mailto:admin@wspa.net>]  
**Sent:** Wednesday, October 19, 2016 12:29 PM  
**To:** Tara Lofton <[tlofton@fwps.org](mailto:tlofton@fwps.org)>  
**Subject:** RE: WSPA Member

Thanks, Tara.

He may have been trying to login to the law conference materials page. Here is the login information for your reference:

The link to conference materials may be found at: <http://www.wspa.net/law-conference>

- Username: law2016
- Password: wspa

Please note that you must log out of your WSPA membership account and log in using the above username/password in order to access the materials. If you are not logged out you will get an error message. You can tell if you are logged in to your account because it will say "Hi Tara" or "Hi David" in the top right corner. If you see that greeting, please log out and then log back in with the above info.

Please let me know if you have any trouble accessing the materials.

If he was trying to log in to his personal account please let me know and I will set a temporary password for him.

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**Human Resources Employee Relations**  
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253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)



**From:** [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)  
**To:** [admin@wspa.net](#)  
**Subject:** RE: WSPA Member  
**Date:** Tuesday, November 15, 2016 12:50:24 PM

---

Hey Jennifer:

Just a couple of things:

**January 12<sup>th</sup>:**

Janet Hodson – Track A  
Tony Frascione – Track A  
David Brower – Track B

\*\*\*\*\*

**February 26<sup>th</sup> – Annual Conference:**

Can you please confirm that the following folks have been registered for the Annual Conference:

- David Brower
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I just want to confirm because I booked a couple and Liz booked a couple. Just double checking.

*I have taken care of hotels so I think I'm all set if you can confirm the above.*

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253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)



**FEDERAL WAY  
PUBLIC SCHOOLS**

Each Scholar: A voice. A dream. A **BRIGHT** future.

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**From:** admin@wspa.net [mailto:admin@wspa.net]  
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**To:** Tara Lofton <tlofton@fwps.org>  
**Subject:** RE: WSPA Member

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**From:** [admin@wspa.net](mailto:admin@wspa.net) [<mailto:admin@wspa.net>]

**Sent:** Monday, November 14, 2016 5:26 PM

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**253-945-2039** | [tlofton@fwps.org](mailto:tlofton@fwps.org)





**From:** [admin@wspa.net](mailto:admin@wspa.net)  
**To:** [Tara Lofton](#)  
**Subject:** RE: WSPA Member  
**Date:** Tuesday, November 15, 2016 1:07:03 PM  
**Attachments:** [Frascone\\_annual conf.pdf](#)  
[Hodson\\_annual conf.pdf](#)  
[McFarland\\_annual conf.pdf](#)  
[Brower\\_annual conf.pdf](#)  
[Brower\\_bargaining.pdf](#)  
[Hodson\\_bargaining.pdf](#)  
[Frascone\\_bargaining.pdf](#)

---

Hi Tara,

I have updated bargaining registration as indicated. Receipts are attached for your reference.

I do NOT show an Annual Conference registration for Jennifer Hymer.

I do show Annual Conference registrations for all others listed. Receipts are attached for your reference.

Would you like me to input a registration for Jennifer Hymer?

Thank you,

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---

**From:** Tara Lofton [mailto:[tlofton@fwps.org](mailto:tlofton@fwps.org)]  
**Sent:** Tuesday, November 15, 2016 12:50 PM  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: WSPA Member

Hey Jennifer:

Just a couple of things:

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Janet Hodson – Track A  
Tony Frascione – Track A  
David Brower – Track B

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**Human Resources Employee Relations**  
**& Legal Assistant Specialist**  
253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)





PO Box 1600  
Anacortes, WA 98221

**PAID**  
**11/09/2016**

# Invoice

Date	Invoice #
11/9/2016	10273

Bill To

Federal Way Public Schools  
Attn: Accounts Payable  
33330 8th Ave S.  
Federal Way, WA 98003

Quantity	Description	Rate	Amount
	FRASCONE 2017 Annual Conference Registration	300.00	300.00
	FRASCONE 2017 Annual Conference: Pre-conference registration	75.00	75.00
		<b>Total</b>	<b>\$375.00</b>
Phone #	Fax #	Web Site	<b>Payments/Credits</b> - \$375.00
360-825-1415	253-736-0333	www.wspa.net	<b>Balance Due</b> \$0.00



PO Box 1600  
Anacortes, WA 98221

# Invoice

Date	Invoice #
11/9/2016	10260

**PAID**  
**11/09/2016**

Bill To

Federal Way Public Schools  
Attn: Accounts Payable  
33330 8th Ave S.  
Federal Way, WA 98003

Quantity	Description	Rate	Amount
	HODSON 2017 Annual Conference Registration	300.00	300.00
	HODSON 2017 Annual Conference: Pre-conference registration	75.00	75.00
		<b>Total</b>	<b>\$375.00</b>
Phone #	Fax #	Web Site	<b>Payments/Credits</b> - \$375.00
360-825-1415	253-736-0333	www.wspa.net	<b>Balance Due</b> \$0.00



PO Box 1600  
Anacortes, WA 98221

# Invoice

Date	Invoice #
11/10/2016	10266

**PAID**  
**11/10/2016**

Bill To

Federal Way Public Schools  
Attn: Accounts Payable  
33330 8th Ave S.  
Federal Way, WA 98003

Quantity	Description	Rate	Amount
	MCFARLAND 2017 Annual Conference Registration	300.00	300.00
	MCFARLAND 2017 Annual Conference: Pre-conference registration	75.00	75.00
		<b>Total</b>	<b>\$375.00</b>
Phone #	Fax #	Web Site	<b>Payments/Credits</b> - \$375.00
360-825-1415	253-736-0333	www.wspa.net	<b>Balance Due</b> \$0.00





PO Box 1600  
Anacortes, WA 98221

# Invoice

Date	Invoice #
11/10/2016	10262

**PAID**  
**11/10/2016**

Bill To

Federal Way Public Schools  
Attn: Accounts Payable  
33330 8th Ave S.  
Federal Way, WA 98003

Quantity	Description	Rate	Amount
	BROWER 2017 Annual Conference Registration	300.00	300.00
	BROWER 2017 Annual Conference: Pre-conference registration	75.00	75.00
		<b>Total</b>	<b>\$375.00</b>
Phone #	Fax #	Web Site	<b>Payments/Credits</b> - \$375.00
360-825-1415	253-736-0333	www.wspa.net	<b>Balance Due</b> \$0.00



PO Box 1600  
Anacortes, WA 98221

# Invoice

Date	Invoice #
11/15/2016	10294

**PAID**  
**11/15/2016**

Bill To

Federal Way Public Schools  
Attn: Accounts Payable  
33330 8th Ave S.  
Federal Way, WA 98003

Quantity	Description	Rate	Amount
	BROWER Bargaining Workshop 2017	150.00	150.00
		<b>Total</b>	<b>\$150.00</b>
Phone #	Fax #	Web Site	<b>Payments/Credits</b> - \$150.00
360-825-1415	253-736-0333	www.wspa.net	<b>Balance Due</b> \$0.00



PO Box 1600  
Anacortes, WA 98221

# Invoice

Date	Invoice #
11/15/2016	10293

**PAID**  
**11/15/2016**

Bill To

Federal Way Public Schools  
Attn: Accounts Payable  
33330 8th Ave S.  
Federal Way, WA 98003

Quantity	Description	Rate	Amount
	HODSON Bargaining Workshop 2017	150.00	150.00
		<b>Total</b>	\$150.00
Phone #	Fax #	Web Site	<b>Payments/Credits</b> -\$150.00
360-825-1415	253-736-0333	www.wspa.net	<b>Balance Due</b> \$0.00



PO Box 1600  
Anacortes, WA 98221

# Invoice

Date	Invoice #
11/15/2016	10292

**PAID**  
**11/15/2016**

Bill To

Federal Way Public Schools  
Attn: Accounts Payable  
33330 8th Ave S.  
Federal Way, WA 98003

Quantity	Description	Rate	Amount
	FRASCONE Bargaining Workshop 2017	150.00	150.00
		<b>Total</b>	\$150.00
Phone #	Fax #	Web Site	<b>Payments/Credits</b> -\$150.00
360-825-1415	253-736-0333	www.wspa.net	<b>Balance Due</b> \$0.00

**From:** [admin@wspa.net](mailto:admin@wspa.net)  
**To:** [Tara Lofton](#)  
**Subject:** RE: WSPA Member  
**Date:** Tuesday, November 15, 2016 1:10:30 PM

---

Tara,

Jennifer Hymer's registration just came through. Entering it now!

Jennifer

---

**From:** admin@wspa.net  
**Sent:** Tuesday, November 15, 2016 1:07 PM  
**To:** 'Tara Lofton' <[tlofton@fwps.org](mailto:tlofton@fwps.org)>  
**Subject:** RE: WSPA Member

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253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)



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**Tara T. Lofton**

Human Resources Employee Relations  
& Legal Assistant Specialist  
253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)



---

**From:** [admin@wspa.net](mailto:admin@wspa.net) [<mailto:admin@wspa.net>]

**Sent:** Wednesday, October 19, 2016 12:29 PM

**To:** Tara Lofton <[tlofton@fwps.org](mailto:tlofton@fwps.org)>

**Subject:** RE: WSPA Member

Thanks, Tara.

He may have been trying to login to the law conference materials page. Here is the login information for your reference:

The link to conference materials may be found at: <http://www.wspa.net/law-conference>

- Username: law2016
- Password: wspa

Please note that you must log out of your WSPA membership account and log in using the above username/password in order to access the materials. If you are not logged out you will get an error message. You can tell if you are logged in to your account because it will say "Hi Tara" or "Hi David" in the top right corner. If you see that greeting, please log out and then log back in with the above info.

Please let me know if you have any trouble accessing the materials.

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Thank you

Jennifer



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**From:** Tara Lofton [<mailto:tlofton@fwps.org>]

**Sent:** Tuesday, October 18, 2016 11:32 AM

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**Subject:** WSPA Member

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Dan Dizon

Janet Hodson

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**FEDERAL WAY  
PUBLIC SCHOOLS**

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**From:** [admin@wspa.net](mailto:admin@wspa.net)  
**To:** [Tara Lofton](#)  
**Subject:** RE: WSPA Member  
**Date:** Tuesday, November 15, 2016 1:14:17 PM  
**Attachments:** [Hymer annual conf.pdf](#)

---

Tara,

The receipt for Jennifer Hymer is attached.

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Thank you,

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Tony Frascone – Track A  
David Brower – Track B

\*\*\*\*\*

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**From:** [admin@wspa.net](mailto:admin@wspa.net) [<mailto:admin@wspa.net>]

**Sent:** Monday, November 14, 2016 5:26 PM

**To:** Tara Lofton <[tlofton@fwps.org](mailto:tlofton@fwps.org)>

**Subject:** RE: WSPA Member

Tara,

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I do also show that you are in our system as a member. Your username is your email address and I have set a temporary password of wspa

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■ Password: wspa

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PO Box 1600  
Anacortes, WA 98221

# Invoice

Date	Invoice #
11/15/2016	10293

**PAID**  
**11/15/2016**

Bill To

Federal Way Public Schools  
Attn: Accounts Payable  
33330 8th Ave S.  
Federal Way, WA 98003

Quantity	Description	Rate	Amount
	HYMER 2017 Annual Conference Registration	300.00	300.00
	HYMER 2017 Annual Conference: Pre-conference registration	75.00	75.00
		<b>Total</b>	<b>\$375.00</b>
Phone #	Fax #	Web Site	<b>Payments/Credits</b> - \$375.00
360-825-1415	253-736-0333	www.wspa.net	<b>Balance Due</b> \$0.00

**From:** [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: WSPA Member  
**Date:** Tuesday, November 15, 2016 1:20:36 PM

---

AWESOME!!! Thank you.

**Tara T. Lofton**

Human Resources Employee Relations  
& Legal Assistant Specialist  
253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)



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**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: WSPA Member  
**Date:** Tuesday, November 15, 2016 1:27:02 PM

---

Thanks again.

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**& Legal Assistant Specialist**  
253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)



**From:** [Jennifer Wojciechowski](#) on behalf of [Jennifer Wojciechowski <jwojciec@fwps.org>](#)  
**To:** [cleonard@wspsa.net](mailto:cleonard@wspsa.net)  
**Cc:** [dajohnson@mlsd.wednet.edu](mailto:dajohnson@mlsd.wednet.edu)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, December 2, 2016 10:40:06 AM

---

I would be interested in this information, too. We are also looking to create a position like this.

Would you be able to send me what you get from other districts?

Thank you,

*Jennifer*

(253)945-2022

---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Friday, December 02, 2016 10:22 AM  
**To:** Jennifer Wojciechowski <jwojciec@fwps.org>  
**Subject:** MEMBER REQUEST

Question #2

Eric Johnson from Moses Lake is asking if any districts currently have Registered Behavior Technician's (RBT) as part of your PSE staff?

If so, where do you have them placed on the PSE salary schedule?  
Please send your response directly to: [dajohnson@mlsd.wednet.edu](mailto:dajohnson@mlsd.wednet.edu)  
Also, cc your response to: [cleonard@wspsa.net](mailto:cleonard@wspsa.net)  
Thanks,  
Curtis

---

This email was sent to [jwojciec@fwps.org](mailto:jwojciec@fwps.org) by [cleonard@wspsa.net](mailto:cleonard@wspsa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

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**From:** [Victoria Moreland](#) on behalf of [Victoria Moreland <Victoria.Moreland@k12.wa.us>](#)  
**To:** [Jennifer.Young@highlineschools.org](#); [Alexandra.Manuel](#); [vmgallardo@seattleschools.org](#); [nina.williams@kent.k12.wa.us](#); [stefoglol@tukwila.wenet.edu](#); [kevanatta@seattleschools.org](#); [ddizon@fwps.org](#); [debra.tito@rentonschools.org](#); [tecollins@seattleschools.org](#); [Allmana@bsd405.org](#); [Lisangpaulla@edmonds.wednet.edu](#); [Louanne.Decker@kent.k12.wa.us](#); [morelya@tukwila.wednet.edu](#); [dleighton@auburn.wednet.edu](#); [debra.tito@rentonschools.us](#); [jdehaven@auburn.wednet.edu](#); [trevor.greene@highlineschools.org](#); [rsens@fwps.org](#); [ccallahan@auburn.wednet.edu](#); [jlemmel@fwps.org](#); [mweibel@auburn.wednet.edu](#); [cwilson@fwps.org](#); [clpedroza@seattleschools.org](#); [cleonard@wspa.net](#); [jdebolt@auburn.wednet.edu](#); [stefoglol@tukwila.wednet.edu](#); [Mary.Fertakis](#); [Humes, Robert](#); [maaoki@seattleschools.org](#); [Liz.McFarland](#); [Myers, Jackie](#); [Williams, Nina \(Will\)](#); [Luisa.Sanchez-Nilsen](#); [maloneyr@tukwila.wednet.edu](#); [matthew.gerard@kent.k12.wa.us](#); [jhodson@fwps.org](#)  
**Subject:** Road Map GYO Teachers Networking Group  
**Date:** Friday, December 2, 2016 4:42:16 PM  
**Attachments:** [image001.png](#)

---

Hello All,

Thanks to all who could make it to the November 30, Road Map GYO Teachers Networking Group meeting to learn more about the Road Map GYO Collective Impact Pilot Initiative Grant.

As promised, I am providing the group a look at the information discussed , in **DRAFT** format. There is still a lot to be completed, but I wanted you to be able to review and ask questions and/or provide feedback prior to me building out the final application and forms.

Here's the link to the document.

<https://docs.google.com/document/d/1nsZ-fNKZT-PR8Lfj0mGWpsvtNk4cdceME6mMzrb6VPo/edit?usp=sharing>

Please provide feedback by next Wednesday.

Take care,

Victoria Moreland  
Program Specialist  
Professional Educator Standards Board (PESB)  
Old Capital Building  
600 S. Washington Street  
P.O. Box 47236  
Olympia, WA 98504

AVAILABLE: T-W (8:00 am – 12:00 pm)-TH

CELL: 206.618.4139

FAX: 360-586-4548

<http://www.pesb.wa.gov>

[Victoria.Moreland@k12.wa.us](mailto:Victoria.Moreland@k12.wa.us)

 [@DiverseWATeach](#)

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [dajohnson@mlsd.wednet.edu](#)  
**Cc:** [cleonard@wspa.net](#)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Monday, December 5, 2016 7:16:59 AM

---

FWPS does not but have talked about it.

Janet Hodson  
Director of Employee Relations  
Federal Way Public Schools  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [mailto:[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)]  
**Sent:** Friday, December 2, 2016 10:22 AM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** MEMBER REQUEST

Question #2

Eric Johnson from Moses Lake is asking if any districts currently have Registered Behavior Technician's (RBT) as part of your PSE staff?

If so, where do you have them placed on the PSE salary schedule?  
Please send your response directly to: [dajohnson@mlsd.wednet.edu](mailto:dajohnson@mlsd.wednet.edu)  
Also, cc your response to: [cleonard@wspa.net](mailto:cleonard@wspa.net)  
Thanks,  
Curtis

---

This email was sent to [jhodson@fwps.org](mailto:jhodson@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

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United States

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**From:** [Kelly Sherry](#) on behalf of [Kelly Sherry <ksherry@fwps.org>](#)  
**To:** [Janet Hodson](#)  
**Cc:** [tim.peterson@kelsosd.org](#); [cleonard@wspa.net](#)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Monday, December 5, 2016 8:17:53 AM

---

We issue non-continuing contracts like leave replacement folks. We refer to them as "retire/rehires".

Kelly Sherry  
Compensation Specialist  
Human Resources  
P – 253.945.2024  
F – 253.941.7576



*Each Scholar: A Voice. A Dream. A BRIGHT Future.*

---

**From:** Janet Hodson  
**Sent:** Monday, December 05, 2016 7:23 AM  
**To:** Kelly Sherry <ksherry@fwps.org>  
**Subject:** FW: MEMBER REQUEST

Kelly  
Can you answer this question?

Janet Hodson  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [<mailto:waspa@memberclicks-mail.net>]  
**Sent:** Friday, December 2, 2016 10:27 AM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** MEMBER REQUEST

Last request of the week!

Question #3

Tim Peterson from Kelso School District is wondering how do District(s) handle a one year non-continuing contract with retired employees.

What do you call them?

Can you issue one year non-continuing contracts ? RCW 28A.405.900.

Please send your response directly to: [tim.peterson@kelsosd.org](mailto:tim.peterson@kelsosd.org)

Also, cc your response to: [cleonard@wspsa.net](mailto:cleonard@wspsa.net)

Thanks for the help!

Curtis

---

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**From:** [Kelly Sherry](#) on behalf of [Kelly Sherry <ksherry@fwps.org>](#)  
**To:** [Janet Hodson](#)  
**Cc:** [tim.peterson@kelsosd.org](#); [cleonard@wspa.net](#)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Monday, December 5, 2016 8:17:53 AM

---

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Kelly Sherry  
Compensation Specialist  
Human Resources  
P – 253.945.2024  
F – 253.941.7576



*Each Scholar: A Voice. A Dream. A BRIGHT Future.*

---

**From:** Janet Hodson  
**Sent:** Monday, December 05, 2016 7:23 AM  
**To:** Kelly Sherry <ksherry@fwps.org>  
**Subject:** FW: MEMBER REQUEST

Kelly  
Can you answer this question?

Janet Hodson  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [<mailto:waspa@memberclicks-mail.net>]  
**Sent:** Friday, December 2, 2016 10:27 AM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** MEMBER REQUEST

Last request of the week!

Question #3



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What do you call them?

Can you issue one year non-continuing contracts ? RCW 28A.405.900.

Please send your response directly to: [tim.peterson@kelsosd.org](mailto:tim.peterson@kelsosd.org)

Also, cc your response to: [cleonard@wspsa.net](mailto:cleonard@wspsa.net)

Thanks for the help!

Curtis

---

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**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [cleonard@wspa.net](#); [Christine.McGarr@highlineschools.org](#)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, December 9, 2016 12:23:59 PM

---

FWPS is moving in that direction. We recently required it for our Distribution Center positions (courier/warehouse).

Janet Hodson  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [mailto:[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)]  
**Sent:** Friday, December 9, 2016 10:32 AM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** MEMBER REQUEST

Request #3

Christine McGarr from Highline School District is asking the following questions:

Does your district perform pre-employment physical assessments for any positions in your organization?

If Yes then 2 follow up questions:

1. What positions do you testing for?
2. Do you pay for the testing or does the employee?

Please send your responses directly to: [Christine.McGarr@highlineschools.org](mailto:Christine.McGarr@highlineschools.org)

Also, cc your response to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

---

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**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [cleonard@wspsa.net](mailto:cleonard@wspsa.net)  
**Subject:** Can you post this week even though it's late getting to you?  
**Date:** Friday, December 16, 2016 9:11:46 AM

---

FWPS is posting a number of Administrative positions by the end of today from Executive Director to Principals. Please let your employees know about these potential career growth opportunities for them. Have them check out our website at [www.fwps.org](http://www.fwps.org) and click on Jobs.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

**From:** [CJ Carter](#) on behalf of [CJ Carter <cjcarter@fwps.org>](#)  
**To:** [Janet Hodson](#); [rcoe@ohsd.net](#); [cleonard@wspa.net](#)  
**Subject:** 12/16/16- RE: From: FWSD- MEMBER REQUEST  
**Date:** Friday, December 16, 2016 10:29:52 AM

---

*CJ Carter*  
*Substitute Specialist, HR*  
*Federal Way School District*  
253-945-2027 253-941-7576-Fax



**FEDERAL WAY  
PUBLIC SCHOOLS**

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---

**From:** Janet Hodson  
**Sent:** Friday, December 16, 2016 9:14 AM  
**To:** CJ Carter <cjcarter@fwps.org>; Jennifer Hymer <jhymer@fwps.org>; Jennifer Wojciechowski <jwojciec@fwps.org>; Megan Ristine <mristine@fwps.org>; Chris Patten <cpatten@fwps.org>  
**Subject:** FW: MEMBER REQUEST

Oak Harbor SD is looking for a new applicant system and sub system. Can you provide information to her questions below and respond back to her?

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [<mailto:waspa@memberclicks-mail.net>]  
**Sent:** Friday, December 16, 2016 9:04 AM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** MEMBER REQUEST

Happy Friday WSPA members! We have two requests for your consideration today. Thank you for your help in responding to these member requests. Have a great weekend,

**Request #1**

*[Cj Carter] 12/16/16- Hello Renee~*

Renee Coe from Oak Harbor School District is wondering:

What substitute system does your district use? Please grade A B C or D and indicate any particular problems encountered.

- *The Federal Way School District uses SmartFind Express. I would grade it a "C". We have used this company for many, many years, but this all of the change of hands, several times, the quality of customer service has gone way down. CJ Carter, Sub. Specialist, 253-945-2027\*\**

What application system does your district use? Please grade A B C or D and indicate any particular problems encountered.

- *The Federal Way School District uses AppliTrack for our application system. I would grade it with an "A". It is easy to use and the one 'wrinkle' we find is that it does not 'flag' an applicant if they reply to a question that indicated they have been fired, etc. in the past. CJ Carter \*\**

Please send your response directly to: [rcoe@ohsd.net](mailto:rcoe@ohsd.net)

Also, cc your response to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

---

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**From:** [CJ Carter](#) on behalf of [CJ Carter <cjcarter@fwps.org>](#)  
**To:** [Janet Hodson](#); [rcoe@ohsd.net](#); [cleonard@wspa.net](#)  
**Subject:** 12/16/16- RE: From: FWSD- MEMBER REQUEST  
**Date:** Friday, December 16, 2016 10:29:52 AM

---

*CJ Carter*  
*Substitute Specialist, HR*  
*Federal Way School District*  
253-945-2027 253-941-7576-Fax



**FEDERAL WAY  
PUBLIC SCHOOLS**

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---

**From:** Janet Hodson  
**Sent:** Friday, December 16, 2016 9:14 AM  
**To:** CJ Carter <cjcarter@fwps.org>; Jennifer Hymer <jhymer@fwps.org>; Jennifer Wojciechowski <jwojciec@fwps.org>; Megan Ristine <mristine@fwps.org>; Chris Patten <cpatten@fwps.org>  
**Subject:** FW: MEMBER REQUEST

Oak Harbor SD is looking for a new applicant system and sub system. Can you provide information to her questions below and respond back to her?

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [<mailto:waspa@memberclicks-mail.net>]  
**Sent:** Friday, December 16, 2016 9:04 AM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** MEMBER REQUEST

Happy Friday WSPA members! We have two requests for your consideration today. Thank you for your help in responding to these member requests. Have a great weekend,

**Request #1**

*[Cj Carter] 12/16/16- Hello Renee~*

Renee Coe from Oak Harbor School District is wondering:

What substitute system does your district use? Please grade A B C or D and indicate any particular problems encountered.

- *The Federal Way School District uses SmartFind Express. I would grade it a "C". We have used this company for many, many years, but this all of the change of hands, several times, the quality of customer service has gone way down. CJ Carter, Sub. Specialist, 253-945-2027\*\**

What application system does your district use? Please grade A B C or D and indicate any particular problems encountered.

- *The Federal Way School District uses AppliTrack for our application system. I would grade it with an "A". It is easy to use and the one 'wrinkle' we find is that it does not 'flag' an applicant if they reply to a question that indicated they have been fired, etc. in the past. CJ Carter \*\**

Please send your response directly to: [rcoe@ohsd.net](mailto:rcoe@ohsd.net)

Also, cc your response to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

---

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United States

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**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [dhall@fpschools.org](#)  
**Cc:** [cleonard@wspsa.net](#)  
**Subject:** FW: MEMBER REQUEST  
**Date:** Friday, December 16, 2016 2:59:42 PM

---

---

**From:** Jennifer Wojciechowski  
**Sent:** Friday, December 16, 2016 9:59 AM  
**To:** Janet Hodson <jhodson@fwps.org>; Jennifer Hymer <jhymer@fwps.org>  
**Subject:** RE: MEMBER REQUEST

1. We have a list of positions that are at a higher risk of exposure.
  - a. Health Room Providers
    - i. Nurses
    - ii. Health Services Assistants
    - iii. Office Manager
    - iv. Secretaries
  - b. OT, PT, SLP
  - c. Coaches
  - d. Custodians
  - e. SPED staff (Functional Core, mostly.)
  - f. Bus Drivers
  - g. Security
  - h. Any employees who have to administer First Aid as part of their job (playground paras)
2. We do have an agreement with Rite Aid, maybe, it used to be Virginia Mason, to provide the Hep B series at no cost to high risk exposure staff. It is a voucher program handled through our Health Services Department.
3. All employees receive some training through New Employee Orientation including exposure training, but all health room staff receive additional training through Health Services.
4. We only cover the basics for HIV training. There is an 8 hour training that is required by the Washington State Department of Health for certain careers (Nurses, EMT, CNA, etc.). I don't know if our Health Services department offers that training but I've not heard either way.
5. Tracking: We have some tracking in Business Plus but I believe the rest is through our Health Services department.

*Jennifer*  
(253)945-2022

---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [<mailto:waspa@memberclicks-mail.net>]

**Sent:** Friday, December 16, 2016 9:07 AM

**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>

**Subject:** MEMBER REQUEST

Last request of the week...

Request #2

Diane Hall from Franklin Pierce School District is asking how districts are complying with the WSSDA policy/procedure regarding Infection Control Program?

Who (department and position) is responsible for:

1. Evaluating all job duties to determine which employees have reasonably anticipated on-the-job exposure to blood or other potentially infectious materials,
2. Coordinating district paid for Hepatitis B vaccinations,
3. Providing annual training to all employees identified in #1,
4. Providing HIV training within 6 months of hire.

We would also be interested in hearing any tips/tricks, lessons learned, and great methods for tracking these things, etc.

Please send your response directly to: [dhall@fpschools.org](mailto:dhall@fpschools.org)

Also, cc your response to: [cleonard@wspsa.net](mailto:cleonard@wspsa.net)

Thanks and have a great weekend!

Curtis

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United States

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**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** FW: 2017 Career Fair District, Agency, College, University Registration Form Submitted  
**Date:** Tuesday, January 3, 2017 11:04:48 AM

---

Hi Jennifer –

I never got the opportunity to enter “WECF2017” to get 10% off ☺ - however, if possible we would like to add another booth in Tacoma, for a total of five. I think that would be an additional \$200 – less \$182.50 = \$17.50 we’d owe. But I realize you may not be able to commit that fifth booth until closer to the date.

Thanks, and Happy New Year!  
Liz

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Tuesday, January 3, 2017 11:02 AM  
**To:** Liz McFarland <lmcfarla@fwps.org>  
**Subject:** 2017 Career Fair District, Agency, College, University Registration Form Submitted

Liz

Thank you for registering Federal Way Public Schools to attend the Washington Educator Career Fair(s). If you chose to pay by invoice, that invoice will be emailed to you under separate cover. If you paid online with a credit card, you were given the opportunity to print that confirmation at the time of payment. Your registration information is contained below.

## **Washington Educator Career Fair Registration Confirmation**

Organization Registered: **Federal Way Public Schools**

### **Spokane Career Fair Registration for March 15, 2017**

Spokane Booth:\$400 Washington districts over 10,000 students

Spokane Booth Upgrades:Upgrade to Double Booth (\$175)

Spokane Interview Booths @ \$100 each:0

### **Tacoma Career Fair Registration for March 29, 2017**

Tacoma Booth:\$450 Washington districts over 10,000 students

Tacoma Booth Upgrades:Upgrade to Quad Booth \$600

Tacoma Interview Booths @ \$100 each:2

## **RECEIPT / INVOICE INFORMATION**

Submission Date:01/03/2017 14:01:39

Receipt ID:11627648

Amount Paid:\$1825.00

Payment Method:Credit Card

Please let us know if you have any questions or need additional information. Please let us know at the earliest convenience if you need to cancel your registration. Please contact us at: [admin@wsps.net](mailto:admin@wsps.net)

Thank you,

Washington Educator Career Fair

---

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**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [Liz McFarland](#)  
**Subject:** RE: 2017 Career Fair District, Agency, College, University Registration Form Submitted  
**Date:** Thursday, January 5, 2017 11:32:17 AM

---

Liz,

I can make that work! I am going to add a booth for you now and then apply the discount to credit you back the \$182.50. Our system automatically sends notices when transactions are changed, so you may get a quick flurry of emails – including one that shows the full balance owed. Please just disregard and I will send you an updated one that shows the credit applied once complete.

Thank you,

Jennifer

---

**From:** Liz McFarland [mailto:[lmcfarla@fwps.org](mailto:lmcfarla@fwps.org)]  
**Sent:** Tuesday, January 03, 2017 11:05 AM  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** FW: 2017 Career Fair District, Agency, College, University Registration Form Submitted

Hi Jennifer –

I never got the opportunity to enter “WECF2017” to get 10% off ☺ - however, if possible we would like to add another booth in Tacoma, for a total of five. I think that would be an additional \$200 – less \$182.50 = \$17.50 we’d owe. But I realize you may not be able to commit that fifth booth until closer to the date.

Thanks, and Happy New Year!

Liz

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [mailto:[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)]  
**Sent:** Tuesday, January 3, 2017 11:02 AM  
**To:** Liz McFarland <[lmcfarla@fwps.org](mailto:lmcfarla@fwps.org)>  
**Subject:** 2017 Career Fair District, Agency, College, University Registration Form Submitted

Liz

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<b>Washington Educator Career Fair</b>
--

## **Registration Confirmation**

Organization Registered: **Federal Way Public Schools**

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Spokane Booth:\$400 Washington districts over 10,000 students

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Spokane Interview Booths @ \$100 each:0

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Tacoma Booth:\$450 Washington districts over 10,000 students

Tacoma Booth Upgrades:Upgrade to Quad Booth \$600

Tacoma Interview Booths @ \$100 each:2

## **RECEIPT / INVOICE INFORMATION**

Submission Date:01/03/2017 14:01:39

Receipt ID:11627648

Amount Paid:\$1825.00

Payment Method:Credit Card

Please let us know if you have any questions or need additional information. Please let us know at the earliest convenience if you need to cancel your registration. Please contact us at: [admin@wspa.net](mailto:admin@wspa.net)

Thank you,

Washington Educator Career Fair

---

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**From:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**To:** [Liz McFarland](#)  
**Subject:** RE: 2017 Career Fair District, Agency, College, University Registration Form Submitted  
**Date:** Thursday, January 5, 2017 11:41:49 AM  
**Attachments:** [McFarland\\_WECF update.pdf](#)

---

Liz,

Your extra booth has been added and the discount applied. The updated invoice is attached. Again, sorry if you just received a bunch of emails from our system!

Have a great day – and Happy New Year!

jennifer

---

**From:** admin@wspsa.net  
**Sent:** Thursday, January 05, 2017 11:32 AM  
**To:** 'Liz McFarland' <lmcfarla@fwps.org>  
**Subject:** RE: 2017 Career Fair District, Agency, College, University Registration Form Submitted

Liz,

I can make that work! I am going to add a booth for you now and then apply the discount to credit you back the \$182.50. Our system automatically sends notices when transactions are changed, so you may get a quick flurry of emails – including one that shows the full balance owed. Please just disregard and I will send you an updated one that shows the credit applied once complete.

Thank you,

Jennifer

---

**From:** Liz McFarland [<mailto:lmcfarla@fwps.org>]  
**Sent:** Tuesday, January 03, 2017 11:05 AM  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** FW: 2017 Career Fair District, Agency, College, University Registration Form Submitted

Hi Jennifer –

I never got the opportunity to enter “WECF2017” to get 10% off ☺ - however, if possible we would like to add another booth in Tacoma, for a total of five. I think that would be an additional \$200 – less \$182.50 = \$17.50 we’d owe. But I realize you may not be able to commit that fifth booth until closer to the date.

Thanks, and Happy New Year!

Liz



**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [mailto:[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)]

**Sent:** Tuesday, January 3, 2017 11:02 AM

**To:** Liz McFarland <[lmcfarla@fwps.org](mailto:lmcfarla@fwps.org)>

**Subject:** 2017 Career Fair District, Agency, College, University Registration Form Submitted

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Thank you for registering Federal Way Public Schools to attend the Washington Educator Career Fair(s). If you chose to pay by invoice, that invoice will be emailed to you under separate cover. If you paid online with a credit card, you were given the opportunity to print that confirmation at the time of payment. Your registration information is contained below.

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Spokane Booth:\$400 Washington districts over 10,000 students

Spokane Booth Upgrades:Upgrade to Double Booth (\$175)

Spokane Interview Booths @ \$100 each:0

### **Tacoma Career Fair Registration for March 29, 2017**

Tacoma Booth:\$450 Washington districts over 10,000 students

Tacoma Booth Upgrades:Upgrade to Quad Booth \$600

Tacoma Interview Booths @ \$100 each:2

## **RECEIPT / INVOICE INFORMATION**

Submission Date:01/03/2017 14:01:39

Receipt ID:11627648

Amount Paid:\$1825.00

Payment Method:Credit Card

Please let us know if you have any questions or need additional information. Please let us know at the earliest convenience if you need to cancel your registration. Please contact us at: [admin@wsps.net](mailto:admin@wsps.net)

Thank you,

Washington Educator Career Fair

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[Privacy Policy](#)



INVOICE 10492

Washington School Personnel Association  
PO Box 1600  
Anacortes, WA 98221



Federal Way Public Schools  
Attn: Liz McFarland  
33330 8th Avenue S.  
Federal Way, Washington 98003

Invoice # 10492  
Invoice Date 01/05/2017  
Invoice Due 02/04/2017

Amount Due	17.50
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Invoice Details

Description	Amount
2017 Career Fair District, Agency, College, University Registration	200.00

Transaction Details

Description	Date	Amount
Credit/Refund	01/05/2017 02:38:14 PM	182.50

Amount Due	17.50
------------	-------

Please submit this invoice to your accounting department for payment. If you have a purchase order you can attach that to the invoice.

**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: 2017 Career Fair District, Agency, College, University Registration Form Submitted  
**Date:** Thursday, January 5, 2017 1:25:00 PM

---

Thank you Jennifer!

---

**From:** admin@wspa.net [mailto:admin@wspa.net]  
**Sent:** Thursday, January 5, 2017 11:42 AM  
**To:** Liz McFarland <lmcfarla@fwps.org>  
**Subject:** RE: 2017 Career Fair District, Agency, College, University Registration Form Submitted

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Have a great day – and Happy New Year!

jennifer

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**To:** 'Liz McFarland' <[lmcfarla@fwps.org](mailto:lmcfarla@fwps.org)>  
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Washington Educator Career Fair

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[Privacy Policy](#)



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Washington Educator Career Fair

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**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** RE: 2017 Career Fair District, Agency, College, University Registration Form Submitted  
**Date:** Thursday, January 5, 2017 1:27:37 PM

---

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Thanks,  
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[Privacy Policy](#)



**From:** [admin@wspa.net](mailto:admin@wspa.net)  
**To:** [Liz McFarland](#)  
**Subject:** RE: 2017 Career Fair District, Agency, College, University Registration Form Submitted  
**Date:** Friday, January 6, 2017 4:37:37 PM

---

Hi Liz,

I was trying to figure out how to move the invoice there, but it doesn't seem to want to cooperate. I am happy to give you a call or you can call here at your convenience – 360-825-1415.

Sorry for the trouble!

Jennifer

---

**From:** Liz McFarland [mailto:[lmcfarla@fwps.org](mailto:lmcfarla@fwps.org)]  
**Sent:** Thursday, January 05, 2017 1:28 PM  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: 2017 Career Fair District, Agency, College, University Registration Form Submitted

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Thank you,

Washington Educator Career Fair

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[Privacy Policy](#)



**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [clim@tacoma.k12.wa.us](mailto:clim@tacoma.k12.wa.us)  
**Cc:** [cleonard@wspsa.net](mailto:cleonard@wspsa.net)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, January 6, 2017 5:06:28 PM

---

See FWPS response from Kelly Sherry.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** Kelly Sherry  
**Sent:** Friday, January 6, 2017 10:13 AM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** RE: MEMBER REQUEST

No, we do not provide salary notification. It's all on them...☺

Kelly Sherry  
Compensation Specialist  
Human Resources  
P – 253.945.2024  
F – 253.941.7576



***Each Scholar: A Voice. A Dream. A BRIGHT Future.***

---

**From:** Janet Hodson  
**Sent:** Friday, January 06, 2017 8:20 AM  
**To:** Kelly Sherry <[ksherry@fwps.org](mailto:ksherry@fwps.org)>  
**Subject:** FW: MEMBER REQUEST

Can you respond to Chantana in Tacoma? Do we provide notification of salary placement?

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---



**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [<mailto:waspa@memberclicks-mail.net>]  
**Sent:** Friday, January 6, 2017 7:54 AM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** MEMBER REQUEST

HAPPY NEW YEAR from WSPA!

Just one member request for this week.

Chantana Lim from Tacoma Public Schools is looking for samples of salary placement notification to tell our teachers that they need x number of credits in order to move up on the salary schedule.

Please send your response directly to: [clim@tacoma.k12.wa.us](mailto:clim@tacoma.k12.wa.us)

Also, cc your response to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks!

Curtis

---

This email was sent to [jhodson@fwps.org](mailto:jhodson@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

[Unsubscribe or Manage Preferences](#) • [Privacy Policy](#)

**From:** [CHANTANA LIM](#) on behalf of [CHANTANA LIM <clim@tacoma.k12.wa.us>](#)  
**To:** [Janet Hodson](#)  
**Cc:** [cleonard@wspsa.net](mailto:cleonard@wspsa.net)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Monday, January 9, 2017 7:40:57 AM

---

Thank you, Janet.

## Chantana Lim

HRIS Analyst

Human Resources, Operations

p: 253.571.1023 | f: 253.571.1150

[clim@tacoma.k12.wa.us](mailto:clim@tacoma.k12.wa.us)

[www.Tacomaschools.org](http://www.Tacomaschools.org)



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**From:** Janet Hodson [mailto:[jhodson@fwps.org](mailto:jhodson@fwps.org)]  
**Sent:** Friday, January 06, 2017 5:06 PM  
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Also, cc your response to: [cleonard@wspace.net](mailto:cleonard@wspace.net)

Thanks!

Curtis

---

This email was sent to [jhodson@fwps.org](mailto:jhodson@fwps.org) by [cleonard@wspsa.net](mailto:cleonard@wspsa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

[Unsubscribe or Manage Preferences](#) • [Privacy Policy](#)



**From:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net)  
**To:** [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [kellyg@wapatosd.org](mailto:kellyg@wapatosd.org);  
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**Cc:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** Advisory Committee Contact Info and Meeting  
**Date:** Tuesday, January 10, 2017 1:00:00 PM  
**Attachments:** [16-17 HELP Advisory Committee Contact Info.docx](#)

---

Good Afternoon!

I hope you are all doing well. I have attached an updated contact sheet of the advisory committee. Please note we have two new members to our team! Jo An has graciously offered to serve on the committee after mentoring me for the year, and we have also added Kelly Garza. Welcome to you both and thank you for serving on this committee.

Also, I wanted to let all of you know we will be having an Advisory Committee Meeting on Sunday, February 26th at the Heathman Lodge. The meeting will be from 1:30-4:00 pm in the Chief Comcomley Room, and we will discuss Report Writing, using BlackBoard through CityU, and Spring HELP.

I look forward to seeing you there. Agenda will follow at a later date.

Thank you!

Jane Rausch  
HELP Coordinator



# HELP

HUMAN RESOURCES IN EDUCATION  
LEADERSHIP PROGRAM

## HELP Advisory Committee

### Names and Contact Information

Name	Email	Phone
Brown, Sonja	<a href="mailto:soniabrown@sequim.k12.wa.us">soniabrown@sequim.k12.wa.us</a>	[REDACTED]
Carter, Debby	<a href="mailto:carterd@edmonds.wednet.edu">carterd@edmonds.wednet.edu</a>	[REDACTED]
Garza, Kelly	<a href="mailto:KellyG@wapatosd.org">KellyG@wapatosd.org</a>	[REDACTED]
Gavigan, Janet	<a href="mailto:gaviganj@riverview.wednet.edu">gaviganj@riverview.wednet.edu</a>	[REDACTED]
Hodson, Janet	<a href="mailto:jhodson@fwps.org">jhodson@fwps.org</a>	[REDACTED]
Krininger, Linda	<a href="mailto:lkrininger@cloverpark.k12.wa.us">lkrininger@cloverpark.k12.wa.us</a>	[REDACTED]
McStay, Lori	<a href="mailto:lmcstay@cloverpark.k12.wa.us">lmcstay@cloverpark.k12.wa.us</a>	[REDACTED]
Papenfuse, Ellyn	<a href="mailto:Ellyn.papenfuse@vansd.org">Ellyn.papenfuse@vansd.org</a>	[REDACTED]
Sheridan, Connie	<a href="mailto:csheridan@asd103.org">csheridan@asd103.org</a>	[REDACTED]
Steiner, JoAn	<a href="mailto:SteinerJK@mukilteo.wednet.edu">SteinerJK@mukilteo.wednet.edu</a>	[REDACTED]
Stolz, Carol	<a href="mailto:cstolz@everettsd.org">cstolz@everettsd.org</a>	[REDACTED]

**From:** [Advisory Board](#) on behalf of [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** jrausch@wspa.net added you to the Advisory Board group  
**Date:** Tuesday, January 10, 2017 1:02:18 PM  
**Attachments:** [office365\\_icon\\_orange.png](#)  
[welcome\\_new\\_conversations\\_icon.png](#)  
[document\\_icon.png](#)  
[group\\_photo](#)  
[group\\_member\\_photo2](#)  
[group\\_member\\_photo0](#)  
[group\\_member\\_photo3](#)  
[group\\_member\\_photo4](#)  
[group\\_member\\_photo1](#)



## Advisory Board

Public group with guests · 12 members

Welcome to Advisory Board. Use the group to share messages and files, and to coordinate group events.



### Email with ease

[Start a conversation](#) with your new group.



### Read group files

[Access files](#) shared in your new group.



[csheridan@asd103.org](mailto:csheridan@asd103.org)



[cstolz@everettsd.org](mailto:cstolz@everettsd.org)



[ellyn.papenfuse@vansd...](mailto:ellyn.papenfuse@vansd...)



[lmcstay@cloverpark.k12...](mailto:lmcstay@cloverpark.k12...)



[steinerjk@mukilteo.wed...](mailto:steinerjk@mukilteo.wed...)



You'll start receiving group conversations and calendar events in your inbox.  
To stop receiving group conversations and calendar events, you can always [leave the group](#).

[Learn more about Office 365 Groups](#)





**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [jrausch@wspa.net](#); [sonjabrown@sequim.k12.wa.us](#); [carterd@edmonds.wednet.edu](#); [kellyg@wapatosd.org](#); [gaviganj@riverview.wednet.edu](#); [lkrininger@cloverpark.k12.wa.us](#); [lmcstay@cloverpark.k12.wa.us](#); [ellyn.papenfuse@vansd.org](#); [csheridan@asd103.org](#); [steinerjk@mukilteo.wednet.edu](#); [cstolz@everettsd.org](#)  
**Cc:** [admin@wspa.net](#)  
**Subject:** RE: Advisory Committee Contact Info and Meeting  
**Date:** Tuesday, January 10, 2017 2:16:38 PM

---

Jane

I see you have scheduled a meeting on Sunday during the same time as the pre-conference. I am planning to attend the preconference with the rest of the HR team from FWPS. Is there any way you can change the advisory meeting?

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](#)

---

**From:** [jrausch@wspa.net](#) [mailto:[jrausch@wspa.net](#)]  
**Sent:** Tuesday, January 10, 2017 1:00 PM  
**To:** [sonjabrown@sequim.k12.wa.us](#); [carterd@edmonds.wednet.edu](#); [kellyg@wapatosd.org](#); [gaviganj@riverview.wednet.edu](#); Janet Hodson <[jhodson@fwps.org](#)>; [lkrininger@cloverpark.k12.wa.us](#); [lmcstay@cloverpark.k12.wa.us](#); [ellyn.papenfuse@vansd.org](#); [csheridan@asd103.org](#); [steinerjk@mukilteo.wednet.edu](#); [cstolz@everettsd.org](#)  
**Cc:** [admin@wspa.net](#)  
**Subject:** Advisory Committee Contact Info and Meeting

Good Afternoon!

I hope you are all doing well. I have attached an updated contact sheet of the advisory committee. Please note we have two new members to our team! Jo An has graciously offered to serve on the committee after mentoring me for the year, and we have also added Kelly Garza. Welcome to you both and thank you for serving on this committee.

Also, I wanted to let all of you know we will be having an Advisory Committee Meeting on Sunday, February 26th at the Heathman Lodge. The meeting will be from 1:30-4:00 pm in the Chief Comcomley Room, and we will discuss Report Writing, using BlackBoard through CityU, and Spring HELP.

I look forward to seeing you there. Agenda will follow at a later date.

Thank you!

Jane Rausch

HELP Coordinator

**From:** [Victoria Moreland](#) on behalf of [Victoria Moreland <Victoria.Moreland@k12.wa.us>](#)  
**To:** [Victoria Moreland](#)  
**Cc:** [Jennifer.Young@highlineschools.org](#); [Alexandra.Manuel](#); [vmgallardo@seattleschools.org](#); [nina.williams@kent.k12.wa.us](#); [stefoglol@tukwila.wenet.edu](#); [kevanatta@seattleschools.org](#); [ddizon@fwps.org](#); [debra.tito@rentonschools.org](#); [tecollins@seattleschools.org](#); [Louanne.Decker@kent.k12.wa.us](#); [morelya@tukwila.wednet.edu](#); [dleighon@auburn.wednet.edu](#); [debra.tito@rentonschools.us](#); [jdehaven@auburn.wednet.edu](#); [trevor.greene@highlineschools.org](#); [rserns@fwps.org](#); [ccallaham@auburn.wednet.edu](#); [jlemmel@fwps.org](#); [mweibel@auburn.wednet.edu](#); [cwilson@fwps.org](#); [clpedroza@seattleschools.org](#); [cleonard@wspsa.net](#); [jdebolt@auburn.wednet.edu](#); [stefoglol@tukwila.wednet.edu](#); [Mary.Fertakis](#); [Humes, Robert](#); [maaoki@seattleschools.org](#); [Liz.McFarland](#); [Myers, Jackie](#); [Williams, Nina \(Will\)](#); [Luisa.Sanchez-Nilsen](#); [maloneyr@tukwila.wednet.edu](#); [matthew.gerard@kent.k12.wa.us](#); [jhodson@fwps.org](#); [matthew.gerard@kent.k12.wa.us](#); [Myers, Jackie](#); [Caitlyn.Roehmholdt](#); [Jordan.Martin](#)  
**Subject:** Road Map GYO Educator Infrastructure Grant Application Available!  
**Date:** Tuesday, January 10, 2017 4:31:16 PM  
**Attachments:** [image001.png](#)

---

Hello Road Map Districts,

I am happy to share with you the application process and materials for the [Road Map Grow Your Own Educator Infrastructure Grant](#).

**Who Can Apply:**

Washington State School Road Map Region School Districts: Auburn, Federal Way, Highline, Kent, Renton, Seattle, and Tukwila

**Application Four Stage Process:**

*Stage I: To be completed by Email*

1. Email of Interest Due: Monday, January 23, 2017. Submit an email of interest; ([An email of interest template is available for your use](#).) A GoToMeeting has been scheduled for Thursday, January, 19 @ 9:30 am, to answer any grant questions. Contact [victoria.moreland@k12.wa.us](#) if you have any questions prior to or after this date.

*Stage II: To be Completed in Surveygizmo*

2. Application Due: Monday, February 13, 2017. PESB will submit a Surveygizmo link to the district contact person to complete the Road Map Grow Your Own Educator Infrastructure Grant Application.
  - a. Complete the questions asked in the Surveygizmo application. ([A copy of the GYO grant application provided for your review](#))
  - b. Read the [Road Map Grow Your Own Educator Infrastructure Grant Overview](#). This document serves as the Memorandum of Agreement between the Professional Educator Standards Board and your district. The MOA document should be downloaded, through Surveygizmo, and uploaded in Surveygizmo after you have obtained your Superintendent's and HR Chief/Director's signatures, indicating the have read the Grant Overview and are in agreement with what is outlined. ([MOA statement](#))
  - c. Complete Initial Budget Narrative Form ([A budget narrative template is available](#))
3. PESB will review applications, provides districts feedback, and notify districts of their

application status within 1-2 weeks of completed application.

*Stage III: To be Completed in CANVAS*

4. Due Monday, February 13, 2017, Pre Grant [GYO Educator Program Infrastructure Self-Assessment](#)

*Stage IV: To be completed in iGrants*

5. February 16 - 30, 2017. After requests have been approved, PESB will send district contact person the iGrants application to complete.
  - a. Submit Final Budget and narratives for PESB review and approval ([A budget narrative template is available for use](#))
  - b. PESB reviews final budget and creates a budget for use in iGrants
  - c. District completes the Assurance Form

I look forward to hearing from you soon.

Take care,

Victoria Moreland  
Program Manager  
Professional Educator Standards Board (PESB)  
Old Capital Building  
600 S. Washington Street  
P.O. Box 47236  
Olympia, WA 98504

AVAILABLE: T-W (8:00 am – 12:00 pm)-TH

CELL: 206.618.4139

FAX: 360-586-4548

<http://www.pesb.wa.gov>

[Victoria.Moreland@k12.wa.us](mailto:Victoria.Moreland@k12.wa.us)

[!\[\]\(626ce8ac21792b9405bfddfea8e0c96a\_img.jpg\) @DiverseWATeach](#)

**From:** [Jennifer Hymer](#) on behalf of [Jennifer Hymer <jhymer@fwps.org>](#)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** Randy Hathaway Fellowship Application  
**Date:** Friday, January 13, 2017 12:28:48 PM  
**Attachments:** [0305\\_001.pdf](#)

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Hi there –

Please find attached my application, narrative and two letters of recommendation for the Randy Hathaway Fellowship. I appreciate your consideration.

Jennifer Hymer  
Federal Way Public Schools  
School Support Coordinator  
253-945-2023

## Washington School Personnel Association Randy Hathaway Fellowship Application: 2016-2017

Randy Hathaway fellowships are open to individuals who are currently WSPA members and have belonged to the organization for at least one membership year prior to the 2016-2017 year. These competitive non-continuing fellowships are available for the purpose of supporting the recipient's educational growth in the area of Human Resources. Twelve (12) HELP tuition fellowships of \$910 each are available to be awarded 2 per WSPA Region. Twelve (12) \$500 fellowships are available to use toward college tuition or college credits related to the field of human resources. Awards must be used within 2 years after award is received. Awards for the 2016-2017 Fellowship year must be used prior to August 31, 2019.

Please submit this application and the supporting information requested below to WSPA via email to [admin@wspa.net](mailto:admin@wspa.net); or via fax to the WSPA office at 253-736-0333 or via mail to WSPA at PO Box 1600, Anacortes, WA. 98221. The application deadline is January 13, 2017

Applicant Name: Jennifer Nymer  
School District/Other: Federal Way Public Schools  
Position: School Support Coordinator  
Business Address: 33330 8<sup>th</sup> Ave S, Federal Way 98003  
Business Telephone: 253-945-2023 Email: jhymer@fwps.org

Number of years you have been a WSPA member: 4. You must be a current WSPA member to apply and have a minimum of one prior year's membership within the last 5 years.

Please indicate which fellowship award you are applying for:

- ☒ \$910 HELP fellowship applying through Region 4 (indicate your region #).  
☐ \$500 tuition and/or credit fellowship (may be used for any University program)

Note: You may apply for both fellowships however only one will be awarded per person, per year.

Please provide the following information:

(1.) Write a one page narrative describing the purpose for your application. For example, enroll in HELP, or your plans for obtaining a degree and/or credits pertaining to the human resources profession. Provide details of acceptance in, or current enrollment in, the WSPA HELP program, or a formal educational training program leading to a BA (or advanced degree) in teaching or in a field that would assist you in the personnel/human resource(s) area.

(2.) Provide 2 written letters of recommendation in support of your application for the Fellowship. A minimum of one letter of recommendation must be from a current supervisor.

I certify that information included in this application for the WSPA fellowship to be true and correct.

Jennifer Nymer  
Signature of applicant

1/13/17  
Date of application

January 13, 2017

Washington School Personnel Association  
Randy Hathaway Fellowship Application 2016-2017

To whom it may concern:

I am applying for the Randy Hathaway Fellowship to seek financial assistance to complete my third year of the Human Resources Educational Leadership Program (H.E.L.P). I have worked with Federal Way Public Schools for eighteen years. I started with the District as an Employment Specialist and after a couple years, I was promoted to Lead Employment Specialist. Another opportunity arose, and I applied for and accepted the position of Leave Specialist. I was responsible to learn and become highly knowledgeable of all Federal and State leave laws. I also became familiar with and well versed at properly applying all leave provisions in the Districts various collective bargaining agreements – nine to be exact! July 2016, I accepted yet another position and am currently a School Support Coordinator.

As a School Support Coordinator, I am the primary liaison between Human Resources and School Administrators including hiring managers. I ensure compliance with appropriate procedures such as hiring, discipline, leaves etc. I assist administrators with labor law and collective bargaining agreements (CBA) interpretation and application. I am most excited about being part of our recruiting team and participating in various recruiting venues. Already this year, our District held an event for our classified staff who are or maybe interested in becoming a certificated teacher. We had District administrators in attendance to answer questions and give encouragement as well as nine (9) University representatives who provided information about their teacher education programs. Many staff left feeling encouraged and excited about the information they received.

In the fall of 2014, I set a goal for myself to obtain the Professional Human Resources (PHR) certification through the SHRM program. I studied for several months and accomplished this goal January 2015. I found the need to continue the journey of professional development and enrolled in the HELP program July 2015. Throughout H.E.L.P., I have had the opportunity to meet and build relationships with other Human Resource professionals. Our class has bonded over our work and we have created a network to support each other. I have also been able to provide valuable information to my department and have seen changes evolve from the information I provided.

I find that my passion is recruiting, hiring and onboarding new employees. I also enjoy supporting administration through the hiring process and have the ability to find creative alternatives if necessary to ensure we are hiring the best employees for Federal Way Public Schools.

I appreciate your consideration for the Randy Hathaway Fellowship.

Sincerely

Jennifer Hymer  
Federal Way Public Schools  
School Support Coordinator  
253-945-2023



January 8, 2017

WSPA

Region 4

Randy Hathaway Fellowship Scholarship

RE: Jennifer Hymer

I am writing in support of Jennifer Hymer, a School Support Coordinator for the Federal Way Public Schools. Jennifer is dedicated to her profession in Human Resources and has held a variety of positions; learning as much as she can about the plethora of tasks performed in this department. Jennifer demonstrates daily that she would be a worthy recipient of this scholarship, therefore, I fully support her pursuit of the Randy Hathaway Fellowship Scholarship.

Jennifer has worked for the Federal Way Public Schools for the past 18 years. She is currently one of four School Support Coordinators in Human Resources providing assistance to the Area 4 locations which includes one high school, two middle schools, seven elementary schools, along with transportation and maintenance and operations. Previously she has held the position of Employment Specialist and Human Resources Generalist. No matter her role, Jennifer can be counted on to make sound decisions backed by state and federal laws, district policy, and/or collective bargaining language. I worked closely with Jennifer in her role as HR Generalist as she processed leaves and ADA as part of her role and as I was the approving director. The Human Resources Department recently went through a redesign and this year Jennifer reports to me directly to me.

Jennifer is a bright and personable individual. She is highly self-motivated and highly capable of achieving any goals she sets for herself. She provided evidence through her dedication to a self-study program for the SHRM Professional Human Resources Certification. Jennifer has learned new technologies and promptly applied them to her daily work. Jennifer's co-workers perceive her as a valuable resource and look to her for direction when faced with new situations.

Jennifer is a dedicated professional who works hard to be a leader in Human Resources. Without reservation, I ask that you consider awarding her with a scholarship.

Sincerely,

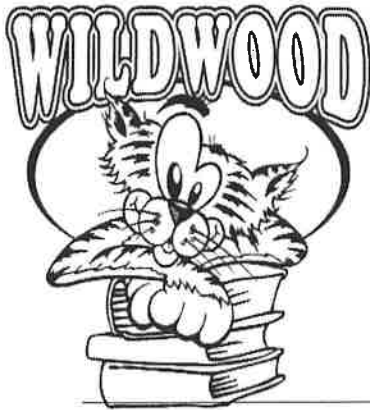
Janet Hodson

Director of Employee Relations

Federal Way Public Schools

253. 945.2020





# Wildwood Elementary

Principal:  
Michael Swartz

2405 S 300th St  
Federal Way, WA

253-945-4400

January 9, 2017

To Whom it May Concern;

I have been asked to write Jennifer Hymer a letter of reference and it is my pleasure write such a letter. I have had the pleasure of working with Jennifer for the last 15 years. While her titles and job duties have changed over the years, her work ethic, attitude and positivity have remained the same. Jennifer is without a doubt one of the hardest working people you will ever meet. She is always available to solve a problem, answer a question or research for you. If Jennifer does not know the answer to a question she will tell you straight out and will work very hard to find the answer. Jennifer's attitude also sets her apart from others. She is always cheerful, positive and in possession of a growth mindset. Clearly, I am an advocate for Jen Hymer and I recommend her without hesitation. I cannot think of anyone with a better set of experiences, a better mindset and a better attitude or anyone more worthy of support with the Randy Hathaway Fellowship. Her ongoing pursuit of Human Resources development and her work in the Human Resources in Education Leadership Program (H.E.L.P.) is a natural step for her.

One of the things that stands out about Jennifer Hymer is her work ethic. Jennifer's telephone number has been memorized by principals for years. If you needed question answered "call Jennifer" was a mantra amongst principals. Jennifer is always helpful and always treats you with respect and courtesy no matter what the question or information you are asking for. I still find that I call her for hiring questions or para questions even though her title has changed and the work she does has changed. When I do that even though the question I have may not be in her realm, she is helpful and willing to seek out answers for me.

Jennifer's Human Resources knowledge and experience seems to be endless. She is versed in hiring, contracts, leaves, and laws as well as the computer systems and programs. Jennifer has experience in all aspects of HR work in a school district and if she doesn't know an answer she either knows who to ask or where to go to get the information. Additionally, Jennifer has worked through all different aspects of an HR office in a school district. She has a mind filled with HR precedent and HR experiences that she is able to bring into a conversation or a problem solving session.



Federal Way  
Public Schools

I recommend Jennifer Hymer as she continues her pursuit of Human Resources professional Development without reservation! She is someone uniquely qualified for such work and someone who will certainly benefit from the support of the Randy Hathaway Fellowship. There is no one more qualified, more worthy of support or more suited for work in HR. I support her ongoing Professional development without hesitation or reservation. Please do not hesitate to contact me should you have questions regarding Jennifer's abilities.

Sincerely

A handwritten signature in black ink, appearing to read 'Michael Swartz', written in a cursive style.

Michael Swartz  
Principal  
Wildwood Elementary  
mswartz@fwps.org  
253-945-4401– office  
253-678-5671-cell

**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [Jennifer Hymer](#)  
**Subject:** RE: Randy Hathaway Fellowship Application  
**Date:** Friday, January 13, 2017 12:30:35 PM

---

Thank you, Jennifer.

Your application has been received and is complete. The committee will begin their review after the close of the application window and will make their award announcement at the end of February.

Best of luck with your application!

Have a wonderful weekend,

Jennifer

*Jennifer Tottenham*

Program Coordinator  
Washington School Personnel Association  
PO Box 1600 Anacortes, Washington 98221  
Phone: 360-825-1415/Fax: 253-736-0333  
<http://www.wsps.net/>



---

**From:** Jennifer Hymer [mailto:jhymer@fwps.org]  
**Sent:** Friday, January 13, 2017 12:29 PM  
**To:** admin@wsps.net  
**Subject:** Randy Hathaway Fellowship Application

Hi there –

Please find attached my application, narrative and two letters of recommendation for the Randy Hathaway Fellowship. I appreciate your consideration.

Jennifer Hymer  
Federal Way Public Schools  
School Support Coordinator  
253-945-2023

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: Annual Conference Social Activity: Paint n' Sip Night -- registration now open!  
**Date:** Saturday, January 14, 2017 7:51:19 PM

---

Jennifer

I would like to go to this however, I still don't know when the HELP Advisory Team will be meeting.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [mailto:[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)]  
**Sent:** Friday, January 13, 2017 4:02 PM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** Annual Conference Social Activity: Paint n' Sip Night -- registration now open!

Hello,

The Region 3 Annual Conference Planning Committee is pleased to announce there will be an optional evening social activity on Sunday evening:

**Paint n' Sip Night - Sponsored by iQ Credit Union**

- Sunday, February 26, 2017
- 6:00-7:30 pm
- \$10 Registration fee includes materials, one drink ticket, and an evening full of creativity. No experience necessary, the willingness to have fun and to try something new is the only requirement!

Registration is limited to 60 participants so don't hesitate! Register online at:  
<http://www.wspa.net/annual-conference>

Not yet registered for the Annual Conference? Register online at: <http://www.wspa.net/annual-conference>

**WSPA Annual Conference**

- February 27-March 1, 2017
- Pre-conference February 26, 2017
- The Heathman Lodge, Vancouver

We look forward to seeing you in Vancouver!

Thank you,

Region 3 Annual Conference Planning Committee

## Washington School Personnel Association

---

This email was sent to [jhodson@fwps.org](mailto:jhodson@fwps.org) by [admin@wspa.net](mailto:admin@wspa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

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**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [cleonard@wspa.net](#); [lindsey.wallerstedt@qvschools.org](#)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Saturday, January 14, 2017 8:23:48 PM

---

Lindsey

Certificated staff are exempt from FLSA and therefore don't have to make up the time missed as they work over their 7.5 hours a day and don't receive additional pay for that time.

Classified staff are hourly employees under FLSA and must make up the hours missed or claim them on vacation time.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [mailto:[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)]  
**Sent:** Friday, January 13, 2017 9:33 AM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** MEMBER REQUEST

Lindsey Wallerstedt from Quillayute School District is asking the following:

With the recent weather conditions resulting in school delays we are curious to what other districts expectations and compensation is for staff on delayed days. There is nothing specifically written in the CBA's and has been the expectation of classified staff to report to work at their regular time, if they are unable to do so they must use leave or work with their supervisors on a way to make up the time. I would assume the same would apply to certificated staff?

Any feedback will be much appreciated!

Please send your response directly to: [lindsey.wallerstedt@qvschools.org](mailto:lindsey.wallerstedt@qvschools.org)

Also, cc your response to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,  
Curtis

---

This email was sent to [jhodson@fwps.org](mailto:jhodson@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

[Unsubscribe or Manage Preferences](#) • [Privacy Policy](#)





**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** RE: Annual Conference Social Activity: Paint n' Sip Night -- registration now open!  
**Date:** Sunday, January 15, 2017 4:34:05 PM

---

Hi Janet,

I will check in with Jane Rausch to see if she had confirmed the new date/time.

Jennifer

---

**From:** Janet Hodson [mailto:[jhodson@fwps.org](mailto:jhodson@fwps.org)]  
**Sent:** Saturday, January 14, 2017 7:51 PM  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** RE: Annual Conference Social Activity: Paint n' Sip Night -- registration now open!

Jennifer

I would like to go to this however, I still don't know when the HELP Advisory Team will be meeting.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [mailto:[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)]  
**Sent:** Friday, January 13, 2017 4:02 PM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** Annual Conference Social Activity: Paint n' Sip Night -- registration now open!

Hello,

The Region 3 Annual Conference Planning Committee is pleased to announce there will be an optional evening social activity on Sunday evening:

**Paint n' Sip Night - Sponsored by iQ Credit Union**

- Sunday, February 26, 2017
- 6:00-7:30 pm
- \$10 Registration fee includes materials, one drink ticket, and an evening full of creativity. No experience necessary, the willingness to have fun and to try something new is the only requirement!

Registration is limited to 60 participants so don't hesitate! Register online at:  
<http://www.wsps.net/annual-conference>

Not yet registered for the Annual Conference? Register online at: <http://www.wsps.net/annual->



[conference](#)

## **WSPA Annual Conference**

- February 27-March 1, 2017
- Pre-conference February 26, 2017
- The Heathman Lodge, Vancouver

We look forward to seeing you in Vancouver!

Thank you,

Region 3 Annual Conference Planning Committee  
Washington School Personnel Association

---

This email was sent to [jhodson@fwps.org](mailto:jhodson@fwps.org) by [admin@wspa.net](mailto:admin@wspa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

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**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** RE: Annual Conference Social Activity: Paint n' Sip Night -- registration now open!  
**Date:** Monday, January 16, 2017 8:47:16 AM

---

Thank you. Have you checked to see if I am the only committee member who signed up for the pre-conference? If so, I will back out of the pre-conference. My team can provide me the information as they are all attending.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [admin@wspsa.net](mailto:admin@wspsa.net) [mailto:[admin@wspsa.net](mailto:admin@wspsa.net)]  
**Sent:** Sunday, January 15, 2017 4:34 PM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** RE: Annual Conference Social Activity: Paint n' Sip Night -- registration now open!

Hi Janet,

I will check in with Jane Rausch to see if she had confirmed the new date/time.

Jennifer

---

**From:** Janet Hodson [mailto:[jhodson@fwps.org](mailto:jhodson@fwps.org)]  
**Sent:** Saturday, January 14, 2017 7:51 PM  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** RE: Annual Conference Social Activity: Paint n' Sip Night -- registration now open!

Jennifer

I would like to go to this however, I still don't know when the HELP Advisory Team will be meeting.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [mailto:[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)]  
**Sent:** Friday, January 13, 2017 4:02 PM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** Annual Conference Social Activity: Paint n' Sip Night -- registration now open!

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<http://www.wspa.net/annual-conference>

Not yet registered for the Annual Conference? Register online at: <http://www.wspa.net/annual-conference>

**WSPA Annual Conference**

- February 27-March 1, 2017
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- The Heathman Lodge, Vancouver

We look forward to seeing you in Vancouver!

Thank you,

Region 3 Annual Conference Planning Committee  
Washington School Personnel Association

---

This email was sent to [jhodson@fwps.org](mailto:jhodson@fwps.org) by [admin@wspa.net](mailto:admin@wspa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

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**From:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** Advisory meeting  
**Date:** Monday, January 16, 2017 4:30:07 PM  
**Attachments:** [16-17 HELP Advisory Committee Contact Info.docx](#)

---

All:

I've attached an updated contact sheet with changes that were provided since my email last week.

I also wanted to touch base with all of you about the advisory meeting on the 26th. A couple of you let me know you'll be attending the preconference so I wanted to throw some alternate days and/or times out.

We can meet prior to 1:00 pm on the 26th (10:30 am?), after the conference on Wednesday after noon, or the Sunday prior to the spring session. Unfortunately, the spring session is April 17th, and the day prior is Easter, so none of these days and times are ideal. Besides a general advisory meeting, we need to go over APA writing requirements and how to grade within the BlackBoard shell. To save on meeting time, CityU is willing to provide individual assistance using BlackBoard, and I can contact each of you individually to go over the APA writing. It's a busy time for everyone, so let me know what works best for you and I'll work on the most convenient time for the majority.

Last, if you are willing to observe the presentations on April 17th please let me know. I've love to have three volunteers!

Look forward to hearing from you. Hope you enjoyed the long weekend!

Jane



# HELP

HUMAN RESOURCES IN EDUCATION  
LEADERSHIP PROGRAM

## HELP Advisory Committee

### Names and Contact Information

Name	Email	Phone
Brown, Sonja	<a href="mailto:soniabrown@sequim.k12.wa.us">soniabrown@sequim.k12.wa.us</a>	[REDACTED]
Carter, Debby	<a href="mailto:carterd@edmonds.wednet.edu">carterd@edmonds.wednet.edu</a>	[REDACTED]
Garza, Kelly	<a href="mailto:KellyG@wapatosd.org">KellyG@wapatosd.org</a>	[REDACTED]
Gavigan, Janet	<a href="mailto:gaviganjanet@riverview.wednet.edu">gaviganjanet@riverview.wednet.edu</a>	[REDACTED]
Hodson, Janet	<a href="mailto:jhodson@fwps.org">jhodson@fwps.org</a>	[REDACTED]
Krininger, Linda	<a href="mailto:lkrining@cloverpark.k12.wa.us">lkrining@cloverpark.k12.wa.us</a>	[REDACTED]
McStay, Lori	<a href="mailto:lmcstay@cloverpark.k12.wa.us">lmcstay@cloverpark.k12.wa.us</a>	[REDACTED]
Papenfuse, Ellyn	<a href="mailto:Ellyn.papenfuse@vansd.org">Ellyn.papenfuse@vansd.org</a>	[REDACTED]
Sheridan, Connie	<a href="mailto:csheridan@asd103.org">csheridan@asd103.org</a>	[REDACTED]
Steiner, JoAn	<a href="mailto:SteinerJK@mukilteo.wednet.edu">SteinerJK@mukilteo.wednet.edu</a>	[REDACTED]
Stolz, Carol	<a href="mailto:cstolz@everettsd.org">cstolz@everettsd.org</a>	[REDACTED]

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**Subject:** Re: Advisory meeting  
**Date:** Monday, January 16, 2017 8:05:04 PM

---

Jane, I am willing to skip the pre-conference, meet early Sunday or stay after on Wednesday, I will just need to know asap as we were carpooling down. I will also be able to observe presentations in April 17z

Get [Outlook for iOS](#)

---

**From:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**Sent:** Monday, January 16, 2017 4:30 PM  
**Subject:** Advisory meeting  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>

All:

I've attached an updated contact sheet with changes that were provided since my email last week.

I also wanted to touch base with all of you about the advisory meeting on the 26th. A couple of you let me know you'll be attending the preconference so I wanted to throw some alternate days and/or times out.

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Last, if you are willing to observe the presentations on April 17th please let me know. I've love to have three volunteers!

Look forward to hearing from you. Hope you enjoyed the long weekend!

Jane

**From:** [admin@wspa.net](mailto:admin@wspa.net)  
**To:** [CATHERINE PRICE](#)  
**Cc:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** RE: Annual Conference Social Activity: Paint n' Sip Night -- registration now open!  
**Date:** Tuesday, January 17, 2017 10:23:27 AM

---

Hi Cathi,

Jane Rausch is working with the advisory team on options – she is working around the pre-conference and paint night. She sent some options to the advisory team yesterday and is waiting for their input before she sends out the confirmation. It will not interfere with either event.

Thank you,

Jennifer

---

**From:** CATHERINE PRICE [mailto:cprice@Tacoma.K12.Wa.US]  
**Sent:** Tuesday, January 17, 2017 9:32 AM  
**To:** admin@wspa.net  
**Subject:** RE: Annual Conference Social Activity: Paint n' Sip Night -- registration now open!

Any idea when the HELP Advisory Committee is meeting? Janet Hodson, who is on that, and I want to paint if it doesn't conflict.

Cathi

---

**From:** [wspa@memberclicks-mail.net](mailto:wspa@memberclicks-mail.net) [mailto:wspa@memberclicks-mail.net]  
**Sent:** Friday, January 13, 2017 4:02 PM  
**To:** CATHERINE PRICE  
**Subject:** Annual Conference Social Activity: Paint n' Sip Night -- registration now open!

Hello,

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<http://www.wspa.net/annual-conference>

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- Pre-conference February 26, 2017
- The Heathman Lodge, Vancouver

We look forward to seeing you in Vancouver!

Thank you,

Region 3 Annual Conference Planning Committee  
Washington School Personnel Association

---

This email was sent to [cprice@tacoma.k12.wa.us](mailto:cprice@tacoma.k12.wa.us) by [admin@wspa.net](mailto:admin@wspa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

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**From:** [Victoria Moreland](#) on behalf of [Victoria Moreland <Victoria.Moreland@k12.wa.us>](#)  
**To:** [Victoria Moreland](#)  
**Cc:** [Jennifer.Young@highlineschools.org](#); [Alexandra Manuel](#); [vmgallardo@seattleschools.org](#); [nina.williams@kent.k12.wa.us](#); [stefoglol@tukwila.wenet.edu](#); [kevanatta@seattleschools.org](#); [ddizon@fwps.org](#); [debra.tito@rentonschools.org](#); [tecollins@seattleschools.org](#); [Louanne.Decker@kent.k12.wa.us](#); [morelya@tukwila.wednet.edu](#); [dleighon@auburn.wednet.edu](#); [debra.tito@rentonschools.us](#); [jdehaven@auburn.wednet.edu](#); [trevor.greene@highlineschools.org](#); [rserns@fwps.org](#); [ccallaham@auburn.wednet.edu](#); [jlemmel@fwps.org](#); [mweibel@auburn.wednet.edu](#); [cwilson@fwps.org](#); [clpedroza@seattleschools.org](#); [cleonard@wspa.net](#); [jdebolt@auburn.wednet.edu](#); [stefoglol@tukwila.wednet.edu](#); [Mary Fertakis](#); [Humes, Robert](#); [maaoki@seattleschools.org](#); [Liz McFarland](#); [Myers, Jackie](#); [Williams, Nina \(Will\)](#); [Luisa Sanchez-Nilsen](#); [maloneyr@tukwila.wednet.edu](#); [matthew.gerard@kent.k12.wa.us](#); [jhodson@fwps.org](#); [matthew.gerard@kent.k12.wa.us](#); [Myers, Jackie](#); [Caitlyn Roehmholdt](#); [Jordan Martin](#); [debra.tito@rentonschools.us](#); [elizabeth.porter@rentonschools.us](#); [maloneyr@tukwila.wednet.edu](#); [ddizon@fwps.org](#); [lmcfarla@fwps.org](#)  
**Subject:** RE: Do you have Questions about the Road Map GYO Educator Infrastructure Grant ?  
**Date:** Wednesday, January 18, 2017 10:02:42 AM  
**Attachments:** [image001.png](#)

---

Hello All,

### Do you have questions about the grant?

REMINDER: A GoToMeeting has been scheduled for Thursday, January, 19 @ 9:30 am, to answer any GYO grant questions.

### Road Map GYO Information Meeting (Victoria Moreland)

Thu, Jan 19, 2017 9:30 AM - 10:30 AM PST

### Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/795711037>

### You can also dial in using your phone.

United States: +1 (872) 240-3212

### Access Code: 795-711-037

First GoToMeeting? Try a test session: <http://help.citrix.com/getready>

Take care,

Victoria Moreland  
PESB, Program Manager  
AVAILABLE: T-W (8:00 am – 12:00 pm)-TH  
CELL: 206.618.4139

---

**From:** Victoria Moreland  
**Sent:** Tuesday, January 10, 2017 4:31 PM  
**To:** Victoria Moreland <Victoria.Moreland@k12.wa.us>

Hello Road Map Districts,

I am happy to share with you the application process and materials for the [Road Map Grow Your Own Educator Infrastructure Grant](#).

**Who Can Apply:**

Washington State School Road Map Region School Districts: Auburn, Federal Way, Highline, Kent, Renton, Seattle, and Tukwila

**Application Four Stage Process:**

*Stage I: To be completed by Email*

1. Email of Interest Due: Monday, January 23, 2017. Submit an email of interest; ([An email of interest template is available for your use.](#)) A GoToMeeting has been scheduled for Thursday, January, 19 @ 9:30 am, to answer any grant questions. Contact [victoria.moreland@k12.wa.us](mailto:victoria.moreland@k12.wa.us) if you have any questions prior to or after this date.

*Stage II: To be Completed in Surveygizmo*

2. Application Due: Monday, February 13, 2017. PESB will submit a Surveygizmo link to the district contact person to complete the Road Map Grow Your Own Educator Infrastructure Grant Application.
  - a. Complete the questions asked in the Surveygizmo application. ([A copy of the GYO grant application provided for your review](#))
  - b. Read the [Road Map Grow Your Own Educator Infrastructure Grant Overview](#). This document serves as the Memorandum of Agreement between the Professional Educator Standards Board and your district. The MOA document should be downloaded, through Surveygizmo, and uploaded in Surveygizmo after you have obtained your Superintendent's and HR Chief/Director's signatures, indicating they have read the Grant Overview and are in agreement with what is outlined. ([MOA statement](#))
  - c. Complete Initial Budget Narrative Form ([A budget narrative template is available](#) )
3. PESB will review applications, provide districts feedback, and notify districts of their application status within 1-2 weeks of completed application.

*Stage III: To be Completed in CANVAS*

4. Due Monday, February 13, 2017, Pre Grant [GYO Educator Program Infrastructure Self-Assessment](#)

*Stage IV: To be completed in iGrants*

5. February 16 - 30, 2017. After requests have been approved, PESB will send district contact person the iGrants application to complete.

- a. Submit Final Budget and narratives for PESB review and approval ([A budget narrative template is available for use](#))
- b. PESB reviews final budget and creates a budget for use in iGrants
- c. District completes the Assurance Form

I look forward to hearing from you soon.

Take care,

Victoria Moreland  
Program Manager  
Professional Educator Standards Board (PESB)  
Old Capital Building  
600 S. Washington Street  
P.O. Box 47236  
Olympia, WA 98504

AVAILABLE: T-W (8:00 am – 12:00 pm)-TH

CELL: 206.618.4139

FAX: 360-586-4548

<http://www.pesb.wa.gov>

[Victoria.Moreland@k12.wa.us](mailto:Victoria.Moreland@k12.wa.us)

 [@DiverseWATeach](#)

**From:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**To:** [steinerjk@mukilteo.wednet.edu](mailto:steinerjk@mukilteo.wednet.edu); [kellyg@wapatosd.org](mailto:kellyg@wapatosd.org); [lmestay@cloverpark.k12.wa.us](mailto:lmestay@cloverpark.k12.wa.us); Linda Krininger;  
[jhodson@fwps.org](mailto:jhodson@fwps.org); [csheridan@asd103.org](mailto:csheridan@asd103.org); [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu);  
[gaviganj@riverview.wednet.edu](mailto:gaviganj@riverview.wednet.edu); [ellyn.papenfuse@vansd.org](mailto:ellyn.papenfuse@vansd.org); [cstolz@everettsd.org](mailto:cstolz@everettsd.org)  
**Cc:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** February Advisory Meeting!  
**Date:** Tuesday, January 24, 2017 2:50:48 PM

---

All:

I have scheduled the advisory meeting for Sunday, February 26th, from 10:30-1:00. I realize not everyone will be able to attend, but this will allow those who are interested in attending the pre-conference to do so.

I will be sending the agenda at a later date, but wanted you to all know the date and time so you can make travel plans. If you need hotel accommodations at the Heathman for Saturday night, please let Jennifer know and she will take care of it.

We will have a general advisory committee meeting, learn/review APA writing format, and have a presentation from CityU on accessing BlackBoard to review/grade the reports. If you are unable to attend, please do not stress! We will have minutes from the meeting, and I can do the report writing via the phone, as can CityU. We will make it work for all of you as this is new.

Thank you for your patience in getting this scheduled to best accommodate everyone. I appreciate it!

Jane Rausch  
HELP Coordinator

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [jrausch@wspa.net](#); [steinerjk@mukilteo.wednet.edu](#); [kellyg@wapatosd.org](#); [lmcstay@cloverpark.k12.wa.us](#); [Linda Krininger](#); [csheridan@asd103.org](#); [sonjabrown@sequim.k12.wa.us](#); [carterd@edmonds.wednet.edu](#); [gaviganj@riverview.wednet.edu](#); [ellyn.papenfuse@vansd.org](#); [cstolz@everettsd.org](#)  
**Cc:** [admin@wspa.net](#)  
**Subject:** RE: February Advisory Meeting!  
**Date:** Tuesday, January 24, 2017 5:34:19 PM

---

I should be able to drive down Sunday morning. I will be at the advisory meeting.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](#)

---

**From:** [jrausch@wspa.net](#) [mailto:[jrausch@wspa.net](#)]  
**Sent:** Tuesday, January 24, 2017 2:51 PM  
**To:** [steinerjk@mukilteo.wednet.edu](#); [kellyg@wapatosd.org](#); [lmcstay@cloverpark.k12.wa.us](#); [Linda Krininger <lkrining@cloverpark.k12.wa.us>](#); [Janet Hodson <jhodson@fwps.org>](#); [csheridan@asd103.org](#); [sonjabrown@sequim.k12.wa.us](#); [carterd@edmonds.wednet.edu](#); [gaviganj@riverview.wednet.edu](#); [ellyn.papenfuse@vansd.org](#); [cstolz@everettsd.org](#)  
**Cc:** [admin@wspa.net](#)  
**Subject:** February Advisory Meeting!

All:

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Thank you for your patience in getting this scheduled to best accommodate everyone. I appreciate it!

Jane Rausch

HELP Coordinator

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [cleonard@wspa.net](#); [jgregory@bethelsd.org](#)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, January 27, 2017 11:11:46 AM

---

#1 I did some research on this subject when I was faced with a request. I found out that hospitals are required by law to report fetal deaths at 20 weeks or greater in order to track infant mortality. Death certificates are issued. FWPS allows bereavement requests if the miscarriage occurs at 20 or more weeks. We have had two requests and both were before 20 weeks so it was not granted.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [mailto:[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)]  
**Sent:** Friday, January 27, 2017 8:55 AM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** MEMBER REQUEST

Jodi Gregory from Bethel School District is asking two questions:

#1

Do any districts grant bereavement leave for miscarriage for either or both parents? In your response, please address how many days are granted and if there are any district stipulations.

#2

If you are a district using Position Controls in Skyward, please share the pros/cons and whether or not you need to utilize other applications (e.g. Excel) for reports, budgeting.

Please send your response directly to: [jgregory@bethelsd.org](mailto:jgregory@bethelsd.org)

Also, cc your response to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

---

This email was sent to [jhodson@fwps.org](mailto:jhodson@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

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United States

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**From:** [admin@wspace.net](mailto:admin@wspace.net)  
**To:** [admin@wspace.net](mailto:admin@wspace.net)  
**Subject:** Sno-King dues 2017  
**Date:** Sunday, January 29, 2017 8:09:49 PM

---

Hello,

Please remit your Sno-King dues for 2017.

-  
We will be holding our annual conference on February 9, 2017 at the Talaris Conference Center in Seattle, and our nearly monthly meetings will be held (generally) on the second Friday of each month, including the next one on March 10 (no meetings in October or December; we may schedule a meeting in July depending on the pace of legislative action; on the third Fridays of April and September; and the first Friday of November). We are meeting, at least in the short run, at Razzis Pizzeria, 8523 Greenwood Avenue North, Seattle.

-  
Dues: \$275 per member

-  
Please make your payment to:  
Washington School Personnel Association  
PO Box 1600  
Anacortes, WA 98221

Questions about Sno-King? Contact Lorraine Wilson at [lorraine@pfrwa.com](mailto:lorraine@pfrwa.com) or (206) 622-0203 or Sheryl Moore at [sheryl.moore@rentonschools.us](mailto:sheryl.moore@rentonschools.us) or (425) 204-2362

-  
Questions about Washington School Personnel Association or need a formal invoice? Contact Jennifer Tottenham at [admin@wspace.net](mailto:admin@wspace.net) or (360) 825-1415.

Thank you,

*Jennifer Tottenham*

Program Coordinator  
Washington School Personnel Association  
PO Box 1600 Anacortes, Washington 98221  
Phone: 360-825-1415/Fax: 253-736-0333  
<http://www.wspace.net/>



**From:** [Jennifer Wojciechowski](#) on behalf of [Jennifer Wojciechowski <jwojciec@fwps.org>](#)  
**To:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net)  
**Subject:** H.E.L.P. registration  
**Date:** Thursday, February 9, 2017 10:56:20 AM

---

Hi Jane,

Janet Hodson has asked me to register for the next HELP cohort starting in July. I don't see the form or any information about registration. It might be too early but I just don't want to miss it.

Thank you for your time,

*Jennifer*

Jennifer Wojciechowski  
School Support Coordinator  
Human Resources  
Federal Way Public Schools

33330 8<sup>th</sup> Avenue South

Federal Way, WA 98003

(253)945-2022 phone

(253)945-2073 main

(253)941-7576 fax

[jwojciec@fwps.org](mailto:jwojciec@fwps.org)

[hr@fwps.org](mailto:hr@fwps.org)

[Click here to learn about FWPS Career Opportunities](#)



**From:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**To:** [Jennifer Wojciechowski](#)  
**Subject:** Re: H.E.L.P. registration  
**Date:** Monday, February 13, 2017 8:39:41 AM

---

Registration is not open yet. If you are a WSPA member, you will receive an email. If not, please check back the first part of April.

Thank you so much!

---

**From:** Jennifer Wojciechowski <jwojciec@fwps.org>  
**Sent:** Thursday, February 9, 2017 10:56:20 AM  
**To:** jrausch@wspa.net  
**Subject:** H.E.L.P. registration

Hi Jane,  
Janet Hodson has asked me to register for the next HELP cohort starting in July. I don't see the form or any information about registration. It might be too early but I just don't want to miss it.

Thank you for your time,

*Jennifer*

Jennifer Wojciechowski  
School Support Coordinator  
Human Resources  
Federal Way Public Schools  
33330 8<sup>th</sup> Avenue South  
Federal Way, WA 98003  
(253)945-2022 phone  
(253)945-2073 main  
(253)941-7576 fax  
[jwojciec@fwps.org](mailto:jwojciec@fwps.org)  
[hr@fwps.org](mailto:hr@fwps.org)  
[Click here to learn about FWPS Career Opportunities](#)



**FEDERAL WAY  
PUBLIC SCHOOLS**  
Each Scholar: A voice. A dream. A **BRIGHT** future.

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [jgregory@bethelsd.org](#)  
**Cc:** [cleonard@wspsa.net](#)  
**Subject:** FMLA leave  
**Date:** Friday, February 17, 2017 9:06:23 AM

---

FMLA law clearly states employees share the 60 days for maternity/paternity.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [jessie\\_michaels@csd49.org](#)  
**Cc:** [cleonard@wsps.net](#)  
**Subject:** fingerprinting volunteers  
**Date:** Friday, February 17, 2017 9:21:34 AM

---

We fingerprint all volunteers on overnight just as we have always done. We run them like employees.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

**From:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**To:** [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [kellyg@wapatosd.org](mailto:kellyg@wapatosd.org); [jhodson@fwps.org](mailto:jhodson@fwps.org); [Linda Krininger](#); [lmcstay@cloverpark.k12.wa.us](mailto:lmcstay@cloverpark.k12.wa.us); [ellyn.papenfuse@vansd.org](mailto:ellyn.papenfuse@vansd.org); [csheridan@asd103.org](mailto:csheridan@asd103.org); [steinerjk@mukilteo.wednet.edu](mailto:steinerjk@mukilteo.wednet.edu); [cstolz@everettsd.org](mailto:cstolz@everettsd.org)  
**Cc:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** Advisory Meeting Agenda  
**Date:** Friday, February 17, 2017 11:51:11 AM  
**Attachments:** [Meeting Agenda 2.26.17.docx](#)

---

Greetings!

Attached is the agenda for our advisory committee meeting on February 26th at the Heathman Lodge. Our meeting will begin at 10:30 am in the Chief Comcomley Room. Please bring your laptops along as Melissa Mecham from City University will be there to guide us using BlackBoard for grading the reports.

Additionally, if you haven't already done so, please let me know if you will be attending the advisory meeting.

Thank you. I look forward to seeing you!

Jane Rausch  
HELP Coordinator



# HELP

## HUMAN RESOURCES IN EDUCATION LEADERSHIP PROGRAM

February 26, 2017

HELP Advisory Board Meeting Agenda

10:30-1:00

### UPDATE:

- HELP Spring Session

April 17, 2017

Level I & II:

Morning: Kurt Schonberg: Job Descriptions as they relate to worker's compensation/light duty and using job descriptions in plans of improvement for evaluative concerns.

Afternoon: Darrell Heisler: Job Descriptions: understanding, creating, and using for classification purposes, wages and postings.

Level III: Presentations (eight participants/four topics)

- HELP Summer 2017 Session

Proposed Keynote Speaker: Caprice Hollins

Topic: Cultural Competency

Cost: \$3500, plus travel expenses

Cost for WSPA Members: \$50

- Recommendation course changes:

HELP Activity Handbook Assignments for 2017-2018

- Equity and Civil Rights
- School Employee Mandatory Training and Licensing

Spring 2017: FLSA/Castle Rock

- APA Format Training
- Brochures/Floor Displays
- HELP - City University
  - Account Access
  - Grading Reports

**From:** [CJ Carter](#) on behalf of [CJ Carter <cjcarter@fwps.org>](#)  
**To:** [mpowers@esd101.net](#)  
**Cc:** [cleonard@wspsa.net](#)  
**Subject:** 2/17- RE: MEMBER REQUEST  
**Date:** Friday, February 17, 2017 11:52:28 AM

---

*Currently the Federal Way School is permitting E-Subs to sub consecutively in the same classroom for up to 5 days. Yes, we have made some exceptions to that in special circumstances.*

*Hope this helps- CJ Carter, Substitute Specialist, HR 253-945-2027*

---

**From:** Janet Hodson  
**Sent:** Friday, February 17, 2017 9:32 AM  
**To:** CJ Carter <cjcarter@fwps.org>  
**Subject:** FW: MEMBER REQUEST

Can you answer this question?

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [<mailto:waspa@memberclicks-mail.net>]  
**Sent:** Friday, February 17, 2017 8:22 AM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** MEMBER REQUEST

Last request of the week. Thanks for the patience and have great weekend. Now, back to your regulary schedule program.....

Michelle Powers from ESD 101 is asking:

My question is around emergency substitute teachers. Are districts treating them like any other substitute teacher? If a district has bargained the 20/30 day pay language (PERC ruling), are they paying emergency subs from the certificate salary schedule?

Please send your response directly to: [mpowers@esd101.net](mailto:mpowers@esd101.net)

Also, cc your response to: [cleonard@wspsa.net](mailto:cleonard@wspsa.net)



Thanks,

Curtis

---

This email was sent to [jhodson@fwps.org](mailto:jhodson@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

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**From:** [CJ Carter](#) on behalf of [CJ Carter <cjcarter@fwps.org>](#)  
**To:** [cleonard@wspa.net](#)  
**Cc:** [Kellie.Cave@rentonschools.us](#)  
**Subject:** 2/22- RE: MEMBER REQUEST  
**Date:** Wednesday, February 22, 2017 5:54:54 AM

---

*2/22- Yes, the FWSD does require a minimum of passing the Para Pro test or by currently holding an AA degree or the 72 college credits, in order to apply for positions as a Para Educator.*

*CJ Carter, HR- 253-945-2027  
FWSD*

---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Friday, February 17, 2017 8:17 AM  
**To:** CJ Carter <cjcarter@fwps.org>  
**Subject:** MEMBER REQUEST

Kellie Cave from Renton School District is requesting the following information:

What qualifications does your district require to be hired as a Para (e.g. AA, 72 credits, etc).

Please send your response directly to: [Kellie.Cave@rentonschools.us](mailto:Kellie.Cave@rentonschools.us)

Also, cc your response to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

---

This email was sent to [cjcarter@fwps.org](mailto:cjcarter@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

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**From:** [Charissa Peterson](#) on behalf of [Charissa Peterson <cpeterso@fwps.org>](#)  
**To:** [jessie\\_michaels@csd49.org](mailto:jessie_michaels@csd49.org)  
**Cc:** [CJ Carter](#); [cleonard@wspa.net](mailto:cleonard@wspa.net); [Moni Tuputala](#)  
**Subject:** RE: 2/22- FW: MEMBER REQUEST  
**Date:** Thursday, February 23, 2017 10:52:45 AM

---

Good morning,

It has always been past practice to fingerprint all overnight chaperones. Their being able to attend is contingent on the prints clearing in time for the specific event. In addition we run a WATCH report (<https://fortress.wa.gov/wsp/watch/Account/Login>) ahead of fingerprints being taken.

Thank you,

*Charissa Peterson*

Human Resources Help Desk

Federal Way Public Schools

(253)945-2073

[Click here to learn about FWPS Career Opportunities](#)



---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [<mailto:waspa@memberclicks-mail.net>]  
**Sent:** Friday, February 17, 2017 8:06 AM  
**To:** CJ Carter <[cjcarter@fwps.org](mailto:cjcarter@fwps.org)>  
**Subject:** MEMBER REQUEST

Another request

Jessie Michaels from Chimacum School District is asking the following:

We have always required our overnight chaperones (volunteers) to be fingerprinted prior to an overnight trip. With OSPI unable to conduct volunteer fingerprinting we are curious as to what other districts are doing to ensure safety of their students.

Please send your response directly to: [jessie\\_michaels@csd49.org](mailto:jessie_michaels@csd49.org)

Also, cc your response to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

---

This email was sent to [cjcarter@fwps.org](mailto:cjcarter@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

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**From:** [Charissa Peterson](#) on behalf of [Charissa Peterson <cpeterso@fwps.org>](#)  
**To:** [jessie\\_michaels@csd49.org](mailto:jessie_michaels@csd49.org)  
**Cc:** [CJ Carter](#); [cleonard@wspa.net](mailto:cleonard@wspa.net); [Moni Tuputala](#)  
**Subject:** RE: 2/22- FW: MEMBER REQUEST  
**Date:** Thursday, February 23, 2017 10:52:45 AM

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Thank you,

*Charissa Peterson*

Human Resources Help Desk

Federal Way Public Schools

(253)945-2073

[Click here to learn about FWPS Career Opportunities](#)



---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [<mailto:waspa@memberclicks-mail.net>]  
**Sent:** Friday, February 17, 2017 8:06 AM  
**To:** CJ Carter <[cjcarter@fwps.org](mailto:cjcarter@fwps.org)>  
**Subject:** MEMBER REQUEST

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Please send your response directly to: [jessie\\_michaels@csd49.org](mailto:jessie_michaels@csd49.org)

Also, cc your response to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

---

This email was sent to [cjcarter@fwps.org](mailto:cjcarter@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

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**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**Subject:** Today's advisory room?  
**Date:** Sunday, February 26, 2017 9:17:27 AM

---

Good morning Jane,  
Just arrived and checked in to my room. What room are we meeting in at 10:30?

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)



**From:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**To:** [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [kellyg@wapatosd.org](mailto:kellyg@wapatosd.org);  
[gavigan@riverview.wednet.edu](mailto:gavigan@riverview.wednet.edu); [jhodson@fwps.org](mailto:jhodson@fwps.org); Linda Krininger; [lmctay@cloverpark.k12.wa.us](mailto:lmctay@cloverpark.k12.wa.us);  
[ellyn.papenfuse@vansd.org](mailto:ellyn.papenfuse@vansd.org); [cs Sheridan@asd103.org](mailto:cs Sheridan@asd103.org); [steinerjk@mukilteo.wednet.edu](mailto:steinerjk@mukilteo.wednet.edu); [cstolz@everettsd.org](mailto:cstolz@everettsd.org)  
**Cc:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** Advisory Committee Meeting Minutes  
**Date:** Sunday, February 26, 2017 12:59:34 PM  
**Attachments:** [AdvisoryMeetingMinutes 2.26.17.docm](#)

---

All:

Attached are the advisory committee meeting minutes from today's meeting. Please let me know if you have any recommended corrections or changes and I will then send to the Board.

Thank you for attending. I hope you all enjoy the conference!

Jane Rausch  
HELP Coordinator

February 26, 2016

#### HELP Advisory Committee Meeting

Present: Jane Rausch, Connie Sheridan, Janet Hodgson, Sonja Brown, Ellyn Papenfuse, Debby Carter, Kelly Garza

- Melissa Mecham from CityU gave an introduction to BlackBoard and grading. A handout was provided for resetting your password, help center, and accessing and grading in BlackBoard. Melissa will follow up with an electronic copy of the directions to advisory members this week.
- Grading Protocol: Jane will designate three advisory members to grade each session of HELP. Each advisory member will have designated participants whose reports they will review. Jane will go in and provide the final grade for each participant.
- The deadline for participants to submit reports will be August 31<sup>st</sup> of that year.
- Jane provided instruction on APA writing. The Purdue OWL sample of an APA report was provided as a reference. Additionally, each advisory member was given a folder with the required assignments for each level of HELP.
- Spring HELP Session – April 17, 2017
  - Job Descriptions
    - HELP I & II Morning Session – Job Descriptions as they relate to worker's compensation/light duty and using job descriptions for plans of improvement for evaluative concerns.  
Kurt Schonberg (Oak Harbor School District)
    - HELP I, II & III Afternoon Session – Job Descriptions: understanding, creating and using for classification purposes, wages and postings.  
Darrell Heisler (Sedro-Woolley School District)
    - HELP III Morning Session – Eight participants, four topics. Advisory members willing to attend and evaluate presentations: Janet Hodgson, Connie Sheridan, Ellyn Papenfuse, and Carol Stolz
    - WSPA members will be invited to attend for a registration fee of \$150
    - Jane will work with Jennifer to open up registration next week.
- Summer HELP Session – April 17, 2017
  - Summer Keynote:
    - Caprice Hollins (handout) Cultural Competence: Addressing Race Relations in the 21<sup>st</sup> Century
    - Caprice charges \$3500 for her presentation. Jane will make a recommendation to the Board.
    - WSPA will open registration up to members to attend for a fee.
    - Jane will work with Jennifer to advertise with districts.
  - All presenters have been confirmed for HELP and Boot Camp with the exception of one session.

- Courses changes for the 2017-2018 HELP Session include Equity and Civil Rights (HELP III) and School Employee Mandatory Training and Licensing (HELP II).
  - Equity and Civil Rights will be presented by OSPI Equity and Civil Rights Office.
  - School Employee Mandatory Training and Licensing – Connie recommended Amber at Risk Managements. Debby also suggested Patterson, Buchanan or Curtis Leonard. Additionally, Connie stated her district set up a spreadsheet of trainings and their frequency, and said she will share that with the committee.
- Marketing/advertising HELP and Boot Camp
  - WSPA hired Michelle De Monnin to take photos and develop brochures and floor displays for these programs.
  - The brochures will be handed out at the vendor table for the annual conference. Brochures were provided to each advisory member. The response was positive!
  - Jane stated she will draft a letter for Curtis to be mailed this spring to each school district, along with the new brochures, introducing both HELP and Boot Camp, and encouraging participation.
- Double Tree – the rates for next year are \$199/night. This is an increase over last year of \$10/night. Jane checked with other hotels in the area that may be able to accommodate HELP at a better rate, but those that were checked could not accommodate the keynote participation or the Thursday evening banquet.
- Suggested topics for future HELP Sessions: Connie made the recommendation to address the topic of transgender accommodations, whether on-site or event travel.
- Due to the Easter holiday on April 16<sup>th</sup>, there will be no advisory committee meeting prior to the spring session.

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [admin@wspsa.net](#)  
**Subject:** HELP awards  
**Date:** Thursday, March 2, 2017 4:39:14 PM

---

Jennifer

I recall it was announced at the banquet that Leisha Turner from Puyallup was a recipient of the scholarship from HELP. However, I also recall the announcement stating Region 3, and Puyallup is Region 4. Can you clarify if it is Leisher Turner in Puyallup? She is my mentee and I want to congratulate her.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

**From:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**To:** [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [jhodson@fwps.org](mailto:jhodson@fwps.org); [cs Sheridan@asd103.org](mailto:cs Sheridan@asd103.org)  
**Cc:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** HELP I Portfolio Review  
**Date:** Tuesday, March 7, 2017 1:14:54 PM

---

All:

The three of you have been assigned to review the HELP I portfolios. I have divided them up as follows for you:

Sonja:

Carol Bailie  
Leesa Bowie  
Heather Crail  
Debbie Greenlund  
Angela Huffman  
Amy Hurd

Janet:

Janie Mata  
Katie O'Brien  
Dawna Phillips  
Brittney Richter  
Kayla Robbins

Connie:

Barbara Schmitten  
Leisha Turner  
Sandy Weymouth  
Sherrie Wilcox

Thank you again for all your help.

Jane Rausch  
HELP Coordinator

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [jrausch@wspa.net](#); [sonjabrown@sequim.k12.wa.us](#); [csheridan@asd103.org](#)  
**Cc:** [admin@wspa.net](#)  
**Subject:** RE: HELP I Portfolio Review  
**Date:** Tuesday, March 7, 2017 9:51:11 PM

---

Question, can we see them in the system now? If we find documents in the system, can we start evaluating them?

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [jrausch@wspa.net](mailto:jrausch@wspa.net) [mailto:[jrausch@wspa.net](mailto:jrausch@wspa.net)]  
**Sent:** Tuesday, March 7, 2017 1:15 PM  
**To:** [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>; [csheridan@asd103.org](mailto:csheridan@asd103.org)  
**Cc:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** HELP I Portfolio Review

All:

The three of you have been assigned to review the HELP I portfolios. I have divided them up as follows for you:

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Angela Huffman  
Amy Hurd

Janet:  
Janie Mata  
Katie O'Brien  
Dawna Phillips  
Brittney Richter  
Kayla Robbins

Connie:  
Barbara Schmitten  
Leisha Turner

Sandy Weymouth  
Sherrie Wilcox

Thank you again for all your help.

Jane Rausch  
HELP Coordinator

**From:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** Washington Educator Career Fair Spokane -- Vendor Information  
**Date:** Thursday, March 9, 2017 5:27:06 PM  
**Attachments:** [WECF 2017 Spokane Booth Brochure\\_FINAL MARCH 9 2017.pdf](#)  
[WECF 2017 Spokane Floor Map.pdf](#)  
[WECF 2017 Updated Recruiter Handbook.pdf](#)

---

Hello,

Thank you for registering to attend the Washington Educator Career Fair – Spokane. We hope you will find it to be a meaningful and productive day.

**Washington Educator Career Fair – Spokane**

**March 15, 2017**

**9:00 am – 2:00 pm**

**Spokane Convention Center**

Booth assignments

- The final booth assignments and floor plan are attached for your review

Conference Hours

- The fair will open to the public at 9:00 am and close at 2:00 pm

Loading and Unloading

- Unloading may only take place the morning of the event and will begin at 7:30 am. For a printable map of the Spokane Convention Center loading area, please visit:  
<http://www.spokanecenter.com/documents/directions-loading.pdf>
- Please review the attached recruiter handbook for detailed loading/unloading instruction.

Driving Directions and Parking:

- Driving directions and parking information may be found here:  
<http://spokanecenter.com/directions-and-parking/>

Recruiter Handbook

- Please see the attached recruiter handbook for information regarding event coordination, signage, booth size, unloading/loading instruction, etc.

Vendor Lunch

- Your registration includes two meal tickets *per purchased booth* (for example – if you purchased a double booth, you will receive four lunch tickets. A triple booth receives six lunch tickets, and a quad booth eight.) Additional meal tickets are available for purchase for \$12.50 each.
- The vendor lunch will be available from 11:00 – 1:00 pm. There will be curtained off seating just past the interview booths.
- Please work with your team to stagger lunches to ensure booth coverage throughout the day. We ask that you please not leave your booth unattended if at all possible. We would like



our candidates to have the maximum opportunity to meet with districts, and for our districts to have the maximum opportunity to connect with the right candidates! Thank you in advance for your cooperation.

We look forward to having you join us in Spokane. Please let us know if you have any additional questions or concerns.

Thank you,

Jennifer Tottenham

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspa.net/>



# WASHINGTON EDUCATOR Career Fair

*A career fair for teachers and administrators.*



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**PEMCO INSURANCE and**



## **ORGANIZATIONS/GOVERNMENT**

OSPI—Booth 1  
WA Air National Guard—Booth 2  
WA Education Association—Booth 3

## **COLLEGES**

Antioch University Seattle—Booth 4  
Eastern Washington University—  
Booth 5  
Gonzaga University—Booth 6  
Northeastern University Seattle —  
Booth 9  
Northwest University — Booth 10  
Washington State University—  
Booth 11  
WGU Washington — Booth 12

## **ALASKA**

Bering Strait School District — Booth 13  
North Slope Borough — Booth 14  
Northwest Arctic Borough — Booth 15

## **ARIZONA**

EAGLE College Preparatory Schools—  
Booth 16  
Glendale Elementary School District—  
Booth 17  
Tucson Unified School District—Booth  
39

## **CALIFORNIA**

Del Norte Unified School District —  
Booth 18  
Franklin-McKinley School District —  
Booth 19  
Jurupa Unified School District — Booth  
20  
Kern High School District — Booth 21  
Morongo Unified School District –  
Booths 25, 26  
Palm Springs Unified School District —  
Booth 22

## **CALIFORNIA, continued**

Salinas Union High School District —  
Booth 23  
Silver Valley Unified School District —  
Booth 24

## **IDAHO**

Boundary County School District —  
Booth 30  
St. Maries Joint School District —  
Booth 31  
West Ada School District — Booths  
27, 28, 29

## **NEVADA**

Academica Nevada Charter Schools —  
Booths 35, 36  
Churchill County School District —  
Booth 37  
Clark County School District — Booth  
38

## **NEW JERSEY**

Sterling Education — Booth 32

## **UTAH**

Logan City School District — Booth 34

## **OREGON**

Hermiston School District — Booth 43  
Milton-Freewater Unified School Dis-  
trict — Booth 44  
Salem-Keizer School District — Booth  
45  
Umatilla School District — Booth 46

## **INTERNATIONAL**

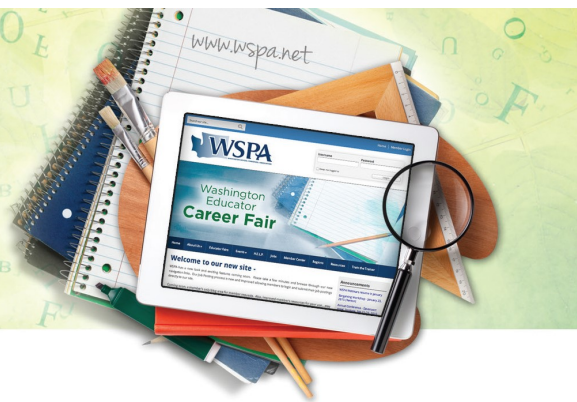
Maple Leaf Education —Booth 40  
Network of International Christian  
Schools — Booth 41  
Universal American School Kuwait —  
Booth 42

## **WASHINGTON**

Anacortes—Booth 179  
Auburn — Booth 178  
Bellevue — Booths 176, 177  
Bethel — Booth 175  
Bickleton — Booth 174  
Brewster — Booth 173  
Bridgeport — Booth 172  
Castle Rock — Booth 171  
Central Kitsap — Booths 164, 165  
Central Valley –Booths 166, 167, 168,  
169  
Cheney — Booths 162, 163  
Chief Leschi—Booths 159, 160  
Clarkston — Booth 158  
Clover Park — Booths 156, 157  
Colfax — Booth 155  
College Place — Booths 152, 153  
Cusick — Booth 154  
Dayton — Booth 149  
Diocese of Spokane Catholic  
Schools—Booth 148  
East Valley School District # 90—  
Yakima — Booths 150, 151  
East Valley School District—Spokane  
Booths 146, 147  
Ephrata — Booth 145  
ESD 113/Public Schools Personnel  
Cooperative — Booth 144  
Evergreen — Booths 138, 139  
Federal Way — Booths 140, 141

# WASHINGTON EDUCATOR Career Fair

*A career fair for teachers and administrators.*



## **WASHINGTON (continued)**

Goldendale — Booth 143  
Grand Coulee Dam — Booth 142  
Grandview — Booth 135  
Green Dot Public Schools Washington — Booth 134  
Highland — Booth 133  
Issaquah — Booths 136, 137  
Kelso — Booth 132  
Kennewick — Booths 130, 131  
Kent — Booth 129  
Lake Washington — Booths 127, 128  
Lind-Ritzville Cooperative Schools—Booths 124, 125  
Longview — Booths 122, 123  
Manson — Booth 121  
Medical Lake — Booth 120  
Mercer Island — Booth 119  
Monroe — Booth 118  
Moses Lake—Booths 116, 117  
Mt. Adams — Booth 115  
Muckleshoot Tribal School — Booth 114  
Mukilteo — Booths 111, 112, 113  
Naches Valley — Booth 110  
Newport — Booth 109  
Nine Miles Falls — Booth 108  
North Central ESD — Booth 107  
North Franklin — Booth 106  
North Kitsap — Booth 105  
Northshore — Booth 103  
Okanogan — Booth 102  
Omak — Booth 101  
Oroville — Booth 100  
Othello — Booth 99  
Pasco — Booths 96, 97  
Peninsula — Booth 94  
PRIDE Prep Schools — Booth 93  
Prosser — Booth 92  
Pullman — Booth 91

## **WASHINGTON , continued**

Quileute Tribal School — Booth 90  
Quincy Valley — Booth 89  
Quincy — Booths 85, 86  
Ridgefield — Booth 88  
Riverside — Booth 87  
Royal — Booth 84  
Sedro-Woolley — Booth 83  
Selah — Booth 82  
Selkirk — Booth 80  
Shelton — Booth 79  
Snohomish — Booth 78  
Snoqualmie — Booths 76, 77  
Soap Lake — Booth 70  
South Kitsap — Booth 69  
Spokane — Booths 72, 73, 74, 75  
Sumner — Booth 68  
Sunnyside — Booth 67  
Tahoma — Booths 65, 66  
Tonasket — Booth 62  
Tukwila — Booth 61  
University Place — Booth 60  
Valley —Booth—71  
Vancouver — Booths 63, 64  
Wahluke — Booth 59  
Walla Walla — Booth 58  
Wapato — Booth 57  
Warden — Booth 56  
Washington School for the Blind — Booth 55  
Waterville — Booth 52  
West Valley # 363 Spokane — Booths 53, 54  
West Valley # 208 Yakima — Booth 51  
White River — Booth 50  
Wilson Creek — Booth 49  
Yelm — Booth 48

## **INTERVIEW BOOTHS**

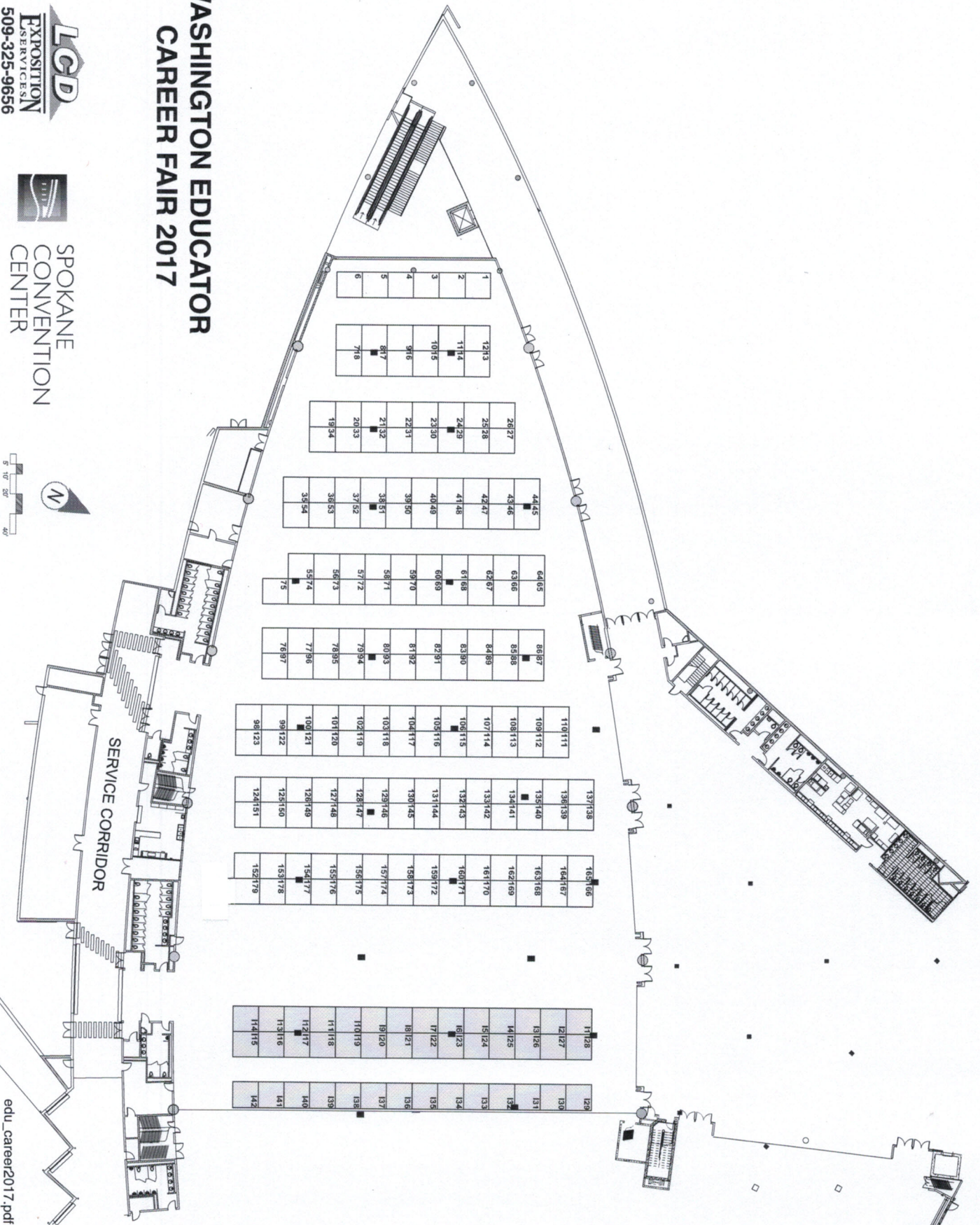
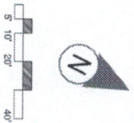
Academica Nevada Charter Schools—11  
Bellevue—12  
Bering Straight—13  
Bethel—14  
Central Kitsap — 15, 16  
Central Valley — 17, 18, 19, 110  
Chief Leschi — 111, 112  
Clover Park—113, 114  
East Valley # 90 Yakima—115  
Gallup McKinley — 116, 117  
Kelso — 118  
Lake Washington —119  
Logan City School District -120, 121  
Longview—122, 123  
Moses Lake — 124  
Mukilteo—125  
North Franklin—126  
North Slope Borough—127  
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Palm Springs Unified — 130, 131  
PRIDE Prep Schools—132  
Snohomish—133  
Snoqualmie—134, 135  
Soap Lake—136  
Sumner —137  
Tahoma —138  
West Ada —139  
West Valley 208 Yakima—140  
West Valley 363 Spokane —141



# WASHINGTON EDUCATOR CAREER FAIR 2017



SPOKANE  
CONVENTION  
CENTER





# Washington Educator Career Fair 2017 Recruiter Handbook

Presented by:  
Washington School Personnel Association

Washington School Personnel Association  
PO Box 1600  
Anacortes, WA 98221  
Phone: 360-825-1415 / Fax: 253-736-0333  
Email: [admin@wspa.net](mailto:admin@wspa.net)  
Contact: Jennifer Tottenham, WSPA Program Coordinator



# **Vendor/Booth Pricing**

## **Spokane Career Fair Single Exhibitor Booth Pricing**

- \$175 College, University, or Washington Governmental Agency
- \$250 Washington ESD
- \$225 Washington District up to 1,000 students
- \$250 Washington District 1,001 to 2,500 students
- \$325 Washington District 2,501 to 10,000 students
- \$400 Washington District over 10,000 students
- \$500 Out-of-state District or other agency

## **Spokane Career Fair Booth Upgrades**

- Double booth: \$175
- Triple booth: \$350
- Quad booth: \$525
- Interview booth: \$100 each

## **Tacoma Career Fair Single Exhibitor Booth Pricing**

- \$225 College, University, or Washington Governmental Agency
- \$300 Washington ESD
- \$275 Washington District up to 1,000 students
- \$300 Washington District 1,001 to 2,500 students
- \$375 Washington District 2,501 to 10,000 students
- \$450 Washington District over 10,000 students
- \$550 Out-of-state District or other agency

## **Tacoma Career Fair Booth Upgrades**

- Double booth: \$200
- Triple booth: \$400
- Quad booth: \$600
- Interview booth: \$100 each

10% discount provided for attending both fairs. Please use promo code WECF2017 at checkout.  
Register online at: <http://www.wspa.net/washington-educator-career-fairs>



## Career Fair Booth Hours and Information

Please note the fair hours. These hours have been established by WSPA in an effort to meet the needs of the candidates as well as participating districts and colleges.

9:00 a.m. to 2:00 p.m. – Spokane

9:00 a.m. to 3:00 p.m. – Tacoma

- We encourage you to have a representative at your booth during all fair hours. Many candidates travel considerable distances, or take leave from work to attend and may not arrive until near the end of the day. We stress the importance of having a representative available to meet all candidates throughout the day.
- Check your loading and unloading instructions for times available for set up of your booth.
- Complimentary coffee and refreshments will be available provided by PEMCO and Inspirus Credit Union. We encourage you to stop and thank their representatives for this generous service to our attendees.
- Please keep your booth, display, and staff intact and functioning until the closing time.
- **Please note: *Insurance requirements at both the Spokane Convention Center and the Tacoma Dome PRECLUDE the use of moving carts and pull carts during the stated operating hours of the Fair.*** Districts that choose to depart the venue floors prior to the stated closing time will need to be prepared to hand carry their displays and materials from the venue.

## **Facilities, Signs, Displays and Materials**

- Each single booth will be provided with a curtained 9 or 10x10 booth, an 8 foot linen draped table, two chairs and a sign with your district's name.
- Standard 5 amp electrical is also included.
- For additional chairs, tables, accessories please refer to the *Event Coordinator* section of this booklet.
- Posters, pictures and other display materials may be placed on the table, on a stand provided by your school, or they may be attached to the backdrop within the confines of your booth.
- There are no printing facilities on-site. Please plan to bring an adequate supply of printed materials for attendees.
- Districts planning to mail materials to the fair locations in advance of the events should contact the *Event Coordinator* whose information is contained in the booklet.



## Tacoma Dome Arena: Loading and Unloading Information

- Loading and unloading will be at the entrance across from the F lot and will begin at 7:30 a.m. the day of the fair
- Parking Passes can be used for the F and G Lots only.
- You will receive 2 passes per booth purchased.
- Parking passes will be emailed to the contact name on the registration prior to the fair. If you do not receive your passes via email please contact [admin@wspace.net](mailto:admin@wspace.net)
- There is additional pay parking available in Lot A.

### MAP TO THE TACOMA DOME



# **Tacoma Dome Driving Directions**

## **Traveling South on I-5**

- Exit 135- Follow the off-ramp towards Portland Avenue. Follow 27th (Bay Street) across Portland Avenue as it turns into Wiley Avenue. Take a right on McKinley Avenue and look for the entrance into the Tacoma Dome parking lots.
- Exit 133- Follow the "City Center" off-ramp, veering right towards "East 26th St Tacoma Dome." Turn right on E 26th Street. Look for the entrance to Tacoma Dome Parking Lots on 26th or turn right on D Street for more parking.

## **Traveling North on I-5**

- Take exit 133. Follow the off-ramp to East 26th Street. Take a right onto East 26th Street. Tacoma Dome signs will direct you to turn right onto C Street to enter the Tacoma Dome parking lots.

## **From Downtown Tacoma**

- Take Pacific Avenue Southbound. Turn left onto East 26th Street. Follow East 26th Street to C Street. Turn right onto C Street to enter the Tacoma Dome parking lots.

## **Public Transportation**

- The Tacoma Link connects the Tacoma Dome Station (a regional hub for bus and commuter train service) with downtown Tacoma's museums, restaurants, retail and more. For more information please visit [www.soundtransit.org](http://www.soundtransit.org) or call (800) 201-4900. For specific Pierce Transit route and schedule information, please visit them online at [www.piercetransit.org](http://www.piercetransit.org) or call Pierce Transit at (253) 581-8000.

# Tacoma Dome Internet Information

## Hard Line Internet or Phone Line Orders

To order a hard line internet drop or phone line anywhere in the building, you will need to schedule this through an outside contractor. You may choose any provider you want for internet or phone service. Please try to order the lines as soon as possible prior to your event, and schedule the installation for the event load-in day.

One option would be Century Link at (855) 891-4083.

## Tacoma Dome Wi-Fi Service

The Tacoma Dome offers complimentary Wi-Fi to all guests. Guests only need to connect to DomePublic to use this service. Dome-Public has a variable level of bandwidth associated with it and has no guarantee of upload or download speeds available.

Should an event want a dedicated level of up/download speeds they should consider one of two options:

- Access to SSID Dome-BOH: This password protected option provides 10 or 20 Mbps up/down speeds to events that are only concerned about a reliable, dedicated service. The password will be given to event planner to distribute to attendees. Billing will be based on the number of unique devices associated with this SSID.

Speed	Number of Devices				
	100 or less	101-250	251-450	451-650	651+
10 Mbps	\$450	\$600	\$900	\$1800	\$3500
20 Mbps	\$700	\$1000	\$1400	\$2800	\$4800

- Customized SSID and Portal: A client determined SSID will direct guests to a customized portal with client provided background will prompt guest to enter a client determined password. The password will be given to event planner to distribute to attendees. Billing will be based on the number of unique devices associated with this SSID.

Speed	Number of Devices				
	100 or less	101-250	251-450	451-650-	651+
10 Mbps	\$900	\$1200	\$1800	\$3600	\$7000
20 Mbps	\$1400	\$2000	\$2800	\$5600	\$9600
Faster speeds may be available with prior arrangements					

The quality and condition of individual wireless devices varies so widely that the Tacoma Dome cannot guarantee the connectivity of every single device and every attendee. Limited support through our wireless provider is available should a guest experience difficulty connecting.

If a guest or vendor need assistance with connecting to the building's Wi-Fi, they can call Mobilitie's 24 hour service line at 877-283-4114. Mobilitie will help our guests troubleshoot connectivity issues.

## **Spokane Convention Center: Loading and Unloading Information**

- The Fair is being staged in the Exhibition Hall
- **Loading /unloading may only take place the morning of the Fair beginning at 7:30 a.m.**
- For a printable map of the loading area, please visit:  
<http://spokanecenter.com/loading-and-unloading/>

### **Exhibition Hall Loading Area Directions**

#### **From I-90**

- From I-90 use Hamilton St. Exit #282
- Go North 1 mile
- Turn left on E. Mission Avenue
- Go West for 0.7 miles
- Turn left on N. Division Street
- Go South for 0.8 miles
- Enter off N. Division Street on the Northeast corner of the building

# **Spokane Convention Center Driving Directions**

## **From Spokane International Airport and Points East**

- Take Airport Drive east to Spokane to Interstate 90 exit.
- East on Interstate 90 to exit number 281 North Division (City Center). North on Division approximately seven blocks. Left or west on Trent Avenue (which becomes Spokane Falls Blvd.) to Spokane Center.

## **From Points West**

- West on Interstate 90 to Exit 281 (North Division). North on Division approximately seven blocks. Left or west on Trent Avenue (which becomes Spokane Falls Blvd.) to Spokane Center.

## **From Points South (Pullman)**

- North on Highway 195 to Interstate 90 to Exit 281 (City Center). North on Division approximately seven blocks. Left or west on Trent Avenue (which becomes Spokane Falls Blvd.) to Spokane Center.

## **From Points North**

- South on Highway 395 which comes into Spokane on Division Street. Immediately after you cross the river, the arterials jogs west on Spokane Falls Blvd. and then south on Browne. After jogging west, stay in right lane and continue west on Spokane Falls Blvd. to Spokane Center (one block).

## Hotel and Lodging Information

### Tacoma Lodging

- The Best Western Tacoma Dome Hotel is our recommended hotel for this event.
- Best Western Tacoma Dome Hotel
  - Reservations: 1-800-780-7234
  - Website: <http://www.bestwesterntacomadome.com/>
  - 2611 East E Street, Tacoma, Washington 98421-1225
  - Phone: 253-272-7734

### Spokane Lodging

- We recommend three hotels in the Spokane Convention Center area:
- Doubletree Hotel at Spokane City Center
  - Reservations: 1-509-455-9600
  - Website: <http://doubletree3.hilton.com/en/hotels/washington/doubletree-by-hilton-hotel-spokane-city-center-SPCC-DT/index.html>
  - 322 North Spokane Falls Court, Spokane, WA 99201
- Red Lion Hotel at the Park
  - Reservations: 1-509-326-800
  - Website: <https://www.redlion.com/park-spokane>
  - 303 W. North River Drive, Spokane, WA 99201
- Davenport Hotel
  - Reservations: 800-899-1482
  - Website: <http://www.davenporthotelcollection.com/>
  - 10 South Post Street, Spokane, WA 99201

## **Event Coordinator Information**

### **Tacoma Event Coordinator: Grand Event Rentals**

- **Grand Event Rentals will be the event coordinator for the Tacoma Dome event.**
- Please contact Grand Event Rentals for any additional items needed such as shipping, carpet, etc.
- **Grand Event Rentals**
  - Phone: 425-462-7368
  - Website: <http://grandeventrentalswa.com/>
  - 22029 23<sup>rd</sup> Drive SE, Ste. 105, Bothell, WA 98021 (new location as of November 2016)

### **Spokane Event Coordinator: LCD Exposition Services**

- **LCD Exposition Services will be the event coordinator for the Spokane event.**
- Please contact LCD Exposition Services for any additional items needed such as shipping, carpet, etc.
- **LCD Exposition Services**
  - Phone: 509-325-9656
  - Website: <http://lcdexpo.com/>
  - PO Box 4487, Spokane, WA 99220

# Frequently Asked Questions

## What is Included in each Booth Purchase?

- A single booth is 9X10 in Spokane and 10x10 in Tacoma. This includes one 8 foot table, 2 chairs, and a sign with your district's name on it.

## What about electricity?

- Your booth purchase includes a 5 amp electrical supply.

## What about internet?

- The Spokane Convention Center and the Tacoma Dome Arena now both provide free Wi-Fi

## Parking?

- The Spokane Convention Center offers paid parking at the facility.
- If you register to attend the Tacoma Fair you will receive an email with 2 parking passes per booth purchased. The Tacoma passes are sent out 1 week prior to the fair.

## What if I need photocopies?

- **We do not have a way to make photocopies for the recruiters on the day of the event.** We suggest that you bring plenty of copies.
- Spokane has a FedEx Kinkos directly across the street from the Convention Center.
- The Tacoma Expo Hall does not have easy access to any local copy businesses.

## Name badges:

- The Washington Educator Career Fair does not provide name badges for recruiters, however we would be happy to print one for you when you arrive at the Fair. If you require a name badge please visit the registration table.

## Is a recruiter required to check-in upon arrival?

- No. If you know your booth number you may go directly to your booth upon arrival.

## Food at the event

- Pastries and coffee are provided free of charge at the event.
- Lunch tickets are provided with your booth purchase (two tickets per booth). Lunch will be provided at both events for recruiters.
- Recruiters may also purchase snacks or meals at the concession stands or nearby restaurants.



**Cancellation Policy:** All refund request must be received prior to March 1st and must be received in writing via email to [admin@wspsa.net](mailto:admin@wspsa.net).

## Recruiting and Event Planning Suggestions

- Post ALL staffing needs at the Fair – include definite vacancies, administrator vacancies, classified vacancies, anticipated vacancies, and anticipated areas of shortage.
- Bring a variety of materials to showcase your district: a map with your location, information about your community, curriculum guides, photos of schools and events – share with candidates what it would be like to live and work in your district.
- Arrive on time and plan to stay until the very end. Many of our candidates travel considerable distances to attend and may not arrive until the end of the day. Please plan coverage for your booth throughout the day so that you do not miss an opportunity with a highly qualified and enthusiastic candidate.
- Please bring more printed material that you think you need – we do not have the ability to make more copies onsite! Please bring an adequate amount of applications, brochures, and any other handouts you would like to share.
- Keep a record of candidates who come to your booth. WSPA will provide a list of all attendees following the events, but it helpful to document those candidates and pertinent information for your reference. Consider tracking names, endorsements, schools attended, and any other helpful information for your district use.
- Be clear about what actions candidates need to take in order to follow-up their interest in your district. Many candidates have not attended a career fair before and will appreciate your guidance and clear next steps. We want you to be able to make true connections with our candidates.
- Best of luck with your recruiting! Please do not hesitate to let us know how we can best serve you and your district. Your feedback is welcomed and appreciated. Please contact us at: [admin@wspsa.net](mailto:admin@wspsa.net)

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [goekel@comcast.net](#)  
**Cc:** [cleonard@wspsa.net](#)  
**Subject:** Medical Marijuana  
**Date:** Friday, March 10, 2017 7:43:24 AM

---

Question: Doesn't WSPA take any stand on issues that would have a negative effect on the school environment by, at the very least, reminding members to contact their representatives in WA State Government to vote against a bill?

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

**From:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org); [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [csheridan@asd103.org](mailto:csheridan@asd103.org)  
**Cc:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** Re: HELP I Portfolio Review  
**Date:** Monday, March 13, 2017 2:51:56 PM

---

Yes!

---

**From:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Sent:** Tuesday, March 7, 2017 9:51:11 PM  
**To:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net); [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [csheridan@asd103.org](mailto:csheridan@asd103.org)  
**Cc:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** RE: HELP I Portfolio Review

Question, can we see them in the system now? If we find documents in the system, can we start evaluating them?

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net) [<mailto:jrausch@wspsa.net>]  
**Sent:** Tuesday, March 7, 2017 1:15 PM  
**To:** [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>; [csheridan@asd103.org](mailto:csheridan@asd103.org)  
**Cc:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** HELP I Portfolio Review

All:

The three of you have been assigned to review the HELP I portfolios. I have divided them up as follows for you:

Sonja:  
Carol Bailie  
Leesa Bowie  
Heather Crail  
Debbie Greenlund  
Angela Huffman  
Amy Hurd

Janet:  
Janie Mata  
Katie O'Brien

Dawna Phillips  
Brittney Richter  
Kayla Robbins

Connie:  
Barbara Schmitten  
Leisha Turner  
Sandy Weymouth  
Sherrie Wilcox

Thank you again for all your help.

Jane Rausch  
HELP Coordinator

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**Subject:** RE: HELP I Portfolio Review  
**Date:** Monday, March 13, 2017 8:52:02 PM

---

Thank you.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [jrausch@wspa.net](mailto:jrausch@wspa.net) [mailto:[jrausch@wspa.net](mailto:jrausch@wspa.net)]  
**Sent:** Monday, March 13, 2017 2:52 PM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>; [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [cs Sheridan@asd103.org](mailto:cs Sheridan@asd103.org)  
**Cc:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** Re: HELP I Portfolio Review

Yes!

---

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**Sent:** Tuesday, March 7, 2017 9:51:11 PM  
**To:** [jrausch@wspa.net](mailto:jrausch@wspa.net); [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [cs Sheridan@asd103.org](mailto:cs Sheridan@asd103.org)  
**Cc:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: HELP I Portfolio Review

Question, can we see them in the system now? If we find documents in the system, can we start evaluating them?

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [jrausch@wspa.net](mailto:jrausch@wspa.net) [mailto:[jrausch@wspa.net](mailto:jrausch@wspa.net)]  
**Sent:** Tuesday, March 7, 2017 1:15 PM  
**To:** [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>; [cs Sheridan@asd103.org](mailto:cs Sheridan@asd103.org)  
**Cc:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** HELP I Portfolio Review

All:

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as follows for you:

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Leesa Bowie

Heather Crail

Debbie Greenlund

Angela Huffman

Amy Hurd

Janet:

Janie Mata

Katie O'Brien

Dawna Phillips

Brittney Richter

Kayla Robbins

Connie:

Barbara Schmitten

Leisha Turner

Sandy Weymouth

Sherrie Wilcox

Thank you again for all your help.

Jane Rausch

HELP Coordinator

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [lmcginnis@ptschools.org](#)  
**Cc:** [cleonard@wspsa.net](#)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, March 17, 2017 9:28:22 AM

---

We would just post two job descriptions but state in the posting it was .4 Teacher/.6 Counselor

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](#)

---

**From:** [waspa@memberclicks-mail.net](#) [mailto:[waspa@memberclicks-mail.net](#)]  
**Sent:** Friday, March 17, 2017 8:14 AM  
**To:** Janet Hodson <[jhodson@fwps.org](#)>  
**Subject:** MEMBER REQUEST

Laurie McGinnis from Port Townsend School District asks the following:

I need examples of a teaching position that is combined with counseling. We are planning on posting a .6 FTE Counselor position combined with a .4 FTE Teacher position. Does anyone have anything like that out there?

Please send your responses directly to: [lmcginnis@ptschools.org](#)

Also, cc your responses to: [cleonard@wspsa.net](#)

Thanks,

Curtis

---

This email was sent to [jhodson@fwps.org](#) by [cleonard@wspsa.net](#)

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United States

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**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [CynthiaMcVeigh@sjisd.wednet.edu](#)  
**Cc:** [cleonard@wspa.net](#)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, March 17, 2017 9:30:08 AM  
**Attachments:** [Director of Student Support Services 7.7.16 .docx](#)  
[DRAFT Executive Director of Student Support Services 12.15.16.docx](#)

---

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Friday, March 17, 2017 8:11 AM  
**To:** Janet Hodson <jhodson@fwps.org>  
**Subject:** MEMBER REQUEST

Happy Friday and Happy St. Patrick's Day!

A few WSPA member requests for your review:

Cynthia Luna McVeigh from San Juan Island School District salary information for a Special Education Program Director.

Please send your response directly to: [CynthiaMcVeigh@sjisd.wednet.edu](mailto:CynthiaMcVeigh@sjisd.wednet.edu)

Also, cc your response to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

---

This email was sent to [jhodson@fwps.org](mailto:jhodson@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

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**FEDERAL WAY  
PUBLIC SCHOOLS**

## **Position Description**

### **DIRECTOR OF STUDENT SUPPORT SERVICES**

#### **POSITION SUMMARY:**

This department provides support to students, families and staff in the following areas: Special Education, Title 1/LAP, ESL, Gifted and Talented Education, ECEAP, Headstart, Student Admissions, Re-entry, Counseling, Health Services, Section 504, and related at-risk programs. A major component of this position involves participation on the Superintendent's Management Team to help steward the District's strategic plan and provide leadership in achieving the District's goals.

#### **MAJOR RESPONSIBILITIES:**

##### **Leadership in Teaching and Learning:**

- Provide proactive leadership in identifying and supporting the needs of diverse learners within current and emerging district initiatives (e.g., choice, grade span expectations and assessment)
- Create and implement instructional/curricular options for diverse learners and evaluate their impact on student growth
- Identify, create and implement best practice strategies to challenge each student every day.
- Building capacity of all educators to support the needs of diverse learners through effective interdepartmental in-service opportunities.
- Manage and coordinate activities and projects of Special Education, Title1/LAP, ESL, Health Services, Counseling and at-risk projects.
- Coordinate Re-admission process.
- Coordinate and expand activities of gifted and high-end learners and early childhood programs.

##### **Compliance and Grants Management:**

- Ensure implementation of an effective compliance system in Special Education, Title 1/LAP, ESL, and other programs.
- Implement an automated recordkeeping/IEP/evaluation process.
- Ensure timely response to state and local grants and reporting requirements.
- Build capacity of buildings to handle issues at the building level.

##### **Leadership in Process Improvement and Projects:**

- Facilitate group process leading to recommendations for integrating services across departments and buildings.
- Plan, facilitate and implement process improvement activities across all programs.
- Plan, implement and evaluate projects in critical areas as identified.

##### **Leadership in Resource Allocation:**

- Develop and manage multiple budgets within a shared-resources model.
- Implement a needs-based formula for staffing across programs.
- Provide leadership in security local, state and national grants to maximize resources.
- Performs all other duties as assigned.

The preceding list of responsibilities is not exhaustive and may be supplemented as necessary.

JOB DESCRIPTION: Director of Student Support Services

**REQUIRED QUALIFICATIONS:**

**Education and Experience**

Master's Degree in Special Education or related area

Washington State Administrative Certificate

Three years teaching and/or administrative experience

**ADDITIONAL REQUIREMENTS:**

Experience in implementing best practices in program design and instructional strategies within general education environments

**PREFERRED QUALIFICATIONS:**

**CONDITION OF EMPLOYMENT:**

Valid Washington State Driver's License

Criminal background clearance

**KNOWLEDGE OF:**

Comprehensive knowledge of federal/state rules and regulations for special education and systems needed in this area

Knowledge of and/or experience with support programs: Title 1/LAP, ESL, Health Services, Counseling, Early Childhood, GATE and at-risk programs

**ABILITY TO:**

Facilitate groups towards consensus and closure

Support the needs of diverse learners within major district initiatives (e.g., grade span expectations, assessment)

Demonstrate skills in project management and planning for systems change

Demonstrate strengths in the areas of conflict management, negotiation, team building and working with families

Demonstrate high energy level and commitment to student growth

Demonstrate commitment to process improvement and shared resource allocation models

Communicate effectively with a range of stakeholders including public and private agencies and District departments, community, and others of diverse backgrounds, experience, and personalities

Strong problem solving skills, ability to analyze root causes and develop effective solutions as needed

Exceptional project management skills and an ability to balance big picture priorities with details

Organize and perform job responsibilities efficiently and independently without close supervision and able to pay strict attention to detail

Speak, read and follow written or verbal communications and demonstrate strong interpersonal skills

Practice effective safety and security within individual work routines

Develop and maintain positive customer relations with staff and service providers

Work collaboratively with District staff and promote teamwork with co-workers

Practice ethical and professional standards of conduct including the requirements of confidentiality

Relate effectively with parents, staff, students and the public in a multicultural and multiracial community

Perform job responsibilities with or without reasonable accommodations

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES RELATED TO CULTURAL COMPETENCE AND EQUITY:**

Knowledge/awareness of own cultural identity and how this influences behavior, and desire to learn about the cultural identity of others.

Ability to establish and nurture an environment that promotes cultural competence and equitable treatment of staff, students, and patrons of the District.

#### JOB DESCRIPTION: Director of Student Support Services

Ability to understand and hold self and others accountable for promoting the Federal Way Public Schools' commitment to "All Means All".

Ability to recognize that each person is a unique individual even as we celebrate their group cultural heritage.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate. Nights and Weekends may be required occasionally to meet job demands.

#### WORK SCHEDULE

This position is 12 months per year.

#### REPORTING RELATIONSHIP

Position reports to and is evaluated by the \_\_\_\_\_

#### REPRESENTATION

Non-Represented

#### LEVEL OF COMPENSATION

Non-Represented Salary Schedule, Director II

#### CLASSIFICATION HISTORY

Update 04/2016

#### DISCLAIMER

The preceding list is not exhaustive and may be supplemented as necessary. The statements contained herein reflect general details as necessary to describe the principal functions of this job, the scope of responsibility and the level of knowledge and skills typically required, but should not be considered an all-inclusive listing of work requirements, skills or duties so classified. All personnel may be required to perform duties outside their normal responsibilities from time to time as needed.

All employment open positions are made available on a nondiscriminatory basis without regard to race, color, creed, religion, sexual orientation, national origin, gender, age, disability or veteran status.

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*



**FEDERAL WAY  
PUBLIC SCHOOLS**

## Position Description

# **EXECUTIVE DIRECTOR OF STUDENT SUPPORT SERVICES**

### **POSITION SUMMARY:**

The Executive Director of Student Support Services is responsible for championing supports for all students in Federal Way Public Schools, ensuring that all scholars receive the guidance and help needed. The Student Support Services department provides support to students, families, and staff in the areas of Special Education, ECEAP, Head Start, Health Services, Section 504, and related at-risk programs. A major component of this position involves participation on the Superintendent's Leadership Team to help steward the District's strategic plan and provide leadership in achieving the District's goals.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Leadership in Teaching and Learning:**

- Provide proactive leadership in identifying and supporting the needs of diverse learners within current and emerging district initiatives (e.g., choice, grade span expectations and assessment)
- Create and implement instructional/curricular options for diverse learners and evaluate their impact on student growth
- Identify, create and implement best practice strategies to challenge each student every day.
- Build capacity of all educators to support the needs of diverse learners through effective interdepartmental in-service opportunities.
- Manage and coordinate activities and projects of Special Education, Health Services, and at-risk projects.
- Coordinate Re-admission process.
- Coordinate and expand activities of gifted and high-end learners and early childhood programs.

### **Compliance and Grants Management:**

- Ensure implementation of an effective compliance system in Special Education and other programs.
- Implement an automated recordkeeping/IEP/evaluation process.
- Ensure timely response to state and local grants and reporting requirements.
- Build capacity of buildings to handle issues at the building level.

### **Leadership in Process Improvement and Projects:**

- Facilitate group process leading to recommendations for integrating services across departments and buildings.
- Facilitate cross-boundary relationships between school sites and District departments to support the integration, effectiveness, and efficiency of academic and learning support, services, and resources to school sites and community partners.
- Develop and maintain data-driven standards to qualitatively and quantitatively measure and assess the programs, services, and community resources in the department.
- Plan, facilitate and implement process improvement activities across all programs.
- Provide leadership in the development and review of policies, systems, and procedures to provide effective and coordinated delivery of support services to all students.
- Plan, implement and evaluate projects in critical areas as identified.

## JOB DESCRIPTION: Executive Director of Student Support Services

### **Leadership in Resource Allocation:**

- Develop and manage multiple budgets within a shared-resources model.
- Implement a needs-based formula for staffing across programs.
- Provide leadership in securing local, state and national grants to maximize resources.
- Provide leadership to develop and secure new resources; develop and manage budgets; align and organize resources with department priorities; and create sustainable and equitable fiscal strategies and models that ensure the financial health of the office and its programs and services.
- Hire, supervise, evaluate, and hold accountable the performance and professionalism of assigned staff.
- Attend and/or participate in required District, Board, and committee meetings, and other activities as specific by assigned supervisor
- Prepare comprehensive, narrative, and statistical reports.
- Prepare and deliver clear and concise presentations to a variety of audiences.

### **REQUIRED QUALIFICATIONS:**

#### **Education and Experience**

Master's Degree in Special Education or related area

Washington State Administrative Certificate

Three years teaching and/or administrative experience

### **ADDITIONAL QUALIFICATIONS**

Demonstrated successful, recent leadership experience in a medium to large size school district or similar public educational institution, including significant experience with district-wide programs as a school administrator

Exceptional background in instructional pedagogy and leadership relative to the department's functions

Proven successful experience in implementing and directing a variety of large-scale instructional programs and/or operations in a medium/large district

Proven successful experience as a leader for equity and cultural responsive practices

### **PREFERRED QUALIFICATIONS:**

Doctorate in related field

Demonstrated successful experience serving as a cabinet-level administrator in a diverse school district

Five (5) years of successful principal experience

Five (5) years of successful experience as a central office administrator at the director and/or executive director level

Experience serving on a bargaining team

### **CONDITION OF EMPLOYMENT:**

Valid Washington State Driver's License

Criminal background clearance

### **KNOWLEDGE OF:**

Comprehensive knowledge of federal/state rules and regulations for special education and systems needed in this area

Knowledge of and/or experience with support programs: Title 1/LAP, ESL, Health Services, Counseling, Early Childhood, GATE and at-risk programs

### **ABILITY TO:**

Facilitate groups towards consensus and closure

Support the needs of diverse learners within major district initiatives (e.g., grade span expectations, assessment)

Demonstrate skills in project management and planning for systems change

## JOB DESCRIPTION: Executive Director of Student Support Services

Demonstrate strengths in the areas of conflict management, negotiation, team building and working with families

Demonstrate high energy level and commitment to student growth

Demonstrate commitment to process improvement and shared resource allocation models

Communicate effectively with a range of stakeholders including public and private agencies and District departments, community, and others of diverse backgrounds, experience, and personalities

Strong problem solving skills, ability to analyze root causes and develop effective solutions as needed Exceptional project management skills and an ability to balance big picture priorities with details

Organize and perform job responsibilities efficiently and independently without close supervision and able to pay strict attention to detail

Speak, read and follow written or verbal communications and demonstrate strong interpersonal skills

Practice effective safety and security within individual work routines

Develop and maintain positive customer relations with staff and service providers

Work collaboratively with District staff and promote teamwork with co-workers

Practice ethical and professional standards of conduct including the requirements of confidentiality

Relate effectively with parents, staff, students and the public in a multicultural and multiracial community

Perform job responsibilities with or without reasonable accommodations

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES RELATED TO CULTURAL COMPETENCE AND EQUITY:**

Knowledge/awareness of own cultural identity and how this influences behavior, and desire to learn about the cultural identity of others.

Ability to establish and nurture an environment that promotes cultural competence and equitable treatment of staff, students, and patrons of the District.

Ability to understand and hold self and others accountable for promoting the Federal Way Public Schools' commitment to "Each Scholar: A Voice. A Dream. A Bright Future."

Ability to recognize that each person is a unique individual even as we celebrate their group cultural heritage.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will constantly stand and walk, bend neck and back, and use hands for repetitive grasping and pushing/pulling. The employee is frequently required to squat, kneel, use hands for fine manipulation, knee stand and push/pull. The employee will occasionally be required to sit, climb stairs/ladder, lift and reach overhead, crawl, and lift/carry. The employee must constantly lift/carry up to 5 pounds and must frequently lift /carry up to 10 pounds. The employee will occasionally lift/carry a maximum of 35 lbs. The employee is occasionally required to push/pull a maximum weight of 100 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate. The position constantly deals with frequent interruptions, demanding deadlines, and occasionally deals with angry and distraught employees and community members. Nights and Weekends may



JOB DESCRIPTION: Executive Director of Student Support Services

be required occasionally to meet job demands.

**WORK SCHEDULE**

This position is 12 months, 260 days per year.

**REPORTING RELATIONSHIP**

Position reports to and is evaluated by the Chief Academic Officer

**REPRESENTATION**

Non-Represented

**LEVEL OF COMPENSATION**

Leadership Team level: \$144,407

**CLASSIFICATION HISTORY**

Update 04/2016

Updated content and title change to Executive Director 12/2016

**DISCLAIMER**

The preceding list is not exhaustive and may be supplemented as necessary. The statements contained herein reflect general details as necessary to describe the principal functions of this job, the scope of responsibility and the level of knowledge and skills typically required, but should not be considered an all-inclusive listing of work requirements, skills or duties so classified. All personnel may be required to perform duties outside their normal responsibilities from time to time as needed.

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*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*

**From:** [Kelly Sherry](#) on behalf of [Kelly Sherry <ksherry@fwps.org>](#)  
**To:** [dhall@tacoma.k12.wa.us](mailto:dhall@tacoma.k12.wa.us)  
**Cc:** [cleonard@wspsa.net](mailto:cleonard@wspsa.net); [Janet Hodson](#); [Jeri Carlson](#)  
**Subject:** JROTC  
**Date:** Friday, March 17, 2017 9:50:18 AM

---

Our ROTC staff are paid on a non-represented contract. They work 227 days plus 11 holidays. We pay based on their MIP. Their contract is 11 months and we do not offer medical benefits. The Air Force funds ten months of the MIP and FWPS pays the 11<sup>th</sup> month. This was a result of recent funding changes by the AF.

Kelly Sherry  
Compensation Specialist  
Human Resources  
[ksherry@fwps.org](mailto:ksherry@fwps.org)  
P – 253.945.2024  
F – 253.941.7576  
[Click here to learn about FWPS Career Opportunities](#)



***Each Scholar: A Voice. A Dream. A BRIGHT Future.***

Denice Hall from Tacoma Public Schools would like to know how other Districts are paying their ROTC employees. Are you paying them directly off of their MIPs or are you paying on the teacher's salary schedule?

Please send your responses directly to: [dhall@tacoma.k12.wa.us](mailto:dhall@tacoma.k12.wa.us)

Also, cc your responses to: [cleonard@wspsa.net](mailto:cleonard@wspsa.net)

Thanks,

Curtis

---

This email was sent to [jhodson@fwps.org](mailto:jhodson@fwps.org) by [cleonard@wspsa.net](mailto:cleonard@wspsa.net)

States

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**From:** [Kelly Sherry](#) on behalf of [Kelly Sherry <ksherry@fwps.org>](#)  
**To:** [dhall@tacoma.k12.wa.us](mailto:dhall@tacoma.k12.wa.us)  
**Cc:** [cleonard@wspsa.net](mailto:cleonard@wspsa.net); [Janet Hodson](#); [Jeri Carlson](#)  
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Compensation Specialist  
Human Resources  
[ksherry@fwps.org](mailto:ksherry@fwps.org)  
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Please send your responses directly to: [dhall@tacoma.k12.wa.us](mailto:dhall@tacoma.k12.wa.us)

Also, cc your responses to: [cleonard@wspsa.net](mailto:cleonard@wspsa.net)

Thanks,

Curtis

---

This email was sent to [jhodson@fwps.org](mailto:jhodson@fwps.org) by [cleonard@wspsa.net](mailto:cleonard@wspsa.net)

States

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**From:** [admin@wspa.net](mailto:admin@wspa.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** WSPA Board Nomination  
**Date:** Monday, March 20, 2017 3:02:38 PM

---

Hello Janet,

Congratulations -- you have been nominated for the position of WSPA Secretary!

If you choose to accept this nomination, I will need a statement of interest/qualifications from you no later than Friday, March 24<sup>th</sup>. This statement will be shared with WSPA membership for their consideration when ballots go out March 27, 2017.

Please let me know if you have any questions or if I may be of any assistance.

Thank you – and congratulations!

Best regards,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspa.net/>



**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: Registration now open: HELP Spring Workshop - Job Descriptions  
**Date:** Monday, March 20, 2017 4:09:10 PM

---

Jennifer

Is this the date that HELP 3 does their presentations? I think Jane is expecting me to be there for that activity.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Monday, March 20, 2017 9:47 AM  
**To:** Janet Hodson <jhodson@fwps.org>  
**Subject:** Registration now open: HELP Spring Workshop - Job Descriptions

Dear WSPA Members,

Registration is now open to attend the **HELP Spring Workshop: Job Descriptions**. This event is open to all WSPA members - you do not need to be a HELP program participant to attend.

- **HELP Spring Workshop: Job Descriptions**
- **April 17, 2017**
- **8:00 am - 4:00 pm**
- **Puget Sound ESD- Tukwila**
- **\$150 (non-HELP participants)**

**Morning Session: *Job Descriptions as they relate to worker's compensation/light duty and using job descriptions for plans of improvement for evaluative concerns.***

Presented by Kurt Schonberg, Oak Harbor School District

Kurt Schonberg has been the Executive Director of Human Resources in the Oak Harbor Public Schools for six years, Kurt has previously served as a Director of Teaching and Learning and High School Principal. His focus is on improving outcomes for students through recruitment, hiring and support for all staff as well as making Oak Harbor Public Schools a great place to work.

Kurt has been active in WSPA since 2010, serving as a regional representative, conference professional breakout session chair, HELP Presenter and currently is the incoming President. He believes that staff members and students have limitless possibility and that it's all about learning for life for everyone.

***Afternoon Session: Job Descriptions: understanding, creating and using job descriptions for classification purposes, wages and postings.***

Presented by Darrell Heisler, Sedro-Woolley School District

Darrell Heisler is the Executive Director of Human Resources and Technology at Sedro Woolley School District. His career spans 36 years in education and he served 5 years as a Math and Computer Science teacher, 5 years as Dean of Students, 3 years as Assistant Principal at SWHS , and 6 years as Principal before moving into Human Resources and Technology.

Darrell has been an active WSPA member and was instrumental in the development of the shared Google drive for our members. His session will cover the importance of "time loss", "Light Duty - both job descriptions and contracts", experience factors, the importance of contacting case managers, and tracking L&I claims

**Please click here to register:** [HELP Spring Workshop Registration 2017](http://www.wspa.net/h-e-l-p-) or visit our website for more information at: <http://www.wspa.net/h-e-l-p->

HELP Participants do not need to register - please RSVP directly to Jane Rausch:  
[jrausch@wspa.net](mailto:jrausch@wspa.net)

Thank you,

Washington School Personnel Association

---

This email was sent to [jhodson@fwps.org](mailto:jhodson@fwps.org) by [admin@wspa.net](mailto:admin@wspa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

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**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: WSPA Board Nomination  
**Date:** Monday, March 20, 2017 4:18:24 PM

---

Thanks Jennifer. I will get something written up and sent to you.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [admin@wspa.net](mailto:admin@wspa.net) [mailto:[admin@wspa.net](mailto:admin@wspa.net)]  
**Sent:** Monday, March 20, 2017 3:03 PM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** WSPA Board Nomination

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Program Coordinator  
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Phone: 360-825-1415/Fax: 253-736-0333  
<http://www.wspa.net/>



**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [jane.rausch@rsdmail.org](mailto:jane.rausch@rsdmail.org); [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** FW: Registration now open: HELP Spring Workshop - Job Descriptions  
**Date:** Monday, March 20, 2017 4:31:35 PM  
**Attachments:** [HELP Spring Agenda APRIL 2017.pdf](#)

---

Hi Janet,

Yes – HELP III will be doing their presentations that same day – I have attached a copy of the schedule for your reference.

Thank you,

Jennifer

---

**From:** Janet Hodson [mailto:[jhodson@fwps.org](mailto:jhodson@fwps.org)]  
**Sent:** Monday, March 20, 2017 4:09 PM  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** RE: Registration now open: HELP Spring Workshop - Job Descriptions

Jennifer

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Janet Hodson  
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253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [mailto:[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)]  
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- **\$150 (non-HELP participants)**

**Morning Session: *Job Descriptions as they relate to worker's compensation/light duty and using job descriptions for plans of improvement for evaluative concerns.***

Presented by Kurt Schonberg, Oak Harbor School District

Kurt Schonberg has been the Executive Director of Human Resources in the Oak Harbor Public Schools for six years, Kurt has previously served as a Director of Teaching and Learning and High School Principal. His focus is on improving outcomes for students through recruitment, hiring and support for all staff as well as making Oak Harbor Public Schools a great place to work.

Kurt has been active in WSPA since 2010, serving as a regional representative, conference professional breakout session chair, HELP Presenter and currently is the incoming President. He believes that staff members and students have limitless possibility and that it's all about learning for life for everyone.

**Afternoon Session: *Job Descriptions: understanding, creating and using job descriptions for classification purposes, wages and postings.***

Presented by Darrell Heisler, Sedro-Woolley School District

Darrell Heisler is the Executive Director of Human Resources and Technology at Sedro Woolley School District. His career spans 36 years in education and he served 5 years as a Math and Computer Science teacher, 5 years as Dean of Students, 3 years as Assistant Principal at SWHS , and 6 years as Principal before moving into Human Resources and Technology.

Darrell has been an active WSPA member and was instrumental in the development of the shared Google drive for our members. His session will cover the importance of "time loss", "Light Duty - both job descriptions and contracts", experience factors, the importance of contacting case managers, and tracking L&I claims

**Please click here to register: [HELP Spring Workshop Registration 2017](http://www.wspa.net/h-e-l-p-)** or visit our website for more information at: <http://www.wspa.net/h-e-l-p->

HELP Participants do not need to register - please RSVP directly to Jane Rausch: [jrausch@wspa.net](mailto:jrausch@wspa.net)

Thank you,

Washington School Personnel Association

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This email was sent to [jhodson@fwps.org](mailto:jhodson@fwps.org) by [admin@wspa.net](mailto:admin@wspa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

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# April 17, 2017

## HELP Spring Session

### Agenda

	Time	Event
<b>Level I</b>	8:00 am – 8:30 am	Registration / Sign-in (continental breakfast provided)
	8:30 am – 12:00 pm	Kurt Schonberg, Oak Harbor School District Job Descriptions as they relate to worker's compensation/light duty, and using job descriptions for plans of improvement for evaluative concerns
	12:00 am – 12:45 pm	Lunch
	12:45 pm – 4:00 pm	Darrell Heisler, Sedro-Woolley School District Job Descriptions – understanding, creating, using for classification, wages and postings

	Time	Event
<b>Level II</b>	8:00 am – 8:30 am	Registration / Sign-in (continental breakfast provided)
	8:30 am – 12:00 pm	Kurt Schonberg, Oak Harbor School District Job Descriptions as they relate to worker's compensation/light duty, and using job descriptions for plans of improvement for Evaluative Concerns
	12:00 am – 12:45 pm	Lunch
	12:45 pm – 4:00 pm	Job Descriptions – Darrell Heisler, Sedro-Woolley School District (understanding, creating, using for classification, wages and postings)

	Time	Event
Level III	8:00 am – 8:30 am	Registration / Sign-in (continental breakfast provided)
	8:30 am – 12:00 pm	Level III Presentation
		Team 1: 8:30 – 9:15 <b>Employee Recognition</b> Liz McFarland Dawn Horner
		Team 2: 9:15 – 10:00 <b>Aesop Reporting</b> Sandy Bradbeer Brenda Pearson
		Team 3: 10:00 – 10:45 <b>Training New Administrators</b> Janet Culik Tammy Looney
		Team 4: 10:45 – 11:30 <b>Ethical Leadership</b> Laurie Miner Stacy Cook
	12:00 am – 12:45 pm	Lunch
	12:45 pm – 4:00 pm	Job Descriptions – Darrell Heisler, Sedro-Woolley School District (understanding, creating, using for classification, wages and postings)

**From:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** Washington Educator Career Fair Tacoma - Vendor Information  
**Date:** Monday, March 20, 2017 5:24:43 PM  
**Attachments:** [Parking Passes Tacoma.pdf](#)  
[WECF 2017 Updated Recruiter Handbook.pdf](#)  
[WECF 2017 TACOMA FINAL Booth Brochure UPDATED MARCH 20 2017.pdf](#)  
[WECF 2017 TACOMA FLOOR PLAN UPDATED MARCH 20 2017.pdf](#)

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Hello,

Thank you for registering to attend the Washington Educator Career Fair – Tacoma. We hope you will find it to be a meaningful and productive day for your recruiting team.

**Washington Educator Career Fair – Tacoma**

**March 29, 2017**

**9:00 am – 3:00 pm**

**Tacoma Dome Arena**

**Booth assignments and floor plan**

- The booth assignments and floor plan are attached for your review

**Conference Hours**

- The fair will open to the public at 9:00 am and close at 3:00 pm
- We encourage you to stay for the full event – many candidates arrive that last hour and we want them to receive the full benefit of their attendance – and we do not want you to miss out on the perfect candidate for your district!

**Loading/Unloading**

- 7:30am – Vendors load-in through the F Doors. ALL vendors need to enter at the Lower F doors. No vehicles are allowed to drive inside the building.
- Building maps and parking information may be found here:  
<http://www.tacomadome.org/plan-your-visit/parking-direction>
- Please see attached recruiter handbook for reference

**Parking**

- Parking passes are included in your registration. Parking passes are valid in the F and G Lots ONLY. The passes are attached for you to print and display at the event.
- Driving directions may be found here: <http://tacomadome.org/plan-your-visit/parking-direction>

**Internet**

- The Tacoma Dome now offers free WiFi (please see additional information in attached recruiter handbook)

**Vendor Lunch**

- Your registration includes two meal tickets *per purchased booth* (for example – if you

purchased a double booth, you will receive four lunch tickets. A triple booth receives six lunch tickets, and a quad booth eight.) Additional meal tickets are available for purchase for \$12.50 each.

- The vendor lunch will be available from 11:00 – 1:00 pm. There will be private seating provided.
- Please work with your team to stagger lunches to ensure booth coverage throughout the day. We ask that you please not leave your booth unattended if at all possible. We would like our candidates to have the maximum opportunity to meet with districts, and for our districts to have the maximum opportunity to connect with the right candidates! Thank you in advance for your cooperation.

We look forward to having you join us in Tacoma. Please let us know if you have any additional questions or if we may be of any assistance.

Thank you,

Jennifer Tottenham

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspa.net/>





**Washington Educator  
Career Fair**

Tacoma Dome  
PARKING PASS  
F or G Lot Only

**Washington Educator  
Career Fair**

Tacoma Dome  
PARKING PASS  
F or G Lot Only



# Washington Educator Career Fair 2017 Recruiter Handbook

Presented by:  
Washington School Personnel Association

Washington School Personnel Association  
PO Box 1600  
Anacortes, WA 98221  
Phone: 360-825-1415 / Fax: 253-736-0333  
Email: [admin@wspa.net](mailto:admin@wspa.net)  
Contact: Jennifer Tottenham, WSPA Program Coordinator



# **Vendor/Booth Pricing**

## **Spokane Career Fair Single Exhibitor Booth Pricing**

- \$175 College, University, or Washington Governmental Agency
- \$250 Washington ESD
- \$225 Washington District up to 1,000 students
- \$250 Washington District 1,001 to 2,500 students
- \$325 Washington District 2,501 to 10,000 students
- \$400 Washington District over 10,000 students
- \$500 Out-of-state District or other agency

## **Spokane Career Fair Booth Upgrades**

- Double booth: \$175
- Triple booth: \$350
- Quad booth: \$525
- Interview booth: \$100 each

## **Tacoma Career Fair Single Exhibitor Booth Pricing**

- \$225 College, University, or Washington Governmental Agency
- \$300 Washington ESD
- \$275 Washington District up to 1,000 students
- \$300 Washington District 1,001 to 2,500 students
- \$375 Washington District 2,501 to 10,000 students
- \$450 Washington District over 10,000 students
- \$550 Out-of-state District or other agency

## **Tacoma Career Fair Booth Upgrades**

- Double booth: \$200
- Triple booth: \$400
- Quad booth: \$600
- Interview booth: \$100 each

10% discount provided for attending both fairs. Please use promo code WECF2017 at checkout.  
Register online at: <http://www.wspa.net/washington-educator-career-fairs>

## Career Fair Booth Hours and Information

Please note the fair hours. These hours have been established by WSPA in an effort to meet the needs of the candidates as well as participating districts and colleges.

9:00 a.m. to 2:00 p.m. – Spokane

9:00 a.m. to 3:00 p.m. – Tacoma

- We encourage you to have a representative at your booth during all fair hours. Many candidates travel considerable distances, or take leave from work to attend and may not arrive until near the end of the day. We stress the importance of having a representative available to meet all candidates throughout the day.
- Check your loading and unloading instructions for times available for set up of your booth.
- Complimentary coffee and refreshments will be available provided by PEMCO and Inspirus Credit Union. We encourage you to stop and thank their representatives for this generous service to our attendees.
- Please keep your booth, display, and staff intact and functioning until the closing time.
- **Please note: *Insurance requirements at both the Spokane Convention Center and the Tacoma Dome PRECLUDE the use of moving carts and pull carts during the stated operating hours of the Fair.*** Districts that choose to depart the venue floors prior to the stated closing time will need to be prepared to hand carry their displays and materials from the venue.

## **Facilities, Signs, Displays and Materials**

- Each single booth will be provided with a curtained 9 or 10x10 booth, an 8 foot linen draped table, two chairs and a sign with your district's name.
- Standard 5 amp electrical is also included.
- For additional chairs, tables, accessories please refer to the *Event Coordinator* section of this booklet.
- Posters, pictures and other display materials may be placed on the table, on a stand provided by your school, or they may be attached to the backdrop within the confines of your booth.
- There are no printing facilities on-site. Please plan to bring an adequate supply of printed materials for attendees.
- Districts planning to mail materials to the fair locations in advance of the events should contact the *Event Coordinator* whose information is contained in the booklet.

## Tacoma Dome Arena: Loading and Unloading Information

- Loading and unloading will be at the entrance across from the F lot and will begin at 7:30 a.m. the day of the fair
- Parking Passes can be used for the F and G Lots only.
- You will receive 2 passes per booth purchased.
- Parking passes will be emailed to the contact name on the registration prior to the fair. If you do not receive your passes via email please contact [admin@wspsa.net](mailto:admin@wspsa.net)
- There is additional pay parking available in Lot A.

### MAP TO THE TACOMA DOME



# **Tacoma Dome Driving Directions**

## **Traveling South on I-5**

- Exit 135- Follow the off-ramp towards Portland Avenue. Follow 27th (Bay Street) across Portland Avenue as it turns into Wiley Avenue. Take a right on McKinley Avenue and look for the entrance into the Tacoma Dome parking lots.
- Exit 133- Follow the "City Center" off-ramp, veering right towards "East 26th St Tacoma Dome." Turn right on E 26th Street. Look for the entrance to Tacoma Dome Parking Lots on 26th or turn right on D Street for more parking.

## **Traveling North on I-5**

- Take exit 133. Follow the off-ramp to East 26th Street. Take a right onto East 26th Street. Tacoma Dome signs will direct you to turn right onto C Street to enter the Tacoma Dome parking lots.

## **From Downtown Tacoma**

- Take Pacific Avenue Southbound. Turn left onto East 26th Street. Follow East 26th Street to C Street. Turn right onto C Street to enter the Tacoma Dome parking lots.

## **Public Transportation**

- The Tacoma Link connects the Tacoma Dome Station (a regional hub for bus and commuter train service) with downtown Tacoma's museums, restaurants, retail and more. For more information please visit [www.soundtransit.org](http://www.soundtransit.org) or call (800) 201-4900. For specific Pierce Transit route and schedule information, please visit them online at [www.piercetransit.org](http://www.piercetransit.org) or call Pierce Transit at (253) 581-8000.

# Tacoma Dome Internet Information

## Hard Line Internet or Phone Line Orders

To order a hard line internet drop or phone line anywhere in the building, you will need to schedule this through an outside contractor. You may choose any provider you want for internet or phone service. Please try to order the lines as soon as possible prior to your event, and schedule the installation for the event load-in day.

One option would be Century Link at (855) 891-4083.

## Tacoma Dome Wi-Fi Service

The Tacoma Dome offers complimentary Wi-Fi to all guests. Guests only need to connect to DomePublic to use this service. Dome-Public has a variable level of bandwidth associated with it and has no guarantee of upload or download speeds available.

Should an event want a dedicated level of up/download speeds they should consider one of two options:

- Access to SSID Dome-BOH: This password protected option provides 10 or 20 Mbps up/down speeds to events that are only concerned about a reliable, dedicated service. The password will be given to event planner to distribute to attendees. Billing will be based on the number of unique devices associated with this SSID.

Speed	Number of Devices				
	100 or less	101-250	251-450	451-650	651+
10 Mbps	\$450	\$600	\$900	\$1800	\$3500
20 Mbps	\$700	\$1000	\$1400	\$2800	\$4800

- Customized SSID and Portal: A client determined SSID will direct guests to a customized portal with client provided background will prompt guest to enter a client determined password. The password will be given to event planner to distribute to attendees. Billing will be based on the number of unique devices associated with this SSID.

Speed	Number of Devices				
	100 or less	101-250	251-450	451-650-	651+
10 Mbps	\$900	\$1200	\$1800	\$3600	\$7000
20 Mbps	\$1400	\$2000	\$2800	\$5600	\$9600
Faster speeds may be available with prior arrangements					

The quality and condition of individual wireless devices varies so widely that the Tacoma Dome cannot guarantee the connectivity of every single device and every attendee. Limited support through our wireless provider is available should a guest experience difficulty connecting.

If a guest or vendor need assistance with connecting to the building's Wi-Fi, they can call Mobilitie's 24 hour service line at 877-283-4114. Mobilitie will help our guests troubleshoot connectivity issues.



## **Spokane Convention Center: Loading and Unloading Information**

- The Fair is being staged in the Exhibition Hall
- **Loading /unloading may only take place the morning of the Fair beginning at 7:30 a.m.**
- For a printable map of the loading area, please visit:  
<http://spokanecenter.com/loading-and-unloading/>

### **Exhibition Hall Loading Area Directions**

#### **From I-90**

- From I-90 use Hamilton St. Exit #282
- Go North 1 mile
- Turn left on E. Mission Avenue
- Go West for 0.7 miles
- Turn left on N. Division Street
- Go South for 0.8 miles
- Enter off N. Division Street on the Northeast corner of the building

# **Spokane Convention Center Driving Directions**

## **From Spokane International Airport and Points East**

- Take Airport Drive east to Spokane to Interstate 90 exit.
- East on Interstate 90 to exit number 281 North Division (City Center). North on Division approximately seven blocks. Left or west on Trent Avenue (which becomes Spokane Falls Blvd.) to Spokane Center.

## **From Points West**

- West on Interstate 90 to Exit 281 (North Division). North on Division approximately seven blocks. Left or west on Trent Avenue (which becomes Spokane Falls Blvd.) to Spokane Center.

## **From Points South (Pullman)**

- North on Highway 195 to Interstate 90 to Exit 281 (City Center). North on Division approximately seven blocks. Left or west on Trent Avenue (which becomes Spokane Falls Blvd.) to Spokane Center.

## **From Points North**

- South on Highway 395 which comes into Spokane on Division Street. Immediately after you cross the river, the arterials jogs west on Spokane Falls Blvd. and then south on Browne. After jogging west, stay in right lane and continue west on Spokane Falls Blvd. to Spokane Center (one block).

## Hotel and Lodging Information

### Tacoma Lodging

- The Best Western Tacoma Dome Hotel is our recommended hotel for this event.
- Best Western Tacoma Dome Hotel
  - Reservations: 1-800-780-7234
  - Website: <http://www.bestwesterntacomadome.com/>
  - 2611 East E Street, Tacoma, Washington 98421-1225
  - Phone: 253-272-7734

### Spokane Lodging

- We recommend three hotels in the Spokane Convention Center area:
- Doubletree Hotel at Spokane City Center
  - Reservations: 1-509-455-9600
  - Website: <http://doubletree3.hilton.com/en/hotels/washington/doubletree-by-hilton-hotel-spokane-city-center-SPCC-DT/index.html>
  - 322 North Spokane Falls Court, Spokane, WA 99201
- Red Lion Hotel at the Park
  - Reservations: 1-509-326-800
  - Website: <https://www.redlion.com/park-spokane>
  - 303 W. North River Drive, Spokane, WA 99201
- Davenport Hotel
  - Reservations: 800-899-1482
  - Website: <http://www.davenporthotelcollection.com/>
  - 10 South Post Street, Spokane, WA 99201

## **Event Coordinator Information**

### **Tacoma Event Coordinator: Grand Event Rentals**

- **Grand Event Rentals will be the event coordinator for the Tacoma Dome event.**
- Please contact Grand Event Rentals for any additional items needed such as shipping, carpet, etc.
- **Grand Event Rentals**
  - Phone: 425-462-7368
  - Website: <http://grandeventrentalswa.com/>
  - 22029 23<sup>rd</sup> Drive SE, Ste. 105, Bothell, WA 98021 (new location as of November 2016)

### **Spokane Event Coordinator: LCD Exposition Services**

- **LCD Exposition Services will be the event coordinator for the Spokane event.**
- Please contact LCD Exposition Services for any additional items needed such as shipping, carpet, etc.
- **LCD Exposition Services**
  - Phone: 509-325-9656
  - Website: <http://lcdexpo.com/>
  - PO Box 4487, Spokane, WA 99220

# Frequently Asked Questions

## What is Included in each Booth Purchase?

- A single booth is 9X10 in Spokane and 10x10 in Tacoma. This includes one 8 foot table, 2 chairs, and a sign with your district's name on it.

## What about electricity?

- Your booth purchase includes a 5 amp electrical supply.

## What about internet?

- The Spokane Convention Center and the Tacoma Dome Arena now both provide free Wi-Fi

## Parking?

- The Spokane Convention Center offers paid parking at the facility.
- If you register to attend the Tacoma Fair you will receive an email with 2 parking passes per booth purchased. The Tacoma passes are sent out 1 week prior to the fair.

## What if I need photocopies?

- **We do not have a way to make photocopies for the recruiters on the day of the event.** We suggest that you bring plenty of copies.
- Spokane has a FedEx Kinkos directly across the street from the Convention Center.
- The Tacoma Expo Hall does not have easy access to any local copy businesses.

## Name badges:

- The Washington Educator Career Fair does not provide name badges for recruiters, however we would be happy to print one for you when you arrive at the Fair. If you require a name badge please visit the registration table.

## Is a recruiter required to check-in upon arrival?

- No. If you know your booth number you may go directly to your booth upon arrival.

## Food at the event

- Pastries and coffee are provided free of charge at the event.
- Lunch tickets are provided with your booth purchase (two tickets per booth). Lunch will be provided at both events for recruiters.
- Recruiters may also purchase snacks or meals at the concession stands or nearby restaurants.

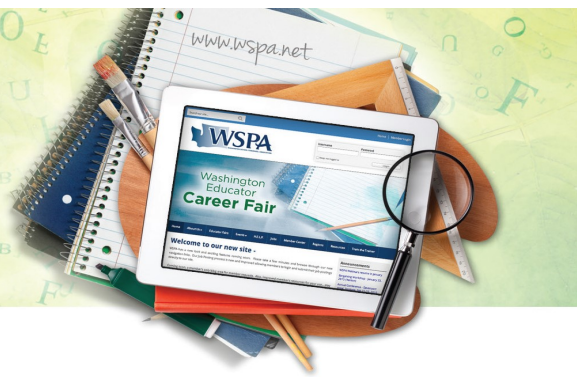
**Cancellation Policy:** All refund request must be received prior to March 1st and must be received in writing via email to [admin@wspsa.net](mailto:admin@wspsa.net).

## Recruiting and Event Planning Suggestions

- Post ALL staffing needs at the Fair – include definite vacancies, administrator vacancies, classified vacancies, anticipated vacancies, and anticipated areas of shortage.
- Bring a variety of materials to showcase your district: a map with your location, information about your community, curriculum guides, photos of schools and events – share with candidates what it would be like to live and work in your district.
- Arrive on time and plan to stay until the very end. Many of our candidates travel considerable distances to attend and may not arrive until the end of the day. Please plan coverage for your booth throughout the day so that you do not miss an opportunity with a highly qualified and enthusiastic candidate.
- Please bring more printed material that you think you need – we do not have the ability to make more copies onsite! Please bring an adequate amount of applications, brochures, and any other handouts you would like to share.
- Keep a record of candidates who come to your booth. WSPA will provide a list of all attendees following the events, but it helpful to document those candidates and pertinent information for your reference. Consider tracking names, endorsements, schools attended, and any other helpful information for your district use.
- Be clear about what actions candidates need to take in order to follow-up their interest in your district. Many candidates have not attended a career fair before and will appreciate your guidance and clear next steps. We want you to be able to make true connections with our candidates.
- Best of luck with your recruiting! Please do not hesitate to let us know how we can best serve you and your district. Your feedback is welcomed and appreciated. Please contact us at: [admin@wspsa.net](mailto:admin@wspsa.net)

# WASHINGTON EDUCATOR Career Fair

*A career fair for teachers and administrators.*



Pastries and Coffee Provided by  
**PEMCO INSURANCE and  
INSPIRUS CREDIT UNION**



## STATE/GOV'T ORGANIZATIONS

OSPI—Booth 59  
WEA—Booth 58  
NW Educational Development—Booth 57

## COLLEGES

Antioch University—Booth 56  
City University—Booth 55  
Grand Canyon University—Booth 54  
Northeastern University—Booth 53  
Northwest University — Booth 52  
Olympic College—Booth 51  
Saint Martin's University—Booth 50  
Seattle Pacific University—Booth 49  
Seattle University—Booth 48  
University of Puget Sound—Booth 47  
UW Tacoma—Booth 46  
UW Bothell—Booth 45  
Washington State University—Booth 44  
Western State Colorado University—  
Booth 43  
Western Washington University—Booth  
42  
WGU Washington—Booth 41

## ALASKA

Alaska Teacher Placement—Booth 1  
Anchorage —Booth 2  
Bering Straight —Booth 3  
Northwest Arctic Borough —Booth 4  
SE Island —Booth 5  
Southwest Region —Booth 6

## ARIZONA

Glendale Elementary —Booth 7  
Imagine Prep— Booth 8  
Union Elementary —Booth 9

## COLORADO, NEVADA, NEW JERSEY, NEW MEXICO

Westminster (CO) - Booth 10  
Lyon County (NV) - Booth 11  
Washoe County (NV) - Booth 12  
Sterling Education (NJ) - Booth 13  
Gallup-McKinley (NM) - Booth 14  
Zuni Public (NM) Booth 15

## CALIFORNIA

Amethod —Booths 23, 24  
Desert Sands Unified —Booth 25  
Franklin-McKinney —Booth 26  
Morongo Unified —Booths 27, 28  
Palm Springs Unified — Booth 29  
Salinas Unified —Booth 30  
San Bernardino —Booth 31  
Sierra Sands —Booth 32  
Summit —Booth 33  
Westside Union —Booth 34

## INTERNATIONAL

CNMI —Booth 35  
International Educator Placement of  
America — Booth 36  
Maple Leaf Education—Booth 37  
Pattison English — Booth 38  
Universal American School—  
Kuwait—Booth 39

## WASHINGTON

Anacortes —Booth 63  
Arlington—Booth 64  
Auburn—Booths 60, 61, 62  
Battle Ground —Booths 65, 66  
Bellevue Children's Academy—Booth  
75  
Bellevue — Booths 67, 68, 69, 70  
Bellingham — Booths 80, 81  
Bethel—Booths 71, 72, 73, 74  
Bremerton—Booths 77, 78  
Bridgeport—Booth 76  
Burlington-Edison—Booth 79  
Castle Rock—84  
Cedar Crest Academy—Booth 85  
Central Kitsap — Booths 82, 83  
Centralia—Booth 86  
Cheney—Booth 87  
Chief Leschi—Booths 91, 92  
Childhaven—Booth 88  
Clarkston—Booth 89  
Clover Park—Booths 93, 94, 95, 96  
Concrete—Booth 97  
Darrington—Booth 98  
Dayton—Booth 99  
Dieringer—Booth 100  
East Lewis County—Booth 101  
East Valley # 90 Yakima — Booths  
102, 103  
Eatonville — Booths 106, 107  
Edmonds — Booths 104, 105  
Enumclaw—Booth 108  
ESD 113 Public Personnel  
Cooperative—Booths 109, 110  
Everett—Booths 120, 121  
Evergreen—Booths 111, 112, 113,  
114  
Federal Way—Booths 115, 116, 117,  
118, 119

## **WASHINGTON**

Fife—Booths 124, 125  
Franklin Pierce—Booths 126, 127  
Goldendale—Booth 128  
Green Dot—Booth 129  
Highline—Booths 133, 134, 135, 136  
HopeSparks Early Intervention Program—Booth 130  
Hoquiam—Booth 131  
Issaquah — Booths 141, 142  
Kelso — Booth 132  
Kent—Booths 137, 138, 139, 140  
Lake Stevens—Booth 143  
Lake Washington — Booths 144, 145, 146, 147  
Life Christian Academy—Booth 151  
Longview — Booths 148, 149, 150  
Marysville— Booths 152, 153  
Mead — Booth 154  
Mercer Island—Booth 155  
Monroe—Booths 157, 158  
Moses Lake—Booths 163, 164  
Muckleshoot Tribal School—Booth 165  
Mukilteo—Booths 159, 160, 161, 162  
Naches Valley—Booth 166  
Napavine—Booth 167  
Naselle-Grays River Valley—Booth 172  
North Central ESD—Booth 173  
North Mason—Booths 168, 169  
North Thurston—Booths 170, 172  
Northshore—Booths 174, 175  
Northwest Association of Independent Schools—Booths 178, 179, 180  
Oak Harbor—Booth 176  
Olympia—Booths 181, 182  
Open Window—Booth 184  
Orcas Island—Booth 185  
Oroville—Booth 186  
Orting—Booths 187, 188  
Pasco—Booths 192, 193  
Peninsula—Booths 189, 190, 191  
Port Angeles—Booth 194  
Port Townsend—Booth 195

## **WASHINGTON**

Prosser—Booth 196  
Pullman—Booth 197  
Puyallup—Booths 200, 201, 202  
Quileute Tribal School—Booth 198  
Renton—Booths 207, 208  
Ridgefield—Booth 199  
Riverview — Booths 212, 213  
Seattle—Booths 203, 204, 205, 206  
Sedro-Woolley—Booth 209  
Selah—Booth 210  
Sequim — Booth 211  
Shelton—Booth 216  
Skykomish—Booth 217  
Snohomish — Booths 214, 215  
Snoqualmie Valley—Booth 218  
South Bend—Booth 219  
South Kitsap—Booth 220  
Spokane — Booths 225, 226  
Steilacoom— Booth 221  
Sultan — Booths 227, 228  
Sumner—Booths 233, 234, 235  
Suquamish Tribal Education—Booth 229  
Tacoma—Booths 236, 237, 238, 239  
Tahoma—Booths 230, 231  
Tukwila—Booth 232  
University Place—Booth 240  
Vancouver—Booths 245, 246  
Vashon Island—Booths 241, 242  
Walla Walla—Booth 243  
Wapato—Booth 244  
Warden—Booth 247  
WA State Charter School Assoc.—Booth 251  
White River—Booth 248  
Woodland—Booth 249  
Yelm—Booth 250

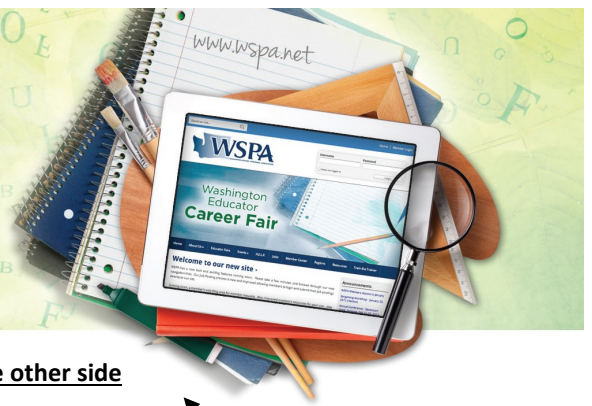
## **INTERVIEW BOOTHS**

Bering Straight—Booth INT-1  
Imagine Prep—Booth INT-2  
Gallup-McKinley—Booths INT 3, 4  
Desert Sands—Booth INT 5  
Palm Springs—Booths INT 6, 7  
Salinas Union—Booths INT 8  
Auburn—Booth INT 9  
Bellevue Children's Academy—Booth INT 10  
Bellevue—Booths INT 11, 12  
Bethel—Booths INT 13, 14, 15  
Bremerton—Booth INT 16  
Central Kitsap—Booths INT 17, 18  
Centralia — Booth INT 19  
Chief Leschi—Booths INT 21, 22  
Clover Park—Booths INT 23, 24, 25, 26  
East Valley # 90 Yakima—Booth INT 20  
ESD 113—Booth INT 27  
Federal Way — Booths INT 28, 29  
Kelso— Booth INT 30  
Kent—Booth INT 31  
Longview — Booths INT 32, 33  
Monroe—Booth INT 34  
Moses Lake—Booth INT 35  
Mukilteo—Booth INT 36  
North Thurston—Booths INT 37, 38  
Northshore — Booth INT 39  
Orting—Booth INT 41  
Peninsula—Booth INT 42, 43  
Port Townsend—Booth INT 44  
Puyallup—Booths INT 45, 46  
Renton—Booths INT 47, 48  
Seattle—Booths INT 49, 50, 51, 52  
Shelton—Booth INT 53  
Snohomish—Booth INT 54  
Snoqualmie Valley — Booths INT 55, 56  
Sultan—Booth INT 57  
Sumner—Booths INT 58, 59  
Tacoma — Booths INT 61, 62, 63, 64  
Tahoma—Booth INT 65  
Yelm—Booth INT 66



# WASHINGTON EDUCATOR Career Fair

*A career fair for teachers and administrators.*



Interview Booths — please see other side

**Washington Educator**

**Career Fair 2017**

**Tacoma Dome**

**March 29, 2017**

**9:00 — 3:00**

**Floor Plan**

41
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247	248	249	250	251	252	253	254	255	256	257
246	245	244	243	242	241	240	239	238	237	236

235	234	233	232	231	230	229	228	227	226	225
214	215	216	217	218	219	220	221	222	223	224

213	212	211	210	209	208	207	206	205	204	203
192	193	194	195	196	197	198	199	200	201	202

191	190	189	188	187	186	185	184	183	182	181
170	171	172	173	174	175	176	177	178	179	180

169	168	167	166	165	164	163	162	161	160	159
148	149	150	151	152	153	154	155	156	157	158

147	146	145	144	143	142	141	140	139	138	137
126	127	128	129	130	131	132	133	134	135	136

125	124	123	122	121	120	119	118	117	116	115
104	105	106	107	108	109	110	111	112	113	114

103	102	101	100	99	98	97	96	95	94	93
82	83	84	85	86	87	88	89	90	91	92

81	80	79	78	77	76	75	74	73	72	71
60	61	62	63	64	65	66	67	68	69	70

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Registration

ADA

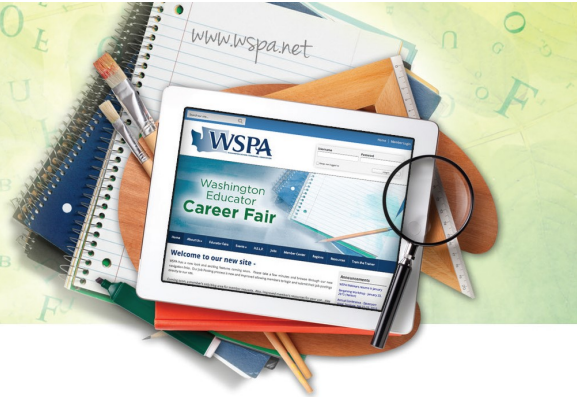
Refreshments/  
Sponsors PEMCO  
Insurance and  
Inspirus Credit Union

Entrance

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
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# WASHINGTON EDUCATOR Career Fair

*A career fair for teachers and administrators.*



## Interview Booths

61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60

21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** CORRECTED BOOTH ASSIGNMENT LIST: Washington Educator Career Fair Tacoma - Vendor Information  
**Date:** Monday, March 20, 2017 7:32:20 PM  
**Attachments:** [WECF 2017 TACOMA FINAL Booth Brochure UPDATED LIST MARCH 20 2017.pdf](#)  
**Importance:** High

---

Hello everyone,

My apologies – I appear to have cut off the list of attending Oregon districts in my previous email. The corrected booth assignment list is attached for review.

My deepest regrets to our Oregon districts – we are grateful you are joining us, please forgive the oversight!

Thank you,

Jennifer

---

**From:** admin@wsps.net  
**Sent:** Monday, March 20, 2017 5:24 PM  
**To:** admin@wsps.net  
**Subject:** Washington Educator Career Fair Tacoma - Vendor Information

Hello,

Thank you for registering to attend the Washington Educator Career Fair – Tacoma. We hope you will find it to be a meaningful and productive day for your recruiting team.

**Washington Educator Career Fair – Tacoma**  
**March 29, 2017**  
**9:00 am – 3:00 pm**  
**Tacoma Dome Arena**

**Booth assignments and floor plan**

- The booth assignments and floor plan are attached for your review

**Conference Hours**

- The fair will open to the public at 9:00 am and close at 3:00 pm
- We encourage you to stay for the full event – many candidates arrive that last hour and we want them to receive the full benefit of their attendance – and we do not want you to miss out on the perfect candidate for your district!

**Loading/Unloading**

- 7:30am – Vendors load-in through the F Doors. ALL vendors need to enter at the Lower F doors. No vehicles are allowed to drive inside the building.

- Building maps and parking information may be found here:  
<http://www.tacomadome.org/plan-your-visit/parking-direction>
- Please see attached recruiter handbook for reference

### **Parking**

- Parking passes are included in your registration. Parking passes are valid in the F and G Lots ONLY. The passes are attached for you to print and display at the event.
- Driving directions may be found here: <http://tacomadome.org/plan-your-visit/parking-direction>

### **Internet**

- The Tacoma Dome now offers free WiFi (please see additional information in attached recruiter handbook)

### **Vendor Lunch**

- Your registration includes two meal tickets *per purchased booth* (for example – if you purchased a double booth, you will receive four lunch tickets. A triple booth receives six lunch tickets, and a quad booth eight.) Additional meal tickets are available for purchase for \$12.50 each.
- The vendor lunch will be available from 11:00 – 1:00 pm. There will be private seating provided.
- Please work with your team to stagger lunches to ensure booth coverage throughout the day. We ask that you please not leave your booth unattended if at all possible. We would like our candidates to have the maximum opportunity to meet with districts, and for our districts to have the maximum opportunity to connect with the right candidates! Thank you in advance for your cooperation.

We look forward to having you join us in Tacoma. Please let us know if you have any additional questions or if we may be of any assistance.

Thank you,

Jennifer Tottenham

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

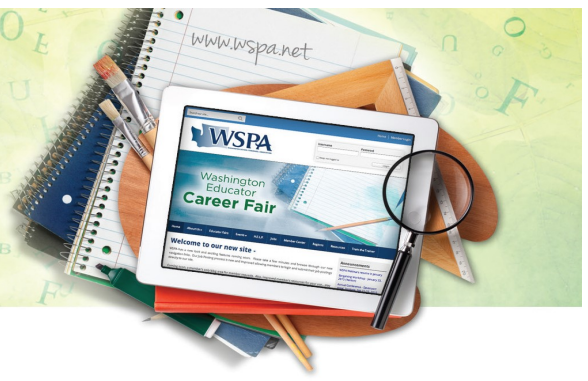
Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspsa.net/>



# WASHINGTON EDUCATOR Career Fair

*A career fair for teachers and administrators.*



Pastries and Coffee Provided by  
**PEMCO INSURANCE and  
INSPIRUS CREDIT UNION**



## STATE/GOV'T ORGANIZATIONS

OSPI—Booth 59  
WEA—Booth 58  
NW Educational Development—Booth 57

## COLLEGES

Antioch University—Booth 56  
City University—Booth 55  
Grand Canyon University—Booth 54  
Northeastern University—Booth 53  
Northwest University — Booth 52  
Olympic College—Booth 51  
Saint Martin's University—Booth 50  
Seattle Pacific University—Booth 49  
Seattle University—Booth 48  
University of Puget Sound—Booth 47  
UW Tacoma—Booth 46  
UW Bothell—Booth 45  
Washington State University—Booth 44  
Western State Colorado University—  
Booth 43  
Western Washington University—Booth  
42  
WGU Washington—Booth 41

## ALASKA

Alaska Teacher Placement—Booth 1  
Anchorage —Booth 2  
Bering Straight —Booth 3  
Northwest Arctic Borough —Booth 4  
SE Island —Booth 5  
Southwest Region —Booth 6

## ARIZONA

Glendale Elementary —Booth 7  
Imagine Prep— Booth 8  
Union Elementary —Booth 9

## COLORADO, NEVADA, NEW JERSEY, NEW MEXICO

Westminster (CO) - Booth 10  
Lyon County (NV) - Booth 11  
Washoe County (NV) - Booth 12  
Sterling Education (NJ) - Booth 13  
Gallup-McKinley (NM) - Booth 14  
Zuni Public (NM) Booth 15

## CALIFORNIA

Amethod —Booths 23, 24  
Desert Sands Unified —Booth 25  
Franklin-McKinney —Booth 26  
Morongo Unified —Booths 27, 28  
Palm Springs Unified — Booth 29  
Salinas Unified —Booth 30  
San Bernardino —Booth 31  
Sierra Sands —Booth 32  
Summit —Booth 33  
Westside Union —Booth 34

## INTERNATIONAL

CNMI —Booth 35  
International Educator Placement of  
America — Booth 36  
Maple Leaf Education—Booth 37  
Pattison English — Booth 38  
Universal American School—  
Kuwait—Booth 39

## OREGON

EMS Sub Desk - Booths 21, 22  
Salem-Keizer—Booth 16  
Jackson County—Booths 17, 18  
Gresham-Barlow — Booth 19  
Portland—Booth 20

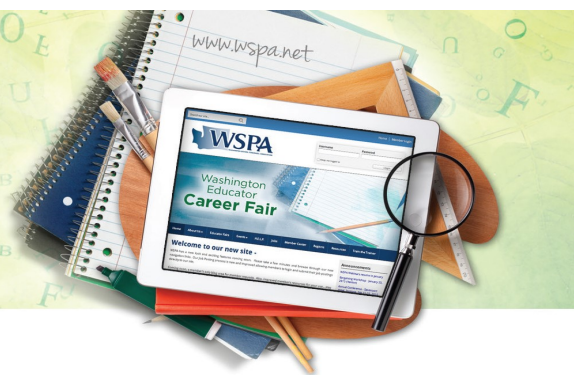
## WASHINGTON

Anacortes —Booth 63  
Arlington—Booth 64  
Auburn—Booths 60, 61, 62  
Battle Ground —Booths 65, 66  
Bellevue Children's Academy—Booth  
75  
Bellevue — Booths 67, 68, 69, 70  
Bellingham — Booths 80, 81  
Bethel—Booths 71, 72, 73, 74  
Bremerton—Booths 77, 78  
Bridgeport—Booth 76  
Burlington-Edison—Booth 79  
Castle Rock—84  
Cedar Crest Academy—Booth 85  
Central Kitsap — Booths 82, 83  
Centralia—Booth 86  
Cheney—Booth 87  
Chief Leschi—Booths 91, 92  
Childhaven—Booth 88  
Clarkston—Booth 89  
Clover Park—Booths 93, 94, 95, 96  
Concrete—Booth 97  
Darrington—Booth 98  
Dayton—Booth 99  
Dieringer—Booth 100  
East Lewis County—Booth 101  
East Valley # 90 Yakima — Booths  
102, 103  
Eatonville — Booths 106, 107  
Edmonds — Booths 104, 105  
Enumclaw—Booth 108  
ESD 113 Public Personnel  
Cooperative—Booths 109, 110  
Everett—Booths 120, 121  
Evergreen—Booths 111, 112, 113,  
114  
Federal Way—Booths 115, 116, 117,  
118, 119



# WASHINGTON EDUCATOR Career Fair

*A career fair for teachers and administrators.*



## **WASHINGTON**

Fife—Booths 124, 125  
 Franklin Pierce—Booths 126, 127  
 Goldendale—Booth 128  
 Green Dot—Booth 129  
 Highline—Booths 133, 134, 135, 136  
 HopeSparks Early Intervention Program—Booth 130  
 Hoquiam—Booth 131  
 Issaquah — Booths 141, 142  
 Kelso — Booth 132  
 Kent—Booths 137, 138, 139, 140  
 Lake Stevens—Booth 143  
 Lake Washington — Booths 144, 145, 146, 147  
 Life Christian Academy—Booth 151  
 Longview — Booths 148, 149, 150  
 Marysville— Booths 152, 153  
 Mead — Booth 154  
 Mercer Island—Booth 155  
 Monroe—Booths 157, 158  
 Moses Lake—Booths 163, 164  
 Muckleshoot Tribal School—Booth 165  
 Mukilteo—Booths 159, 160, 161, 162  
 Naches Valley—Booth 166  
 Napavine—Booth 167  
 Naselle-Grays River Valley—Booth 172  
 North Central ESD—Booth 173  
 North Mason—Booths 168, 169  
 North Thurston—Booths 170, 172  
 Northshore—Booths 174, 175  
 Northwest Association of Independent Schools—Booths 178, 179, 180  
 Oak Harbor—Booth 176  
 Olympia—Booths 181, 182  
 Open Window—Booth 184  
 Orcas Island—Booth 185  
 Oroville—Booth 186  
 Orting—Booths 187, 188  
 Pasco—Booths 192, 193  
 Peninsula—Booths 189, 190, 191  
 Port Angeles—Booth 194  
 Port Townsend—Booth 195

## **WASHINGTON**

Prosser—Booth 196  
 Pullman—Booth 197  
 Puyallup—Booths 200, 201, 202  
 Quileute Tribal School—Booth 198  
 Renton—Booths 207, 208  
 Ridgefield—Booth 199  
 Riverview — Booths 212, 213  
 Seattle—Booths 203, 204, 205, 206  
 Sedro-Woolley—Booth 209  
 Selah—Booth 210  
 Sequim — Booth 211  
 Shelton—Booth 216  
 Skykomish—Booth 217  
 Snohomish — Booths 214, 215  
 Snoqualmie Valley—Booth 218  
 South Bend—Booth 219  
 South Kitsap—Booth 220  
 Spokane — Booths 225, 226  
 Steilacoom— Booth 221  
 Sultan — Booths 227, 228  
 Sumner—Booths 233, 234, 235  
 Suquamish Tribal Education—Booth 229  
 Tacoma—Booths 236, 237, 238, 239  
 Tahoma—Booths 230, 231  
 Tukwila—Booth 232  
 University Place—Booth 240  
 Vancouver—Booths 245, 246  
 Vashon Island—Booths 241, 242  
 Walla Walla—Booth 243  
 Wapato—Booth 244  
 Warden—Booth 247  
 WA State Charter School Assoc.—Booth 251  
 White River—Booth 248  
 Woodland—Booth 249  
 Yelm—Booth 250

## **INTERVIEW BOOTHS**

Bering Straight—Booth INT-1  
 Imagine Prep—Booth INT-2  
 Gallup-McKinley—Booths INT 3, 4  
 Desert Sands—Booth INT 5  
 Palm Springs—Booths INT 6, 7  
 Salinas Union—Booths INT 8  
 Auburn—Booth INT 9  
 Bellevue Children's Academy—Booth INT 10  
 Bellevue—Booths INT 11, 12  
 Bethel—Booths INT 13, 14, 15  
 Bremerton—Booth INT 16  
 Central Kitsap—Booths INT 17, 18  
 Centralia — Booth INT 19  
 Chief Leschi—Booths INT 21, 22  
 Clover Park—Booths INT 23, 24, 25, 26  
 East Valley # 90 Yakima—Booth INT 20  
 ESD 113—Booth INT 27  
 Federal Way — Booths INT 28, 29  
 Kelso—Booth INT 30  
 Kent—Booth INT 31  
 Longview — Booths INT 32, 33  
 Monroe—Booth INT 34  
 Moses Lake—Booth INT 35  
 Mukilteo—Booth INT 36  
 North Thurston—Booths INT 37, 38  
 Northshore — Booth INT 39  
 Orting—Booth INT 41  
 Peninsula—Booth INT 42, 43  
 Port Townsend—Booth INT 44  
 Puyallup—Booths INT 45, 46  
 Renton—Booths INT 47, 48  
 Seattle—Booths INT 49, 50, 51, 52  
 Shelton—Booth INT 53  
 Snohomish—Booth INT 54  
 Snoqualmie Valley — Booths INT 55, 56  
 Sultan—Booth INT 57  
 Sumner—Booths INT 58, 59  
 Tacoma — Booths INT 61, 62, 63, 64  
 Tahoma—Booth INT 65  
 Yelm—Booth INT 66

**From:** [jrausch@wsps.net](mailto:jrausch@wsps.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** Spring HELP  
**Date:** Tuesday, March 21, 2017 8:04:00 AM

---

Hi Janet!

I just wanted to confirm (peace of mind) whether you planned on observing the HELP III presentations on April 17th. We will be done at noon, and you are more than welcome to sit in on Darrell's presentation in the afternoon.

Jane

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [jrausch@wsps.net](#)  
**Subject:** RE: Spring HELP  
**Date:** Tuesday, March 21, 2017 8:10:52 AM

---

Yes, it is on my calendar to be there.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [jrausch@wsps.net](mailto:jrausch@wsps.net) [mailto:[jrausch@wsps.net](mailto:jrausch@wsps.net)]  
**Sent:** Tuesday, March 21, 2017 8:04 AM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** Spring HELP

Hi Janet!

I just wanted to confirm (peace of mind) whether you planned on observing the HELP III presentations on April 17th. We will be done at noon, and you are more than welcome to sit in on Darrell's presentation in the afternoon.

Jane



**From:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** Re: Spring HELP  
**Date:** Tuesday, March 21, 2017 8:14:20 AM

---

Thank you!

---

**From:** Janet Hodson <jhodson@fwps.org>  
**Sent:** Tuesday, March 21, 2017 8:10:52 AM  
**To:** jrausch@wspsa.net  
**Subject:** RE: Spring HELP

Yes, it is on my calendar to be there.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** jrausch@wspsa.net [mailto:jrausch@wspsa.net]  
**Sent:** Tuesday, March 21, 2017 8:04 AM  
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I just wanted to confirm (peace of mind) whether you planned on observing the HELP III presentations on April 17th. We will be done at noon, and you are more than welcome to sit in on Darrell's presentation in the afternoon.

Jane

**From:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**To:** [ellyn.papenfuse@vansd.org](mailto:ellyn.papenfuse@vansd.org); [cs Sheridan@asd103.org](mailto:cs Sheridan@asd103.org); [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** Spring HELP  
**Date:** Tuesday, March 21, 2017 11:24:08 AM  
**Attachments:** [Spring 2017 agenda.docx](#)

---

Greetings!

Thank you to each of you for being willing to observe the HELP III presentations. I have attached the agenda for your review. We will be having five presentations. You are welcome to attend the afternoon job description session with Darrell if that is of any interest to you; just let me know!

I look forward to seeing you on April 17th!

Jane Rausch  
HELP Coordinator

**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** Interview booths-Tacoma  
**Date:** Tuesday, March 21, 2017 1:11:41 PM

---

Jennifer – I'm so sorry – I know you just got the map done. Our leadership is interested in an additional interview booth next week (for a total of three). Is that possible?

Thank you!!

Liz

Liz McFarland  
Talent & Systems Manager  
Federal Way Public Schools  
253-945-2021  
Follow us on Twitter: @FWPSCareers  
[Click here to learn about FWPS Career Opportunities](#)



**From:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**To:** [Liz McFarland](#)  
**Subject:** RE: Interview booths-Tacoma  
**Date:** Tuesday, March 21, 2017 1:23:24 PM  
**Attachments:** [Federal Way interview booth TAC.pdf](#)

---

Hi Liz,

You bet! Interview booths are the easiest to add 😊

I have added one to your registration and have attached the invoice. I have a couple of other booth/floor plan updates I am waiting to hear back about, so I probably won't send the updated version out until tomorrow – but know that your additional booth will be there!

Thank you,

Jennifer

---

**From:** Liz McFarland [mailto:lmcfarla@fwps.org]  
**Sent:** Tuesday, March 21, 2017 1:12 PM  
**To:** admin@wspsa.net  
**Subject:** Interview booths-Tacoma

Jennifer – I'm so sorry – I know you just got the map done. Our leadership is interested in an additional interview booth next week (for a total of three). Is that possible?

Thank you!!

Liz

Liz McFarland  
Talent & Systems Manager  
Federal Way Public Schools  
253-945-2021  
Follow us on Twitter: @FWPSCareers  
[Click here to learn about FWPS Career Opportunities](#)





PO Box 1600  
Anacortes, WA 98221

# Invoice

Date	Invoice #
3/21/2017	10637

Bill To

Federal Way Public Schools  
Attn: Accounts Payable  
33330 8th Ave S.  
Federal Way, WA 98003

P.O. No.

Quantity	Description	Rate	Amount
1	MCFARLAND Washington Educator Career Fair, Tacoma, WA, March 24, 2016 registration for: additional interview booth added to registration (3 total)	100.00	100.00
		<b>Total</b>	<b>\$100.00</b>
Phone #	Fax #	Web Site	<b>Payments/Credits</b> \$0.00
360-825-1415	253-736-0333	www.wspa.net	<b>Balance Due</b> \$100.00

**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** RE: Interview booths-Tacoma  
**Date:** Tuesday, March 21, 2017 1:34:41 PM

---

Thank you – I sure appreciate your “can-do” attitude, ALL the time!

We also still owe for an interview booth in Spokane 😊 - just in case you want to revise the invoice and make it \$200.00.

---

**From:** admin@wspsa.net [mailto:admin@wspsa.net]  
**Sent:** Tuesday, March 21, 2017 1:23 PM  
**To:** Liz McFarland <lmcfarla@fwps.org>  
**Subject:** RE: Interview booths-Tacoma

Hi Liz,

You bet! Interview booths are the easiest to add 😊

I have added one to your registration and have attached the invoice. I have a couple of other booth/floor plan updates I am waiting to hear back about, so I probably won't send the updated version out until tomorrow – but know that your additional booth will be there!

Thank you,

Jennifer

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**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
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Thank you!!

Liz

Liz McFarland  
Talent & Systems Manager  
Federal Way Public Schools  
253-945-2021  
Follow us on Twitter: @FWPSCareers  
[Click here to learn about FWPS Career Opportunities](#)



**From:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net); [cleonard@wspsa.net](mailto:cleonard@wspsa.net)  
**Subject:** UPDATED Booth Assignments: Washington Educator Career Fair Tacoma - Vendor Information  
**Date:** Friday, March 24, 2017 7:29:44 AM  
**Attachments:** [WECF 2017 TACOMA Booth Brochure UPDATED MARCH 23, 2017.pdf](#)  
[WECF 2017 TACOMA FLOOR PLAN UPDATED MARCH 23 2017.pdf](#)  
[Parking Passes Tacoma.pdf](#)  
[WECF 2017 Updated Recruiter Handbook.pdf](#)  
**Importance:** High

---

Hello,

Thank you for registering to attend the Washington Educator Career Fair – Tacoma. ***We have made a few adjustments to our booth assignments, please see the attached booth assignment list and floor plan.***

### **Washington Educator Career Fair – Tacoma**

**March 29, 2017**

**9:00 am – 3:00 pm**

**Tacoma Dome Arena**

### **Important Reminder – Power and electricity**

- Each booth does have power, however the power drops are located near the back of the booth which is not always the most convenient for your booth set-up. Please bring extra extension cords/power strips. The Tacoma Dome has a limited amount of extras available. Thank you!

### **Booth assignments and floor plan**

- The updated booth assignments and floor plan are attached for your review

### **Conference Hours**

- The fair will open to the public at 9:00 am and close at 3:00 pm
- We encourage you to stay for the full event – many candidates arrive that last hour and we want them to receive the full benefit of their attendance – and we do not want you to miss out on the perfect candidate for your district!

### **Loading/Unloading**

- 7:30am – Vendors load-in through the F Doors. ALL vendors need to enter at the Lower F doors. No vehicles are allowed to drive inside the building.
- Building maps and parking information may be found here:  
<http://www.tacomadome.org/plan-your-visit/parking-direction>
- Please see attached recruiter handbook for reference

### **Parking**

- Parking passes are included in your registration. Parking passes are valid in the F and G Lots ONLY. The passes are attached for you to print and display at the event.



- Driving directions may be found here: <http://tacomadome.org/plan-your-visit/parking-direction>

#### **Internet**

- The Tacoma Dome now offers free WiFi (please see additional information in attached recruiter handbook)

#### **Vendor Lunch**

- Your registration includes two meal tickets *per purchased booth* (for example – if you purchased a double booth, you will receive four lunch tickets. A triple booth receives six lunch tickets, and a quad booth eight.) Additional meal tickets are available for purchase for \$12.50 each.
- The vendor lunch will be available from 11:00 – 1:00 pm. There will be private seating provided.
- Please work with your team to stagger lunches to ensure booth coverage throughout the day. We ask that you please not leave your booth unattended if at all possible. We would like our candidates to have the maximum opportunity to meet with districts, and for our districts to have the maximum opportunity to connect with the right candidates! Thank you in advance for your cooperation.

We look forward to having you join us in Tacoma. Please let us know if you have any additional questions or if we may be of any assistance.

Thank you,

Jennifer Tottenham

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

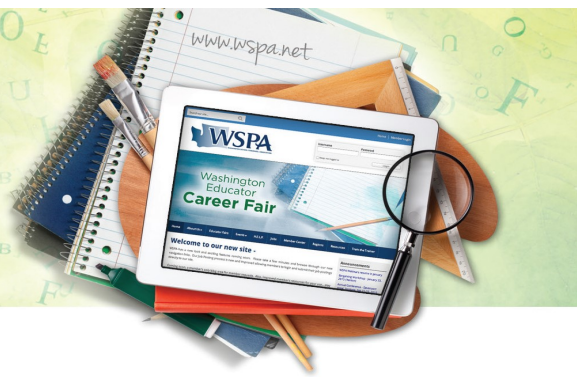
Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspsa.net/>



# WASHINGTON EDUCATOR Career Fair

*A career fair for teachers and administrators.*



Pastries and Coffee Provided by  
**PEMCO INSURANCE and  
INSPIRUS CREDIT UNION**



## **GOV'T /STATE ORGANIZATIONS, ASSOCIATIONS**

OSPI—Booth 59  
WEA—Booth 58  
NW Educational Development—Booth 57

## **COLLEGES**

Antioch University—Booth 56  
City University—Booth 55  
Grand Canyon University—Booth 54  
Northeastern University—Booth 53  
Northwest University — Booth 52  
Olympic College—Booth 51  
Saint Martin's University—Booth 50  
Seattle Pacific University—Booth 49  
Seattle University—Booth 48  
University of Puget Sound—Booth 47  
UW Tacoma—Booth 46  
UW Bothell—Booth 45  
Washington State University—Booth 44  
Western State Colorado University—  
Booth 43  
Western Washington University—Booth  
42  
WGU Washington—Booth 41

## **ALASKA**

Alaska Teacher Placement—Booth 1  
Anchorage —Booth 2  
Bering Straight —Booth 3  
Northwest Arctic Borough —Booth 4  
SE Island —Booth 5  
Southwest Region —Booth 6

## **ARIZONA**

Glendale Elementary —Booth 7  
Imagine Prep— Booth 8  
Union Elementary —Booth 9

## **COLORADO, NEVADA, NEW JERSEY, NEW MEXICO**

Westminster (CO) - Booth 10  
Lyon County (NV) - Booth 11  
Washoe County (NV) - Booth 12  
Sterling Education (NJ) - Booth 13  
Gallup-McKinley (NM) - Booth 14  
Zuni Public (NM) Booth 15

## **MULTI-STATE REGION (WA, OR, NV, UT, AK, ID, WY, MT)**

NW Association of Independent  
Schools—Booths 178, 179, 180

## **CALIFORNIA**

Amethod —Booths 23, 24  
Desert Sands Unified —Booth 25  
Franklin-McKinney —Booth 26  
Morongo Unified —Booths 27, 28  
Palm Springs Unified — Booth 29  
Salinas Unified —Booth 30  
San Bernardino —Booth 31  
Sierra Sands —Booth 32  
Westside Union —Booth 34

## **INTERNATIONAL**

CNMI —Booth 35  
International Educator Placement of  
America — Booth 36  
Maple Leaf Education—Booth 37  
Pattison English — Booth 38  
Universal American School—  
Kuwait—Booth 39

## **OREGON**

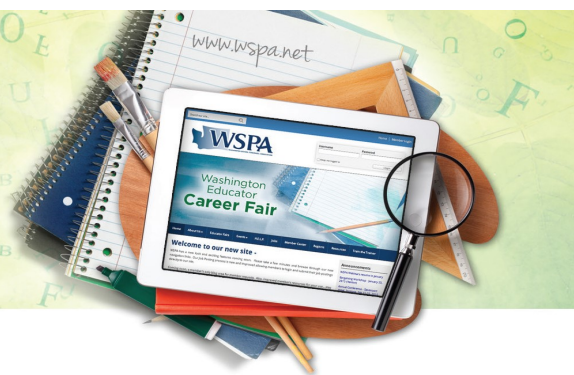
EMS Sub Desk - Booths 21, 22  
Salem-Keizer—Booth 16  
Jackson County—Booths 17, 18  
Gresham-Barlow — Booth 19  
Portland—Booth 20

## **WASHINGTON**

Anacortes —Booth 63  
Arlington—Booth 64  
Auburn—Booths 60, 61, 62  
Battle Ground —Booths 65, 66  
Bellevue Children's Academy—Booth  
75  
Bellevue — Booths 67, 68, 69, 70  
Bellingham — Booths 80, 81  
Bethel—Booths 71, 72, 73, 74  
Bremerton—Booths 77, 78  
Bridgeport—Booth 76  
Burlington-Edison—Booth 79  
Cape Flattery — Booth 90  
Castle Rock—84  
Cedar Crest Academy—Booth 85  
Central Kitsap — Booths 82, 83  
Centralia—Booth 86  
Cheney—Booth 87  
Chief Leschi—Booths 91, 92  
Childhaven—Booth 88  
Clarkston—Booth 89  
Clover Park—Booths 93, 94, 95, 96  
Concrete—Booth 97  
Darrington—Booth 98  
Dayton—Booth 99  
Dieringer—Booth 100  
East Lewis County—Booth 101  
East Valley # 90 Yakima — Booths  
102, 103  
Eatonville — Booths 106, 107  
Edmonds — Booths 104, 105  
Enumclaw—Booth 108  
ESD 113 Public Personnel  
Cooperative—Booths 109, 110  
Everett—Booths 120, 121  
Evergreen—Booths 111, 112, 113,  
114  
Federal Way—Booths 115, 116, 117,  
118, 119

# WASHINGTON EDUCATOR Career Fair

*A career fair for teachers and administrators.*



## **WASHINGTON**

Fife—Booths 124, 125  
Franklin Pierce—Booths 126, 127  
Goldendale—Booth 128  
Green Dot—Booth 129  
Highline—Booths 133, 134, 135, 136  
HopeSparks Early Intervention Program—Booth 130  
Hoquiam—Booth 131  
Issaquah — Booths 141, 142  
Kelso — Booth 132  
Kent—Booths 137, 138, 139, 140  
Lake Stevens—Booth 143  
Lake Washington — Booths 144, 145, 146, 147  
Life Christian Academy—Booth 151  
Longview — Booths 148, 149, 150  
Marysville— Booths 152, 153  
Mead — Booth 154  
Mercer Island—Booth 155  
Monroe—Booths 157, 158  
Moses Lake—Booths 163, 164  
Muckleshoot Tribal School—Booth 165  
Mukilteo—Booths 159, 160, 161, 162  
Naches Valley—Booth 166  
Napavine—Booth 167  
Naselle-Grays River Valley—Booth 172  
North Central ESD—Booth 173  
North Mason—Booths 168, 169  
North Thurston—Booths 170, 171  
Northshore—Booths 174, 175  
Oak Harbor—Booth 176  
Olympia—Booths 181, 182  
Open Window—Booth 184  
Orcas Island—Booth 185  
Oroville—Booth 186  
Orting—Booths 187, 188  
Pasco—Booths 192, 193  
Peninsula—Booths 189, 190, 191  
Port Angeles—Booth 194  
Port Townsend—Booth 195

## **WASHINGTON**

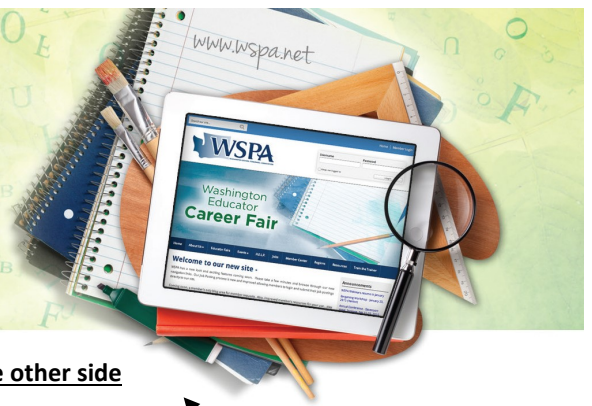
Prosser—Booth 196  
Pullman—Booth 197  
Puyallup—Booths 200, 201, 202  
Quileute Tribal School—Booth 198  
Renton—Booths 207, 208  
Ridgefield—Booth 199  
Riverview — Booths 212, 213  
Seattle—Booths 203, 204, 205, 206  
Sedro-Woolley—Booth 209  
Selah—Booth 210  
Sequim — Booth 211  
Shelton—Booth 216  
Skykomish—Booth 217  
Snohomish — Booths 214, 215  
Snoqualmie Valley—Booths 222, 223, 224  
South Bend—Booth 219  
South Kitsap—Booth 220  
Spokane — Booths 225, 226  
Steilacoom— Booth 221  
Summit — Booth 177  
Sultan — Booths 227, 228  
Sumner—Booths 233, 234, 235  
Suquamish Tribal Education—Booth 229  
Tacoma—Booths 236, 237, 238, 239  
Tahoma—Booths 230, 231  
Toutle Lake — Booth 218  
Tukwila—Booth 232  
University Place—Booth 240  
Vancouver—Booths 245, 246  
Vashon Island—Booths 241, 242  
Walla Walla—Booth 243  
Wapato—Booth 244  
Warden—Booth 247  
WA State Charter School Assoc.—Booth 251  
White River—Booth 248  
Wilson Creek — Booth 252  
Woodland—Booth 249  
Yelm—Booth 250

## **INTERVIEW BOOTHS**

Bering Straight—Booth INT-1  
Imagine Prep—Booth INT-2  
Gallup-McKinley—Booths INT 3, 4  
Desert Sands—Booth INT 5  
Palm Springs—Booths INT 6, 7  
Salinas Union—Booths INT 8  
Auburn—Booth INT 9  
Bellevue Children's Academy—Booth INT 10  
Bellevue—Booths INT 11, 12  
Bethel—Booths INT 13, 14, 15  
Bremerton—Booth INT 16  
Central Kitsap—Booths INT 17, 18  
Centralia — Booth INT 19  
Chief Leschi—Booths INT 21, 22  
Clover Park—Booths INT 23, 24, 25, 26, 27  
East Valley # 90 Yakima—Booth INT 20  
ESD 113—Booth INT 28  
Federal Way — Booths INT 29, 31, 31  
Kelso—Booth INT 32  
Kent—Booth INT 33  
Lake Washington—INT 67, 68, 69, 70, 71  
Longview — Booths INT 34, 35  
Monroe—Booth INT 36  
Moses Lake—Booth INT 37  
Mukilteo—Booth INT 38  
North Thurston—Booths INT 39, 40  
Northshore — Booth INT 41  
Orting—Booth INT 42  
Peninsula—Booth INT 43, 44  
Port Townsend—Booth INT 45  
Puyallup—Booths INT 46, 47  
Renton—Booths INT 48, 49  
Seattle—Booths INT 50, 51, 52, 53  
Shelton—Booth INT 54  
Snohomish—Booth INT 55  
Snoqualmie Valley — Booths INT 56, 57  
Sultan—Booth INT 58  
Sumner—Booths INT 59, 60  
Tacoma — Booths INT 61, 62, 63, 64  
Tahoma—Booth INT 65

# WASHINGTON EDUCATOR Career Fair

*A career fair for teachers and administrators.*



Interview Booths — please see other side

**Washington Educator**

**Career Fair 2017**

**Tacoma Dome**

**March 29, 2017**

**9:00 — 3:00**

**Floor Plan**

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247	248	249	250	251	252	253	254	255	256	257
246	245	244	243	242	241	240	239	238	237	236

235	234	233	232	231	230	229	228	227	226	225
214	215	216	217	218	219	220	221	222	223	224

213	212	211	210	209	208	207	206	205	204	203
192	193	194	195	196	197	198	199	200	201	202

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126	127	128	129	130	131	132	133	134	135	136

125	124	123	122	121	120	119	118	117	116	115
104	105	106	107	108	109	110	111	112	113	114

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Registration

ADA

Refreshments/  
Sponsors PEMCO  
Insurance and  
Inspirus Credit Union

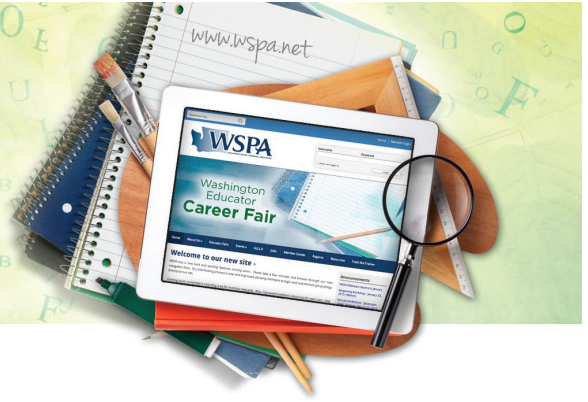
Entrance

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
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# WASHINGTON EDUCATOR Career Fair

*A career fair for teachers and administrators.*



## Interview Booths

61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60

21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

**Washington Educator  
Career Fair**

Tacoma Dome  
PARKING PASS  
F or G Lot Only

**Washington Educator  
Career Fair**

Tacoma Dome  
PARKING PASS  
F or G Lot Only



# Washington Educator Career Fair 2017 Recruiter Handbook

Presented by:  
Washington School Personnel Association

Washington School Personnel Association  
PO Box 1600  
Anacortes, WA 98221  
Phone: 360-825-1415 / Fax: 253-736-0333  
Email: [admin@wspa.net](mailto:admin@wspa.net)  
Contact: Jennifer Tottenham, WSPA Program Coordinator



# **Vendor/Booth Pricing**

## **Spokane Career Fair Single Exhibitor Booth Pricing**

- \$175 College, University, or Washington Governmental Agency
- \$250 Washington ESD
- \$225 Washington District up to 1,000 students
- \$250 Washington District 1,001 to 2,500 students
- \$325 Washington District 2,501 to 10,000 students
- \$400 Washington District over 10,000 students
- \$500 Out-of-state District or other agency

## **Spokane Career Fair Booth Upgrades**

- Double booth: \$175
- Triple booth: \$350
- Quad booth: \$525
- Interview booth: \$100 each

## **Tacoma Career Fair Single Exhibitor Booth Pricing**

- \$225 College, University, or Washington Governmental Agency
- \$300 Washington ESD
- \$275 Washington District up to 1,000 students
- \$300 Washington District 1,001 to 2,500 students
- \$375 Washington District 2,501 to 10,000 students
- \$450 Washington District over 10,000 students
- \$550 Out-of-state District or other agency

## **Tacoma Career Fair Booth Upgrades**

- Double booth: \$200
- Triple booth: \$400
- Quad booth: \$600
- Interview booth: \$100 each

10% discount provided for attending both fairs. Please use promo code WECF2017 at checkout.  
Register online at: <http://www.wspa.net/washington-educator-career-fairs>



## Career Fair Booth Hours and Information

Please note the fair hours. These hours have been established by WSPA in an effort to meet the needs of the candidates as well as participating districts and colleges.

9:00 a.m. to 2:00 p.m. – Spokane

9:00 a.m. to 3:00 p.m. – Tacoma

- We encourage you to have a representative at your booth during all fair hours. Many candidates travel considerable distances, or take leave from work to attend and may not arrive until near the end of the day. We stress the importance of having a representative available to meet all candidates throughout the day.
- Check your loading and unloading instructions for times available for set up of your booth.
- Complimentary coffee and refreshments will be available provided by PEMCO and Inspirus Credit Union. We encourage you to stop and thank their representatives for this generous service to our attendees.
- Please keep your booth, display, and staff intact and functioning until the closing time.
- **Please note: *Insurance requirements at both the Spokane Convention Center and the Tacoma Dome PRECLUDE the use of moving carts and pull carts during the stated operating hours of the Fair.*** Districts that choose to depart the venue floors prior to the stated closing time will need to be prepared to hand carry their displays and materials from the venue.

## **Facilities, Signs, Displays and Materials**

- Each single booth will be provided with a curtained 9 or 10x10 booth, an 8 foot linen draped table, two chairs and a sign with your district's name.
- Standard 5 amp electrical is also included.
- For additional chairs, tables, accessories please refer to the *Event Coordinator* section of this booklet.
- Posters, pictures and other display materials may be placed on the table, on a stand provided by your school, or they may be attached to the backdrop within the confines of your booth.
- There are no printing facilities on-site. Please plan to bring an adequate supply of printed materials for attendees.
- Districts planning to mail materials to the fair locations in advance of the events should contact the *Event Coordinator* whose information is contained in the booklet.

## Tacoma Dome Arena: Loading and Unloading Information

- Loading and unloading will be at the entrance across from the F lot and will begin at 7:30 a.m. the day of the fair
- Parking Passes can be used for the F and G Lots only.
- You will receive 2 passes per booth purchased.
- Parking passes will be emailed to the contact name on the registration prior to the fair. If you do not receive your passes via email please contact [admin@wspace.net](mailto:admin@wspace.net)
- There is additional pay parking available in Lot A.

### MAP TO THE TACOMA DOME



# **Tacoma Dome Driving Directions**

## **Traveling South on I-5**

- Exit 135- Follow the off-ramp towards Portland Avenue. Follow 27th (Bay Street) across Portland Avenue as it turns into Wiley Avenue. Take a right on McKinley Avenue and look for the entrance into the Tacoma Dome parking lots.
- Exit 133- Follow the "City Center" off-ramp, veering right towards "East 26th St Tacoma Dome." Turn right on E 26th Street. Look for the entrance to Tacoma Dome Parking Lots on 26th or turn right on D Street for more parking.

## **Traveling North on I-5**

- Take exit 133. Follow the off-ramp to East 26th Street. Take a right onto East 26th Street. Tacoma Dome signs will direct you to turn right onto C Street to enter the Tacoma Dome parking lots.

## **From Downtown Tacoma**

- Take Pacific Avenue Southbound. Turn left onto East 26th Street. Follow East 26th Street to C Street. Turn right onto C Street to enter the Tacoma Dome parking lots.

## **Public Transportation**

- The Tacoma Link connects the Tacoma Dome Station (a regional hub for bus and commuter train service) with downtown Tacoma's museums, restaurants, retail and more. For more information please visit [www.soundtransit.org](http://www.soundtransit.org) or call (800) 201-4900. For specific Pierce Transit route and schedule information, please visit them online at [www.piercetransit.org](http://www.piercetransit.org) or call Pierce Transit at (253) 581-8000.

# Tacoma Dome Internet Information

## Hard Line Internet or Phone Line Orders

To order a hard line internet drop or phone line anywhere in the building, you will need to schedule this through an outside contractor. You may choose any provider you want for internet or phone service. Please try to order the lines as soon as possible prior to your event, and schedule the installation for the event load-in day.

One option would be Century Link at (855) 891-4083.

## Tacoma Dome Wi-Fi Service

The Tacoma Dome offers complimentary Wi-Fi to all guests. Guests only need to connect to DomePublic to use this service. Dome-Public has a variable level of bandwidth associated with it and has no guarantee of upload or download speeds available.

Should an event want a dedicated level of up/download speeds they should consider one of two options:

- Access to SSID Dome-BOH: This password protected option provides 10 or 20 Mbps up/down speeds to events that are only concerned about a reliable, dedicated service. The password will be given to event planner to distribute to attendees. Billing will be based on the number of unique devices associated with this SSID.

Speed	Number of Devices				
	100 or less	101-250	251-450	451-650	651+
10 Mbps	\$450	\$600	\$900	\$1800	\$3500
20 Mbps	\$700	\$1000	\$1400	\$2800	\$4800

- Customized SSID and Portal: A client determined SSID will direct guests to a customized portal with client provided background will prompt guest to enter a client determined password. The password will be given to event planner to distribute to attendees. Billing will be based on the number of unique devices associated with this SSID.

Speed	Number of Devices				
	100 or less	101-250	251-450	451-650-	651+
10 Mbps	\$900	\$1200	\$1800	\$3600	\$7000
20 Mbps	\$1400	\$2000	\$2800	\$5600	\$9600
Faster speeds may be available with prior arrangements					

The quality and condition of individual wireless devices varies so widely that the Tacoma Dome cannot guarantee the connectivity of every single device and every attendee. Limited support through our wireless provider is available should a guest experience difficulty connecting.

If a guest or vendor need assistance with connecting to the building's Wi-Fi, they can call Mobilitie's 24 hour service line at 877-283-4114. Mobilitie will help our guests troubleshoot connectivity issues.

## **Spokane Convention Center: Loading and Unloading Information**

- The Fair is being staged in the Exhibition Hall
- **Loading /unloading may only take place the morning of the Fair beginning at 7:30 a.m.**
- For a printable map of the loading area, please visit:  
<http://spokanecenter.com/loading-and-unloading/>

### **Exhibition Hall Loading Area Directions**

#### **From I-90**

- From I-90 use Hamilton St. Exit #282
- Go North 1 mile
- Turn left on E. Mission Avenue
- Go West for 0.7 miles
- Turn left on N. Division Street
- Go South for 0.8 miles
- Enter off N. Division Street on the Northeast corner of the building

# **Spokane Convention Center Driving Directions**

## **From Spokane International Airport and Points East**

- Take Airport Drive east to Spokane to Interstate 90 exit.
- East on Interstate 90 to exit number 281 North Division (City Center). North on Division approximately seven blocks. Left or west on Trent Avenue (which becomes Spokane Falls Blvd.) to Spokane Center.

## **From Points West**

- West on Interstate 90 to Exit 281 (North Division). North on Division approximately seven blocks. Left or west on Trent Avenue (which becomes Spokane Falls Blvd.) to Spokane Center.

## **From Points South (Pullman)**

- North on Highway 195 to Interstate 90 to Exit 281 (City Center). North on Division approximately seven blocks. Left or west on Trent Avenue (which becomes Spokane Falls Blvd.) to Spokane Center.

## **From Points North**

- South on Highway 395 which comes into Spokane on Division Street. Immediately after you cross the river, the arterials jogs west on Spokane Falls Blvd. and then south on Browne. After jogging west, stay in right lane and continue west on Spokane Falls Blvd. to Spokane Center (one block).

## **Hotel and Lodging Information**

### **Tacoma Lodging**

- The Best Western Tacoma Dome Hotel is our recommended hotel for this event.
- Best Western Tacoma Dome Hotel
  - Reservations: 1-800-780-7234
  - Website: <http://www.bestwesterntacomadome.com/>
  - 2611 East E Street, Tacoma, Washington 98421-1225
  - Phone: 253-272-7734

### **Spokane Lodging**

- We recommend three hotels in the Spokane Convention Center area:
- Doubletree Hotel at Spokane City Center
  - Reservations: 1-509-455-9600
  - Website: <http://doubletree3.hilton.com/en/hotels/washington/doubletree-by-hilton-hotel-spokane-city-center-SPCC-DT/index.html>
  - 322 North Spokane Falls Court, Spokane, WA 99201
- Red Lion Hotel at the Park
  - Reservations: 1-509-326-800
  - Website: <https://www.redlion.com/park-spokane>
  - 303 W. North River Drive, Spokane, WA 99201
- Davenport Hotel
  - Reservations: 800-899-1482
  - Website: <http://www.davenporthotelcollection.com/>
  - 10 South Post Street, Spokane, WA 99201



## **Event Coordinator Information**

### **Tacoma Event Coordinator: Grand Event Rentals**

- **Grand Event Rentals will be the event coordinator for the Tacoma Dome event.**
- Please contact Grand Event Rentals for any additional items needed such as shipping, carpet, etc.
- **Grand Event Rentals**
  - Phone: 425-462-7368
  - Website: <http://grandeventrentalswa.com/>
  - 22029 23<sup>rd</sup> Drive SE, Ste. 105, Bothell, WA 98021 (new location as of November 2016)

### **Spokane Event Coordinator: LCD Exposition Services**

- **LCD Exposition Services will be the event coordinator for the Spokane event.**
- Please contact LCD Exposition Services for any additional items needed such as shipping, carpet, etc.
- **LCD Exposition Services**
  - Phone: 509-325-9656
  - Website: <http://lcdexpo.com/>
  - PO Box 4487, Spokane, WA 99220

# Frequently Asked Questions

## What is Included in each Booth Purchase?

- A single booth is 9X10 in Spokane and 10x10 in Tacoma. This includes one 8 foot table, 2 chairs, and a sign with your district's name on it.

## What about electricity?

- Your booth purchase includes a 5 amp electrical supply.

## What about internet?

- The Spokane Convention Center and the Tacoma Dome Arena now both provide free Wi-Fi

## Parking?

- The Spokane Convention Center offers paid parking at the facility.
- If you register to attend the Tacoma Fair you will receive an email with 2 parking passes per booth purchased. The Tacoma passes are sent out 1 week prior to the fair.

## What if I need photocopies?

- **We do not have a way to make photocopies for the recruiters on the day of the event.** We suggest that you bring plenty of copies.
- Spokane has a FedEx Kinkos directly across the street from the Convention Center.
- The Tacoma Expo Hall does not have easy access to any local copy businesses.

## Name badges:

- The Washington Educator Career Fair does not provide name badges for recruiters, however we would be happy to print one for you when you arrive at the Fair. If you require a name badge please visit the registration table.

## Is a recruiter required to check-in upon arrival?

- No. If you know your booth number you may go directly to your booth upon arrival.

## Food at the event

- Pastries and coffee are provided free of charge at the event.
- Lunch tickets are provided with your booth purchase (two tickets per booth). Lunch will be provided at both events for recruiters.
- Recruiters may also purchase snacks or meals at the concession stands or nearby restaurants.

**Cancellation Policy:** All refund request must be received prior to March 1st and must be received in writing via email to [admin@wsipa.net](mailto:admin@wsipa.net).

## Recruiting and Event Planning Suggestions

- Post ALL staffing needs at the Fair – include definite vacancies, administrator vacancies, classified vacancies, anticipated vacancies, and anticipated areas of shortage.
- Bring a variety of materials to showcase your district: a map with your location, information about your community, curriculum guides, photos of schools and events – share with candidates what it would be like to live and work in your district.
- Arrive on time and plan to stay until the very end. Many of our candidates travel considerable distances to attend and may not arrive until the end of the day. Please plan coverage for your booth throughout the day so that you do not miss an opportunity with a highly qualified and enthusiastic candidate.
- Please bring more printed material that you think you need – we do not have the ability to make more copies onsite! Please bring an adequate amount of applications, brochures, and any other handouts you would like to share.
- Keep a record of candidates who come to your booth. WSPA will provide a list of all attendees following the events, but it helpful to document those candidates and pertinent information for your reference. Consider tracking names, endorsements, schools attended, and any other helpful information for your district use.
- Be clear about what actions candidates need to take in order to follow-up their interest in your district. Many candidates have not attended a career fair before and will appreciate your guidance and clear next steps. We want you to be able to make true connections with our candidates.
- Best of luck with your recruiting! Please do not hesitate to let us know how we can best serve you and your district. Your feedback is welcomed and appreciated. Please contact us at: [admin@wsipa.net](mailto:admin@wsipa.net)

**From:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net); [cleonard@wspsa.net](mailto:cleonard@wspsa.net)  
**Subject:** UPDATED Booth Assignments - Washington Educator Career Fair Tacoma - Vendor Information  
**Date:** Friday, March 24, 2017 7:29:59 AM  
**Attachments:** [WECF 2017 TACOMA Booth Brochure UPDATED MARCH 23, 2017.pdf](#)  
[WECF 2017 TACOMA FLOOR PLAN UPDATED MARCH 23 2017.pdf](#)  
[Parking Passes Tacoma.pdf](#)  
[WECF 2017 Updated Recruiter Handbook.pdf](#)  
**Importance:** High

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Hello,

Thank you for registering to attend the Washington Educator Career Fair – Tacoma. ***We have made a few adjustments to our booth assignments, please see the attached booth assignment list and floor plan.***

### **Washington Educator Career Fair – Tacoma**

**March 29, 2017**

**9:00 am – 3:00 pm**

**Tacoma Dome Arena**

### **Important Reminder – Power and electricity**

- Each booth does have power, however the power drops are located near the back of the booth which is not always the most convenient for your booth set-up. Please bring extra extension cords/power strips. The Tacoma Dome has a limited amount of extras available. Thank you!

### **Booth assignments and floor plan**

- The updated booth assignments and floor plan are attached for your review

### **Conference Hours**

- The fair will open to the public at 9:00 am and close at 3:00 pm
- We encourage you to stay for the full event – many candidates arrive that last hour and we want them to receive the full benefit of their attendance – and we do not want you to miss out on the perfect candidate for your district!

### **Loading/Unloading**

- 7:30am – Vendors load-in through the F Doors. ALL vendors need to enter at the Lower F doors. No vehicles are allowed to drive inside the building.
- Building maps and parking information may be found here:  
<http://www.tacomadome.org/plan-your-visit/parking-direction>
- Please see attached recruiter handbook for reference

### **Parking**

- Parking passes are included in your registration. Parking passes are valid in the F and G Lots ONLY. The passes are attached for you to print and display at the event.

- Driving directions may be found here: <http://tacomadome.org/plan-your-visit/parking-direction>

#### **Internet**

- The Tacoma Dome now offers free WiFi (please see additional information in attached recruiter handbook)

#### **Vendor Lunch**

- Your registration includes two meal tickets *per purchased booth* (for example – if you purchased a double booth, you will receive four lunch tickets. A triple booth receives six lunch tickets, and a quad booth eight.) Additional meal tickets are available for purchase for \$12.50 each.
- The vendor lunch will be available from 11:00 – 1:00 pm. There will be private seating provided.
- Please work with your team to stagger lunches to ensure booth coverage throughout the day. We ask that you please not leave your booth unattended if at all possible. We would like our candidates to have the maximum opportunity to meet with districts, and for our districts to have the maximum opportunity to connect with the right candidates! Thank you in advance for your cooperation.

We look forward to having you join us in Tacoma. Please let us know if you have any additional questions or if we may be of any assistance.

Thank you,

Jennifer Tottenham

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

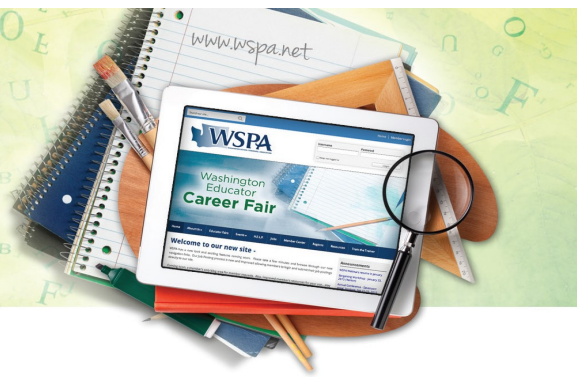
Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wsipa.net/>



# WASHINGTON EDUCATOR Career Fair

*A career fair for teachers and administrators.*



Pastries and Coffee Provided by  
**PEMCO INSURANCE and  
INSPIRUS CREDIT UNION**



## **GOV'T /STATE ORGANIZATIONS, ASSOCIATIONS**

OSPI—Booth 59  
WEA—Booth 58  
NW Educational Development—Booth 57

## **COLLEGES**

Antioch University—Booth 56  
City University—Booth 55  
Grand Canyon University—Booth 54  
Northeastern University—Booth 53  
Northwest University — Booth 52  
Olympic College—Booth 51  
Saint Martin's University—Booth 50  
Seattle Pacific University—Booth 49  
Seattle University—Booth 48  
University of Puget Sound—Booth 47  
UW Tacoma—Booth 46  
UW Bothell—Booth 45  
Washington State University—Booth 44  
Western State Colorado University—  
Booth 43  
Western Washington University—Booth  
42  
WGU Washington—Booth 41

## **ALASKA**

Alaska Teacher Placement—Booth 1  
Anchorage —Booth 2  
Bering Straight —Booth 3  
Northwest Arctic Borough —Booth 4  
SE Island —Booth 5  
Southwest Region —Booth 6

## **ARIZONA**

Glendale Elementary —Booth 7  
Imagine Prep— Booth 8  
Union Elementary —Booth 9

## **COLORADO, NEVADA, NEW JERSEY, NEW MEXICO**

Westminster (CO) - Booth 10  
Lyon County (NV) - Booth 11  
Washoe County (NV) - Booth 12  
Sterling Education (NJ) - Booth 13  
Gallup-McKinley (NM) - Booth 14  
Zuni Public (NM) Booth 15

## **MULTI-STATE REGION (WA, OR, NV, UT, AK, ID, WY, MT)**

NW Association of Independent  
Schools—Booths 178, 179, 180

## **CALIFORNIA**

Amethod —Booths 23, 24  
Desert Sands Unified —Booth 25  
Franklin-McKinney —Booth 26  
Morongo Unified —Booths 27, 28  
Palm Springs Unified — Booth 29  
Salinas Unified —Booth 30  
San Bernardino —Booth 31  
Sierra Sands —Booth 32  
Westside Union —Booth 34

## **INTERNATIONAL**

CNMI —Booth 35  
International Educator Placement of  
America — Booth 36  
Maple Leaf Education—Booth 37  
Pattison English — Booth 38  
Universal American School—  
Kuwait—Booth 39

## **OREGON**

EMS Sub Desk - Booths 21, 22  
Salem-Keizer—Booth 16  
Jackson County—Booths 17, 18  
Gresham-Barlow — Booth 19  
Portland—Booth 20

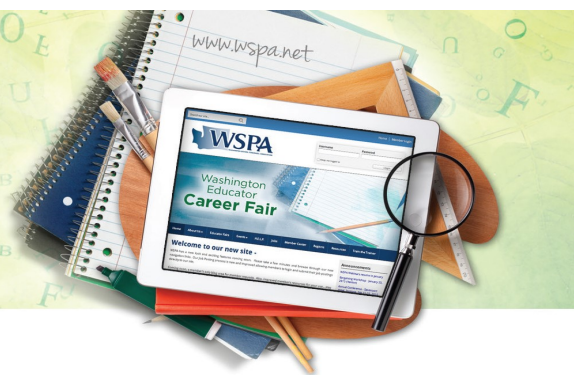
## **WASHINGTON**

Anacortes —Booth 63  
Arlington—Booth 64  
Auburn—Booths 60, 61, 62  
Battle Ground —Booths 65, 66  
Bellevue Children's Academy—Booth  
75  
Bellevue — Booths 67, 68, 69, 70  
Bellingham — Booths 80, 81  
Bethel—Booths 71, 72, 73, 74  
Bremerton—Booths 77, 78  
Bridgeport—Booth 76  
Burlington-Edison—Booth 79  
Cape Flattery — Booth 90  
Castle Rock—84  
Cedar Crest Academy—Booth 85  
Central Kitsap — Booths 82, 83  
Centralia—Booth 86  
Cheney—Booth 87  
Chief Leschi—Booths 91, 92  
Childhaven—Booth 88  
Clarkston—Booth 89  
Clover Park—Booths 93, 94, 95, 96  
Concrete—Booth 97  
Darrington—Booth 98  
Dayton—Booth 99  
Dieringer—Booth 100  
East Lewis County—Booth 101  
East Valley # 90 Yakima — Booths  
102, 103  
Eatonville — Booths 106, 107  
Edmonds — Booths 104, 105  
Enumclaw—Booth 108  
ESD 113 Public Personnel  
Cooperative—Booths 109, 110  
Everett—Booths 120, 121  
Evergreen—Booths 111, 112, 113,  
114  
Federal Way—Booths 115, 116, 117,  
118, 119



# WASHINGTON EDUCATOR Career Fair

*A career fair for teachers and administrators.*



## **WASHINGTON**

Fife—Booths 124, 125  
Franklin Pierce—Booths 126, 127  
Goldendale—Booth 128  
Green Dot—Booth 129  
Highline—Booths 133, 134, 135, 136  
HopeSparks Early Intervention Program—Booth 130  
Hoquiam—Booth 131  
Issaquah — Booths 141, 142  
Kelso — Booth 132  
Kent—Booths 137, 138, 139, 140  
Lake Stevens—Booth 143  
Lake Washington — Booths 144, 145, 146, 147  
Life Christian Academy—Booth 151  
Longview — Booths 148, 149, 150  
Marysville— Booths 152, 153  
Mead — Booth 154  
Mercer Island—Booth 155  
Monroe—Booths 157, 158  
Moses Lake—Booths 163, 164  
Muckleshoot Tribal School—Booth 165  
Mukilteo—Booths 159, 160, 161, 162  
Naches Valley—Booth 166  
Napavine—Booth 167  
Naselle-Grays River Valley—Booth 172  
North Central ESD—Booth 173  
North Mason—Booths 168, 169  
North Thurston—Booths 170, 171  
Northshore—Booths 174, 175  
Oak Harbor—Booth 176  
Olympia—Booths 181, 182  
Open Window—Booth 184  
Orcas Island—Booth 185  
Oroville—Booth 186  
Orting—Booths 187, 188  
Pasco—Booths 192, 193  
Peninsula—Booths 189, 190, 191  
Port Angeles—Booth 194  
Port Townsend—Booth 195

## **WASHINGTON**

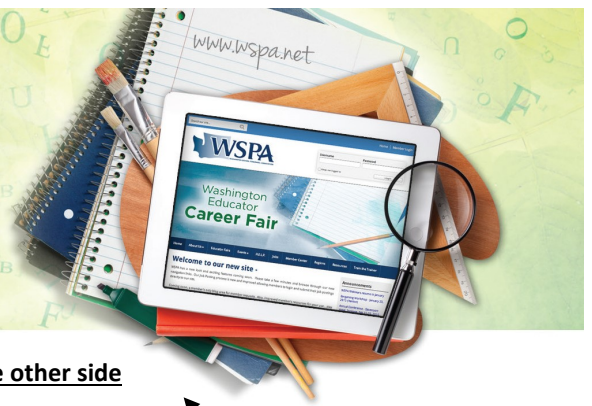
Prosser—Booth 196  
Pullman—Booth 197  
Puyallup—Booths 200, 201, 202  
Quileute Tribal School—Booth 198  
Renton—Booths 207, 208  
Ridgefield—Booth 199  
Riverview — Booths 212, 213  
Seattle—Booths 203, 204, 205, 206  
Sedro-Woolley—Booth 209  
Selah—Booth 210  
Sequim — Booth 211  
Shelton—Booth 216  
Skykomish—Booth 217  
Snohomish — Booths 214, 215  
Snoqualmie Valley—Booths 222, 223, 224  
South Bend—Booth 219  
South Kitsap—Booth 220  
Spokane — Booths 225, 226  
Steilacoom— Booth 221  
Summit — Booth 177  
Sultan — Booths 227, 228  
Sumner—Booths 233, 234, 235  
Suquamish Tribal Education—Booth 229  
Tacoma—Booths 236, 237, 238, 239  
Tahoma—Booths 230, 231  
Toutle Lake — Booth 218  
Tukwila—Booth 232  
University Place—Booth 240  
Vancouver—Booths 245, 246  
Vashon Island—Booths 241, 242  
Walla Walla—Booth 243  
Wapato—Booth 244  
Warden—Booth 247  
WA State Charter School Assoc.—Booth 251  
White River—Booth 248  
Wilson Creek — Booth 252  
Woodland—Booth 249  
Yelm—Booth 250

## **INTERVIEW BOOTHS**

Bering Straight—Booth INT-1  
Imagine Prep—Booth INT-2  
Gallup-McKinley—Booths INT 3, 4  
Desert Sands—Booth INT 5  
Palm Springs—Booths INT 6, 7  
Salinas Union—Booths INT 8  
Auburn—Booth INT 9  
Bellevue Children's Academy—Booth INT 10  
Bellevue—Booths INT 11, 12  
Bethel—Booths INT 13, 14, 15  
Bremerton—Booth INT 16  
Central Kitsap—Booths INT 17, 18  
Centralia — Booth INT 19  
Chief Leschi—Booths INT 21, 22  
Clover Park—Booths INT 23, 24, 25, 26, 27  
East Valley # 90 Yakima—Booth INT 20  
ESD 113—Booth INT 28  
Federal Way — Booths INT 29, 31, 31  
Kelso—Booth INT 32  
Kent—Booth INT 33  
Lake Washington—INT 67, 68, 69, 70, 71  
Longview — Booths INT 34, 35  
Monroe—Booth INT 36  
Moses Lake—Booth INT 37  
Mukilteo—Booth INT 38  
North Thurston—Booths INT 39, 40  
Northshore — Booth INT 41  
Orting—Booth INT 42  
Peninsula—Booth INT 43, 44  
Port Townsend—Booth INT 45  
Puyallup—Booths INT 46, 47  
Renton—Booths INT 48, 49  
Seattle—Booths INT 50, 51, 52, 53  
Shelton—Booth INT 54  
Snohomish—Booth INT 55  
Snoqualmie Valley — Booths INT 56, 57  
Sultan—Booth INT 58  
Sumner—Booths INT 59, 60  
Tacoma — Booths INT 61, 62, 63, 64  
Tahoma—Booth INT 65

# WASHINGTON EDUCATOR Career Fair

*A career fair for teachers and administrators.*



Interview Booths — please see other side

**Washington Educator**

**Career Fair 2017**

**Tacoma Dome**

**March 29, 2017**

**9:00 — 3:00**

**Floor Plan**

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246	245	244	243	242	241	240	239	238	237	236

235	234	233	232	231	230	229	228	227	226	225
214	215	216	217	218	219	220	221	222	223	224

213	212	211	210	209	208	207	206	205	204	203
192	193	194	195	196	197	198	199	200	201	202

191	190	189	188	187	186	185	184	183	182	181
170	171	172	173	174	175	176	177	178	179	180

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148	149	150	151	152	153	154	155	156	157	158

147	146	145	144	143	142	141	140	139	138	137
126	127	128	129	130	131	132	133	134	135	136

125	124	123	122	121	120	119	118	117	116	115
104	105	106	107	108	109	110	111	112	113	114

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Registration

ADA

Refreshments/  
Sponsors PEMCO  
Insurance and  
Inspirus Credit Union

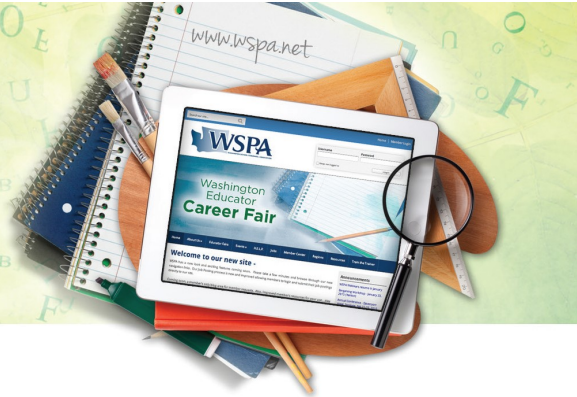
Entrance

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# WASHINGTON EDUCATOR Career Fair

*A career fair for teachers and administrators.*



## Interview Booths

61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60

21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

**Washington Educator  
Career Fair**

Tacoma Dome  
PARKING PASS  
F or G Lot Only

**Washington Educator  
Career Fair**

Tacoma Dome  
PARKING PASS  
F or G Lot Only



# Washington Educator Career Fair 2017 Recruiter Handbook

Presented by:  
Washington School Personnel Association

Washington School Personnel Association  
PO Box 1600  
Anacortes, WA 98221  
Phone: 360-825-1415 / Fax: 253-736-0333  
Email: [admin@wspace.net](mailto:admin@wspace.net)  
Contact: Jennifer Tottenham, WSPA Program Coordinator



# **Vendor/Booth Pricing**

## **Spokane Career Fair Single Exhibitor Booth Pricing**

- \$175 College, University, or Washington Governmental Agency
- \$250 Washington ESD
- \$225 Washington District up to 1,000 students
- \$250 Washington District 1,001 to 2,500 students
- \$325 Washington District 2,501 to 10,000 students
- \$400 Washington District over 10,000 students
- \$500 Out-of-state District or other agency

## **Spokane Career Fair Booth Upgrades**

- Double booth: \$175
- Triple booth: \$350
- Quad booth: \$525
- Interview booth: \$100 each

## **Tacoma Career Fair Single Exhibitor Booth Pricing**

- \$225 College, University, or Washington Governmental Agency
- \$300 Washington ESD
- \$275 Washington District up to 1,000 students
- \$300 Washington District 1,001 to 2,500 students
- \$375 Washington District 2,501 to 10,000 students
- \$450 Washington District over 10,000 students
- \$550 Out-of-state District or other agency

## **Tacoma Career Fair Booth Upgrades**

- Double booth: \$200
- Triple booth: \$400
- Quad booth: \$600
- Interview booth: \$100 each

10% discount provided for attending both fairs. Please use promo code WECF2017 at checkout.  
Register online at: <http://www.wspa.net/washington-educator-career-fairs>

## Career Fair Booth Hours and Information

Please note the fair hours. These hours have been established by WSPA in an effort to meet the needs of the candidates as well as participating districts and colleges.

9:00 a.m. to 2:00 p.m. – Spokane

9:00 a.m. to 3:00 p.m. – Tacoma

- We encourage you to have a representative at your booth during all fair hours. Many candidates travel considerable distances, or take leave from work to attend and may not arrive until near the end of the day. We stress the importance of having a representative available to meet all candidates throughout the day.
- Check your loading and unloading instructions for times available for set up of your booth.
- Complimentary coffee and refreshments will be available provided by PEMCO and Inspirus Credit Union. We encourage you to stop and thank their representatives for this generous service to our attendees.
- Please keep your booth, display, and staff intact and functioning until the closing time.
- **Please note: *Insurance requirements at both the Spokane Convention Center and the Tacoma Dome PRECLUDE the use of moving carts and pull carts during the stated operating hours of the Fair.*** Districts that choose to depart the venue floors prior to the stated closing time will need to be prepared to hand carry their displays and materials from the venue.

## **Facilities, Signs, Displays and Materials**

- Each single booth will be provided with a curtained 9 or 10x10 booth, an 8 foot linen draped table, two chairs and a sign with your district's name.
- Standard 5 amp electrical is also included.
- For additional chairs, tables, accessories please refer to the *Event Coordinator* section of this booklet.
- Posters, pictures and other display materials may be placed on the table, on a stand provided by your school, or they may be attached to the backdrop within the confines of your booth.
- There are no printing facilities on-site. Please plan to bring an adequate supply of printed materials for attendees.
- Districts planning to mail materials to the fair locations in advance of the events should contact the *Event Coordinator* whose information is contained in the booklet.

## Tacoma Dome Arena: Loading and Unloading Information

- Loading and unloading will be at the entrance across from the F lot and will begin at 7:30 a.m. the day of the fair
- Parking Passes can be used for the F and G Lots only.
- You will receive 2 passes per booth purchased.
- Parking passes will be emailed to the contact name on the registration prior to the fair. If you do not receive your passes via email please contact [admin@wspace.net](mailto:admin@wspace.net)
- There is additional pay parking available in Lot A.

### MAP TO THE TACOMA DOME



# **Tacoma Dome Driving Directions**

## **Traveling South on I-5**

- Exit 135- Follow the off-ramp towards Portland Avenue. Follow 27th (Bay Street) across Portland Avenue as it turns into Wiley Avenue. Take a right on McKinley Avenue and look for the entrance into the Tacoma Dome parking lots.
- Exit 133- Follow the "City Center" off-ramp, veering right towards "East 26th St Tacoma Dome." Turn right on E 26th Street. Look for the entrance to Tacoma Dome Parking Lots on 26th or turn right on D Street for more parking.

## **Traveling North on I-5**

- Take exit 133. Follow the off-ramp to East 26th Street. Take a right onto East 26th Street. Tacoma Dome signs will direct you to turn right onto C Street to enter the Tacoma Dome parking lots.

## **From Downtown Tacoma**

- Take Pacific Avenue Southbound. Turn left onto East 26th Street. Follow East 26th Street to C Street. Turn right onto C Street to enter the Tacoma Dome parking lots.

## **Public Transportation**

- The Tacoma Link connects the Tacoma Dome Station (a regional hub for bus and commuter train service) with downtown Tacoma's museums, restaurants, retail and more. For more information please visit [www.soundtransit.org](http://www.soundtransit.org) or call (800) 201-4900. For specific Pierce Transit route and schedule information, please visit them online at [www.piercetransit.org](http://www.piercetransit.org) or call Pierce Transit at (253) 581-8000.



# Tacoma Dome Internet Information

## Hard Line Internet or Phone Line Orders

To order a hard line internet drop or phone line anywhere in the building, you will need to schedule this through an outside contractor. You may choose any provider you want for internet or phone service. Please try to order the lines as soon as possible prior to your event, and schedule the installation for the event load-in day.

One option would be Century Link at (855) 891-4083.

## Tacoma Dome Wi-Fi Service

The Tacoma Dome offers complimentary Wi-Fi to all guests. Guests only need to connect to DomePublic to use this service. Dome-Public has a variable level of bandwidth associated with it and has no guarantee of upload or download speeds available.

Should an event want a dedicated level of up/download speeds they should consider one of two options:

- Access to SSID Dome-BOH: This password protected option provides 10 or 20 Mbps up/down speeds to events that are only concerned about a reliable, dedicated service. The password will be given to event planner to distribute to attendees. Billing will be based on the number of unique devices associated with this SSID.

Speed	Number of Devices				
	100 or less	101-250	251-450	451-650	651+
10 Mbps	\$450	\$600	\$900	\$1800	\$3500
20 Mbps	\$700	\$1000	\$1400	\$2800	\$4800

- Customized SSID and Portal: A client determined SSID will direct guests to a customized portal with client provided background will prompt guest to enter a client determined password. The password will be given to event planner to distribute to attendees. Billing will be based on the number of unique devices associated with this SSID.

Speed	Number of Devices				
	100 or less	101-250	251-450	451-650-	651+
10 Mbps	\$900	\$1200	\$1800	\$3600	\$7000
20 Mbps	\$1400	\$2000	\$2800	\$5600	\$9600
Faster speeds may be available with prior arrangements					

The quality and condition of individual wireless devices varies so widely that the Tacoma Dome cannot guarantee the connectivity of every single device and every attendee. Limited support through our wireless provider is available should a guest experience difficulty connecting.

If a guest or vendor need assistance with connecting to the building's Wi-Fi, they can call Mobilitie's 24 hour service line at 877-283-4114. Mobilitie will help our guests troubleshoot connectivity issues.

## **Spokane Convention Center: Loading and Unloading Information**

- The Fair is being staged in the Exhibition Hall
- **Loading /unloading may only take place the morning of the Fair beginning at 7:30 a.m.**
- For a printable map of the loading area, please visit:  
<http://spokanecenter.com/loading-and-unloading/>

### **Exhibition Hall Loading Area Directions**

#### **From I-90**

- From I-90 use Hamilton St. Exit #282
- Go North 1 mile
- Turn left on E. Mission Avenue
- Go West for 0.7 miles
- Turn left on N. Division Street
- Go South for 0.8 miles
- Enter off N. Division Street on the Northeast corner of the building

# **Spokane Convention Center Driving Directions**

## **From Spokane International Airport and Points East**

- Take Airport Drive east to Spokane to Interstate 90 exit.
- East on Interstate 90 to exit number 281 North Division (City Center). North on Division approximately seven blocks. Left or west on Trent Avenue (which becomes Spokane Falls Blvd.) to Spokane Center.

## **From Points West**

- West on Interstate 90 to Exit 281 (North Division). North on Division approximately seven blocks. Left or west on Trent Avenue (which becomes Spokane Falls Blvd.) to Spokane Center.

## **From Points South (Pullman)**

- North on Highway 195 to Interstate 90 to Exit 281 (City Center). North on Division approximately seven blocks. Left or west on Trent Avenue (which becomes Spokane Falls Blvd.) to Spokane Center.

## **From Points North**

- South on Highway 395 which comes into Spokane on Division Street. Immediately after you cross the river, the arterials jogs west on Spokane Falls Blvd. and then south on Browne. After jogging west, stay in right lane and continue west on Spokane Falls Blvd. to Spokane Center (one block).

## **Hotel and Lodging Information**

### **Tacoma Lodging**

- The Best Western Tacoma Dome Hotel is our recommended hotel for this event.
- Best Western Tacoma Dome Hotel
  - Reservations: 1-800-780-7234
  - Website: <http://www.bestwesterntacomadome.com/>
  - 2611 East E Street, Tacoma, Washington 98421-1225
  - Phone: 253-272-7734

### **Spokane Lodging**

- We recommend three hotels in the Spokane Convention Center area:
- Doubletree Hotel at Spokane City Center
  - Reservations: 1-509-455-9600
  - Website: <http://doubletree3.hilton.com/en/hotels/washington/doubletree-by-hilton-hotel-spokane-city-center-SPCC-DT/index.html>
  - 322 North Spokane Falls Court, Spokane, WA 99201
- Red Lion Hotel at the Park
  - Reservations: 1-509-326-800
  - Website: <https://www.redlion.com/park-spokane>
  - 303 W. North River Drive, Spokane, WA 99201
- Davenport Hotel
  - Reservations: 800-899-1482
  - Website: <http://www.davenporthotelcollection.com/>
  - 10 South Post Street, Spokane, WA 99201

## **Event Coordinator Information**

### **Tacoma Event Coordinator: Grand Event Rentals**

- **Grand Event Rentals will be the event coordinator for the Tacoma Dome event.**
- Please contact Grand Event Rentals for any additional items needed such as shipping, carpet, etc.
- **Grand Event Rentals**
  - Phone: 425-462-7368
  - Website: <http://grandeventrentalswa.com/>
  - 22029 23<sup>rd</sup> Drive SE, Ste. 105, Bothell, WA 98021 (new location as of November 2016)

### **Spokane Event Coordinator: LCD Exposition Services**

- **LCD Exposition Services will be the event coordinator for the Spokane event.**
- Please contact LCD Exposition Services for any additional items needed such as shipping, carpet, etc.
- **LCD Exposition Services**
  - Phone: 509-325-9656
  - Website: <http://lcdexpo.com/>
  - PO Box 4487, Spokane, WA 99220

# Frequently Asked Questions

## What is Included in each Booth Purchase?

- A single booth is 9X10 in Spokane and 10x10 in Tacoma. This includes one 8 foot table, 2 chairs, and a sign with your district's name on it.

## What about electricity?

- Your booth purchase includes a 5 amp electrical supply.

## What about internet?

- The Spokane Convention Center and the Tacoma Dome Arena now both provide free Wi-Fi

## Parking?

- The Spokane Convention Center offers paid parking at the facility.
- If you register to attend the Tacoma Fair you will receive an email with 2 parking passes per booth purchased. The Tacoma passes are sent out 1 week prior to the fair.

## What if I need photocopies?

- **We do not have a way to make photocopies for the recruiters on the day of the event.** We suggest that you bring plenty of copies.
- Spokane has a FedEx Kinkos directly across the street from the Convention Center.
- The Tacoma Expo Hall does not have easy access to any local copy businesses.

## Name badges:

- The Washington Educator Career Fair does not provide name badges for recruiters, however we would be happy to print one for you when you arrive at the Fair. If you require a name badge please visit the registration table.

## Is a recruiter required to check-in upon arrival?

- No. If you know your booth number you may go directly to your booth upon arrival.

## Food at the event

- Pastries and coffee are provided free of charge at the event.
- Lunch tickets are provided with your booth purchase (two tickets per booth). Lunch will be provided at both events for recruiters.
- Recruiters may also purchase snacks or meals at the concession stands or nearby restaurants.

**Cancellation Policy:** All refund request must be received prior to March 1st and must be received in writing via email to [admin@wsipa.net](mailto:admin@wsipa.net).

## Recruiting and Event Planning Suggestions

- Post ALL staffing needs at the Fair – include definite vacancies, administrator vacancies, classified vacancies, anticipated vacancies, and anticipated areas of shortage.
- Bring a variety of materials to showcase your district: a map with your location, information about your community, curriculum guides, photos of schools and events – share with candidates what it would be like to live and work in your district.
- Arrive on time and plan to stay until the very end. Many of our candidates travel considerable distances to attend and may not arrive until the end of the day. Please plan coverage for your booth throughout the day so that you do not miss an opportunity with a highly qualified and enthusiastic candidate.
- Please bring more printed material that you think you need – we do not have the ability to make more copies onsite! Please bring an adequate amount of applications, brochures, and any other handouts you would like to share.
- Keep a record of candidates who come to your booth. WSPA will provide a list of all attendees following the events, but it helpful to document those candidates and pertinent information for your reference. Consider tracking names, endorsements, schools attended, and any other helpful information for your district use.
- Be clear about what actions candidates need to take in order to follow-up their interest in your district. Many candidates have not attended a career fair before and will appreciate your guidance and clear next steps. We want you to be able to make true connections with our candidates.
- Best of luck with your recruiting! Please do not hesitate to let us know how we can best serve you and your district. Your feedback is welcomed and appreciated. Please contact us at: [admin@wsipa.net](mailto:admin@wsipa.net)

**From:** [admin@wspa.net](mailto:admin@wspa.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** FW: WSPA Board Nomination  
**Date:** Friday, March 24, 2017 7:58:43 AM

---

Hi Janet,

Just a reminder that if you chose to accept the nomination for WSPA Secretary that I will need a statement of interest/qualifications from you today.

Thank you!

Jennifer

---

**From:** admin@wspa.net  
**Sent:** Monday, March 20, 2017 3:03 PM  
**To:** 'Janet Hodson' <jhodson@fwps.org>  
**Subject:** WSPA Board Nomination

Hello Janet,

Congratulations -- you have been nominated for the position of WSPA Secretary!

If you choose to accept this nomination, I will need a statement of interest/qualifications from you no later than Friday, March 24<sup>th</sup>. This statement will be shared with WSPA membership for their consideration when ballots go out March 27, 2017.

Please let me know if you have any questions or if I may be of any assistance.

Thank you – and congratulations!

Best regards,

Jennifer

*Jennifer Tottenham*

Program Coordinator  
Washington School Personnel Association  
PO Box 1600 Anacortes, Washington 98221  
Phone: 360-825-1415/Fax: 253-736-0333  
<http://www.wspa.net/>





**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: UPDATED Booth Assignments: Washington Educator Career Fair Tacoma - Vendor Information  
**Date:** Friday, March 24, 2017 8:00:13 AM

---

Thanks, Jennifer. Updated list shows our interview booths with two 31s – I presume there will actually be two 31s, so you didn't have to disrupt the rest of the numbering – but just wanted to check.

Thank you!!

Liz

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**From:** admin@wspa.net [mailto:admin@wspa.net]  
**Sent:** Friday, March 24, 2017 7:30 AM  
**To:** admin@wspa.net; cleonard@wspa.net  
**Subject:** UPDATED Booth Assignments: Washington Educator Career Fair Tacoma - Vendor Information  
**Importance:** High

Hello,

Thank you for registering to attend the Washington Educator Career Fair – Tacoma. ***We have made a few adjustments to our booth assignments, please see the attached booth assignment list and floor plan.***

**Washington Educator Career Fair – Tacoma**  
**March 29, 2017**  
**9:00 am – 3:00 pm**  
**Tacoma Dome Arena**

**Important Reminder – Power and electricity**

- Each booth does have power, however the power drops are located near the back of the booth which is not always the most convenient for your booth set-up. Please bring extra extension cords/power strips. The Tacoma Dome has a limited amount of extras available. Thank you!

**Booth assignments and floor plan**

- The updated booth assignments and floor plan are attached for your review

**Conference Hours**

- The fair will open to the public at 9:00 am and close at 3:00 pm
- We encourage you to stay for the full event – many candidates arrive that last hour and we want them to receive the full benefit of their attendance – and we do not want you to miss out on the perfect candidate for your district!

**Loading/Unloading**

- 7:30am – Vendors load-in through the F Doors. ALL vendors need to enter at the Lower F doors. No vehicles are allowed to drive inside the building.
- Building maps and parking information may be found here: <http://www.tacomadome.org/plan-your-visit/parking-direction>
- Please see attached recruiter handbook for reference

**Parking**

- Parking passes are included in your registration. Parking passes are valid in the F and G Lots ONLY. The passes are attached for you to print and display at the event.
- Driving directions may be found here: <http://tacomadome.org/plan-your-visit/parking-direction>

**Internet**

- The Tacoma Dome now offers free WiFi (please see additional information in attached recruiter handbook)

**Vendor Lunch**

- Your registration includes two meal tickets *per purchased booth* (for example – if you purchased a double booth, you will receive four lunch tickets. A triple booth receives six lunch tickets, and a quad booth eight.) Additional meal tickets are available for purchase for \$12.50 each.
- The vendor lunch will be available from 11:00 – 1:00 pm. There will be private seating provided.
- Please work with your team to stagger lunches to ensure booth coverage throughout the day. We ask that you please not leave your booth unattended if at all possible. We would like our candidates to have the maximum opportunity to meet with districts, and for our districts to have the maximum opportunity to connect with the right candidates! Thank you in advance for your cooperation.

We look forward to having you join us in Tacoma. Please let us know if you have any additional questions or if we may be of any assistance.

Thank you,

Jennifer Tottenham

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspsa.net/>



**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [Liz McFarland](#)  
**Subject:** RE: UPDATED Booth Assignments: Washington Educator Career Fair Tacoma - Vendor Information  
**Date:** Friday, March 24, 2017 8:02:09 AM

---

I will get that corrected! Thank you!

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**From:** Liz McFarland [mailto:lmcfarla@fwps.org]  
**Sent:** Friday, March 24, 2017 8:00 AM  
**To:** admin@wsps.net  
**Subject:** RE: UPDATED Booth Assignments: Washington Educator Career Fair Tacoma - Vendor Information

Thanks, Jennifer. Updated list shows our interview booths with two 31s – I presume there will actually be two 31s, so you didn't have to disrupt the rest of the numbering – but just wanted to check.

Thank you!!  
Liz

---

**From:** [admin@wsps.net](mailto:admin@wsps.net) [mailto:admin@wsps.net]  
**Sent:** Friday, March 24, 2017 7:30 AM  
**To:** [admin@wsps.net](mailto:admin@wsps.net); [cleonard@wsps.net](mailto:cleonard@wsps.net)  
**Subject:** UPDATED Booth Assignments: Washington Educator Career Fair Tacoma - Vendor Information  
**Importance:** High

Hello,

Thank you for registering to attend the Washington Educator Career Fair – Tacoma. ***We have made a few adjustments to our booth assignments, please see the attached booth assignment list and floor plan.***

**Washington Educator Career Fair – Tacoma**  
**March 29, 2017**  
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**Important Reminder – Power and electricity**

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### **Booth assignments and floor plan**

- The updated booth assignments and floor plan are attached for your review

### **Conference Hours**

- The fair will open to the public at 9:00 am and close at 3:00 pm
- We encourage you to stay for the full event – many candidates arrive that last hour and we want them to receive the full benefit of their attendance – and we do not want you to miss out on the perfect candidate for your district!

### **Loading/Unloading**

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### **Parking**

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### **Internet**

- The Tacoma Dome now offers free WiFi (please see additional information in attached recruiter handbook)

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We look forward to having you join us in Tacoma. Please let us know if you have any additional questions or if we may be of any assistance.

Thank you,

Jennifer Tottenham

Jennifer Tottenham

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspa.net/>



**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** RE: UPDATED Booth Assignments: Washington Educator Career Fair Tacoma - Vendor Information  
**Date:** Friday, March 24, 2017 8:03:05 AM

---

You poor thing – are you getting ANY sleep right now?!?

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**From:** admin@wspsa.net [mailto:admin@wspsa.net]  
**Sent:** Friday, March 24, 2017 8:02 AM  
**To:** Liz McFarland <lmcfarla@fwps.org>  
**Subject:** RE: UPDATED Booth Assignments: Washington Educator Career Fair Tacoma - Vendor Information

I will get that corrected! Thank you!

---

**From:** Liz McFarland [<mailto:lmcfarla@fwps.org>]  
**Sent:** Friday, March 24, 2017 8:00 AM  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** RE: UPDATED Booth Assignments: Washington Educator Career Fair Tacoma - Vendor Information

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Thank you!!  
Liz

---

**From:** [admin@wspsa.net](mailto:admin@wspsa.net) [<mailto:admin@wspsa.net>]  
**Sent:** Friday, March 24, 2017 7:30 AM  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net); [cleonard@wspsa.net](mailto:cleonard@wspsa.net)  
**Subject:** UPDATED Booth Assignments: Washington Educator Career Fair Tacoma - Vendor Information  
**Importance:** High

Hello,

Thank you for registering to attend the Washington Educator Career Fair – Tacoma. ***We have made a few adjustments to our booth assignments, please see the attached booth assignment list and floor plan.***

**Washington Educator Career Fair – Tacoma**  
**March 29, 2017**  
**9:00 am – 3:00 pm**

## Tacoma Dome Arena

### Important Reminder – Power and electricity

- Each booth does have power, however the power drops are located near the back of the booth which is not always the most convenient for your booth set-up. Please bring extra extension cords/power strips. The Tacoma Dome has a limited amount of extras available. Thank you!

### Booth assignments and floor plan

- The updated booth assignments and floor plan are attached for your review

### Conference Hours

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advance for your cooperation.

We look forward to having you join us in Tacoma. Please let us know if you have any additional questions or if we may be of any assistance.

Thank you,

Jennifer Tottenham

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspa.net/>



**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [Liz McFarland](#)  
**Subject:** RE: UPDATED Booth Assignments: Washington Educator Career Fair Tacoma - Vendor Information  
**Date:** Friday, March 24, 2017 8:04:36 AM

---

Ha! I will definitely be happy at about 10am on Wednesday when everyone is in their booth and the power and wifi work!

---

**From:** Liz McFarland [<mailto:lmcfarla@fwps.org>]  
**Sent:** Friday, March 24, 2017 8:03 AM  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** RE: UPDATED Booth Assignments: Washington Educator Career Fair Tacoma - Vendor Information

You poor thing – are you getting ANY sleep right now?!?

---

**From:** [admin@wsps.net](mailto:admin@wsps.net) [<mailto:admin@wsps.net>]  
**Sent:** Friday, March 24, 2017 8:02 AM  
**To:** Liz McFarland <[lmcfarla@fwps.org](mailto:lmcfarla@fwps.org)>  
**Subject:** RE: UPDATED Booth Assignments: Washington Educator Career Fair Tacoma - Vendor Information

I will get that corrected! Thank you!

---

**From:** Liz McFarland [<mailto:lmcfarla@fwps.org>]  
**Sent:** Friday, March 24, 2017 8:00 AM  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** RE: UPDATED Booth Assignments: Washington Educator Career Fair Tacoma - Vendor Information

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Thank you!!  
Liz

---

**From:** [admin@wsps.net](mailto:admin@wsps.net) [<mailto:admin@wsps.net>]  
**Sent:** Friday, March 24, 2017 7:30 AM  
**To:** [admin@wsps.net](mailto:admin@wsps.net); [cleonard@wsps.net](mailto:cleonard@wsps.net)  
**Subject:** UPDATED Booth Assignments: Washington Educator Career Fair Tacoma - Vendor Information  
**Importance:** High

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**March 29, 2017**

**9:00 am – 3:00 pm**

**Tacoma Dome Arena**

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purchased a double booth, you will receive four lunch tickets. A triple booth receives six lunch tickets, and a quad booth eight.) Additional meal tickets are available for purchase for \$12.50 each.

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We look forward to having you join us in Tacoma. Please let us know if you have any additional questions or if we may be of any assistance.

Thank you,

Jennifer Tottenham

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspa.net/>



**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: WSPA Board Nomination  
**Date:** Friday, March 24, 2017 8:17:55 AM

---

Thanks Jennifer. I will get it to you today. Sorry for the delay. Been swamped at work.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [admin@wspa.net](mailto:admin@wspa.net) [mailto:[admin@wspa.net](mailto:admin@wspa.net)]  
**Sent:** Friday, March 24, 2017 7:59 AM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** FW: WSPA Board Nomination

Hi Janet,

Just a reminder that if you chose to accept the nomination for WSPA Secretary that I will need a statement of interest/qualifications from you today.

Thank you!

Jennifer

---

**From:** [admin@wspa.net](mailto:admin@wspa.net)  
**Sent:** Monday, March 20, 2017 3:03 PM  
**To:** 'Janet Hodson' <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** WSPA Board Nomination

Hello Janet,

Congratulations -- you have been nominated for the position of WSPA Secretary!

If you choose to accept this nomination, I will need a statement of interest/qualifications from you no later than Friday, March 24<sup>th</sup>. This statement will be shared with WSPA membership for their consideration when ballots go out March 27, 2017.

Please let me know if you have any questions or if I may be of any assistance.

Thank you – and congratulations!

Best regards,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspa.net/>



**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [cleonard@wspa.net](#); [CynthiaMcVeigh@sjisd.wednet.edu](#)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, March 24, 2017 8:46:26 AM

---

Good morning Cynthia,

We ask our employees to arrive to work safely as soon as possible. The expectation is they are at work before the start of the students day. This is for both certificated and classified.

Understanding that the reason for the late start when road conditions are unfavorable is due to the transportation of students on our buses and the liability we have. However, we live in an area where many of our staff live on steep inclines and/or in areas where they may get hit harder with snow.

We want our staff to travel safely to work also. I can't recall any issues where staff have misused this privilege. Most come on time or close to their starting time if they don't have school age children at home.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [mailto:[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)]  
**Sent:** Friday, March 24, 2017 8:23 AM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** MEMBER REQUEST

A few member requests for your consideration. Thank you!

Cynthia McVeigh from San Juan Island School District is asking if your district docks pay when staff arrive late due to late start/snow days?

Please send your response directly to: [CynthiaMcVeigh@sjisd.wednet.edu](mailto:CynthiaMcVeigh@sjisd.wednet.edu)

Also, cc your response to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

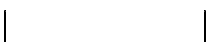
Curtis

---

This email was sent to [jhodson@fwps.org](mailto:jhodson@fwps.org) by [cleonard@wsipa.net](mailto:cleonard@wsipa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

[Unsubscribe or Manage Preferences](#) • [Privacy Policy](#)





**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [cleonard@wspa.net](#); [jharman@gfalls.wednet.edu](#)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, March 24, 2017 8:47:37 AM  
**Attachments:** [Certificated Teacher -Deaf Hard of Hearing \(DHH\) 1-2017.docx](#)

---

Hope this helps.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [wspa@memberclicks-mail.net](mailto:wspa@memberclicks-mail.net) [mailto:[wspa@memberclicks-mail.net](mailto:wspa@memberclicks-mail.net)]  
**Sent:** Friday, March 24, 2017 8:34 AM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** MEMBER REQUEST

Jennifer Harmon from Granite Falls School District is requesting a job description for a Teacher for the deaf and hard of hearing.

Please send your response directly to: [jharman@gfalls.wednet.edu](mailto:jharman@gfalls.wednet.edu)

Also, cc your response to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

---

This email was sent to [jhodson@fwps.org](mailto:jhodson@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

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## **Position Description**

### **CERTIFICATED TEACHER – Deaf/Hard of Hearing (DHH)**

#### **POSITION SUMMARY:**

A Deaf and Hard of Hearing (DHH) Teacher works with students with identified disabilities that demonstrate primary learning needs due to hearing loss. Using a Total Communication approach, students may need intensive specially designed instruction to learn how to read, write, and solve mathematical calculations and problems while also developing critical language skills (both signed and spoken). Additionally, they may have special needs in the social-emotional and/or functional life skills domains, but are secondary to their hearing needs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.** This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Develop and maintain compliant Individual Education Plans (IEP) and other compliance documents.
- Instruct students using the Total Communication philosophy
- Develop, implement, and adjust appropriate programming to provide access to a student's Least Restrictive Environment (LRE).
- Provide interventions and systematic purposeful instruction at student's instructional level linking district initiatives and grade level expectations to IEP.
- Coordinate with general education teachers to address students' instructional needs in order to support further involvement in core instruction.
- Design and implement intervention based on student assessment and evaluation.
- Collect and utilize data and frequent ongoing progress monitoring systems to inform instructional decisions or revisions.
- Design and implement appropriate accommodations and modifications.
- Train and supervise paraeducators.
- Provide individualized inclusion opportunities.
- Supervise and assist in coordinating schedules for educational interpreters
- Work closely with district audiologist to maintain and check hearing equipment

The preceding list of responsibilities is not exhaustive and may be supplemented as necessary.

#### **REQUIRED QUALIFICATIONS:**

##### **Education and Experience**

A current Washington State Teacher's Certificate with a Special Education Endorsement

#### **ADDITIONAL REQUIREMENTS:**

Work scheduled hours on a consistent basis

Knowledge of sign systems including: Signing Exact English (SEE), Simultaneous Communication (SimCom), Pidgin Signed English (PSE), and American Sign Language (ASL)

#### **PREFERRED QUALIFICATIONS:**

Professional proficiency in one or more sign systems

Training or experience in serving students with deafness or hearing loss

Proficiency in conducting Functional Behavior Assessments and developing Behavior Intervention Plans

Training and/or experience teaching students who have been impacted by trauma and neglect

Experience working with educational interpreters

Familiarity with audiological equipment including FM systems, cochlear implants, and hearing aids

Bilingual

## JOB DESCRIPTION: CERTIFICATED TEACHER – ACADEMIC CORE PROGRAM (ACP)

### **CONDITION OF EMPLOYMENT:**

Criminal background clearance

Washington State Driver's license and proof of insurance

First Aid and CPR certificate and maintain certification

Complete the Right Response training at the advanced level at the next available class and maintain certification annually.

### **KNOWLEDGE OF:**

School board policies and procedures

Computer systems and various software programs

Evidence-based classroom and behavior management practices

### **ABILITY TO:**

Plan, implement, and evaluate individualized programs for students

Establish and maintain effective working relationship with staff, parents, and community members

Skill in operating a computer and ability to learn and use various software programs

Work effectively under varying levels of pressure

Intervene in situations of imminent likelihood of serious harm using district approved Right Response techniques, including de-escalation strategies and restraint when needed

Comply with school board policies and follow administrative procedures

Organize and perform job responsibilities efficiently and independently without close supervision and able to pay strict attention to detail

Communicate effectively through spoken and written word; read and follow written or verbal communications

Develop and maintain positive relationships with staff and service providers

Work collaboratively with District staff and promote teamwork with co-workers

Practice effective safety and security within individual work routines

Practice ethical and professional standards of conduct including the requirements of confidentiality

Relate effectively with parents, staff, students and community members in a multicultural and multiracial community

Perform job responsibilities with or without reasonable accommodations

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES RELATED TO CULTURAL COMPETENCE AND EQUITY:**

Knowledge/awareness of own cultural identity and how this influences behavior, and desire to learn about the cultural identity of others.

Ability to establish and nurture an environment that promotes cultural competence and equitable treatment of staff, students, and patrons of the District.

Ability to understand and hold self and others accountable for promoting the Federal Way Public Schools' commitment to "Each Scholar: A Voice. A Dream. A Bright Future."

Ability to recognize that each person is a unique individual even as we celebrate their group cultural heritage.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will frequently be required to reach, bend, stoop, squat, kneel, handle/grasp, talk, and hear. The employee will occasionally be required to stand, walk, sit, climb stairs, lift and reach overhead, twist torso and neck, and fine motor manipulation. The employee will occasionally be required to lift/carry a maximum of 50 pounds. The employee will occasionally be required to push/pull a maximum weight of 100 pounds. Anything over the weight limits will be performed as a two-person lift or with a mechanical lift.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee will experience constant interruptions; required to meet deadlines. The employee will be exposed to infectious diseases carried by students and exposed to unpredictable students who may grab or bite. The noise level in the work environment is usually

## JOB DESCRIPTION: CERTIFICATED TEACHER – ACADEMIC CORE PROGRAM (ACP)

moderate.

### **WORK SCHEDULE**

This position has a school year schedule.

### **REPORTING RELATIONSHIP**

Position reports to, and is evaluated by, a building administrator, department director, or designee.

### **REPRESENTATION**

Federal Way Education Association (FWEA)

### **LEVEL OF COMPENSATION**

Federal Way Education Association (FWEA) salary schedule

### **CLASSIFICATION HISTORY**

Update 12/2015

Update 1/2017

### **DISCLAIMER**

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**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [cleonard@wspa.net](#); [jharman@gfalls.wednet.edu](#)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, March 24, 2017 8:50:22 AM  
**Attachments:** [Certificated Teacher -Deaf Hard of Hearing \(DHH\) 1-2017.docx](#)

---

Hope this helps.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [wspa@memberclicks-mail.net](mailto:wspa@memberclicks-mail.net) [mailto:[wspa@memberclicks-mail.net](mailto:wspa@memberclicks-mail.net)]  
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Thanks,

Curtis

---

This email was sent to [jhodson@fwps.org](mailto:jhodson@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
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## **Position Description**

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- Supervise and assist in coordinating schedules for educational interpreters
- Work closely with district audiologist to maintain and check hearing equipment

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##### **Education and Experience**

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#### **ADDITIONAL REQUIREMENTS:**

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Experience working with educational interpreters

Familiarity with audiological equipment including FM systems, cochlear implants, and hearing aids

Bilingual



## JOB DESCRIPTION: CERTIFICATED TEACHER – ACADEMIC CORE PROGRAM (ACP)

### **CONDITION OF EMPLOYMENT:**

Criminal background clearance

Washington State Driver's license and proof of insurance

First Aid and CPR certificate and maintain certification

Complete the Right Response training at the advanced level at the next available class and maintain certification annually.

### **KNOWLEDGE OF:**

School board policies and procedures

Computer systems and various software programs

Evidence-based classroom and behavior management practices

### **ABILITY TO:**

Plan, implement, and evaluate individualized programs for students

Establish and maintain effective working relationship with staff, parents, and community members

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## JOB DESCRIPTION: CERTIFICATED TEACHER – ACADEMIC CORE PROGRAM (ACP)

moderate.

### **WORK SCHEDULE**

This position has a school year schedule.

### **REPORTING RELATIONSHIP**

Position reports to, and is evaluated by, a building administrator, department director, or designee.

### **REPRESENTATION**

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### **LEVEL OF COMPENSATION**

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### **CLASSIFICATION HISTORY**

Update 12/2015

Update 1/2017

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**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: WSPA Board Nomination  
**Date:** Friday, March 24, 2017 8:52:01 AM  
**Attachments:** [WSPA Secretary Nomination 2017.docx](#)

---

Jennifer,  
Here you go. Thanks for the reminder.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [admin@wspa.net](mailto:admin@wspa.net) [mailto:[admin@wspa.net](mailto:admin@wspa.net)]  
**Sent:** Friday, March 24, 2017 7:59 AM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** FW: WSPA Board Nomination

Hi Janet,

Just a reminder that if you chose to accept the nomination for WSPA Secretary that I will need a statement of interest/qualifications from you today.

Thank you!

Jennifer

---

**From:** [admin@wspa.net](mailto:admin@wspa.net)  
**Sent:** Monday, March 20, 2017 3:03 PM  
**To:** 'Janet Hodson' <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** WSPA Board Nomination

Hello Janet,

Congratulations -- you have been nominated for the position of WSPA Secretary!

If you choose to accept this nomination, I will need a statement of interest/qualifications from you no later than Friday, March 24<sup>th</sup>. This statement will be shared with WSPA membership for their consideration when ballots go out March 27, 2017.

Please let me know if you have any questions or if I may be of any assistance.

Thank you – and congratulations!

Best regards,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspa.net/>



Janet Hodson

2017 Nomination for WSPA Secretary

I am excited about the nomination for WSPA secretary. I have been a member of WSPA for over 25 years and it has been my pleasure to serve on two Region 4 conference planning committees as well as being a past WSPA Region 4 representative and a member of the HELP Advisory Board. I have reaped the benefits of professional development offered by this organization through the HELP Program, workshops, and conferences. Most important, this organization extends many opportunities for networking with other human resources professionals throughout the state of Washington, sharing experiences about the work that we all do. I am grateful for the many blessings I have received through WSPA and I welcome the prospect of giving back to a group who gives me so much. It is with great pleasure that I accept the nomination to serve as the secretary of this organization.

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [cleonard@wspa.net](mailto:cleonard@wspa.net)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, March 24, 2017 8:54:05 AM  
**Attachments:** [Certificated Teacher -Deaf Hard of Hearing \(DHH\) 1-2017.docx](#)

---

Curtis,

I keep getting "undeliverable" for Jennifer Harman. Can you forward the job description to her?

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** Janet Hodson  
**Sent:** Friday, March 24, 2017 8:50 AM  
**To:** 'cleonard@wspa.net' <[cleonard@wspa.net](mailto:cleonard@wspa.net)>; 'jharman@gfalls.wednet.edu' <[jharman@gfalls.wednet.edu](mailto:jharman@gfalls.wednet.edu)>  
**Subject:** RE: MEMBER REQUEST

Hope this helps.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

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**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [<mailto:waspa@memberclicks-mail.net>]  
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**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
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Also, cc your response to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

---

This email was sent to [jhodson@fwps.org](mailto:jhodson@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

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## **Position Description**

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Bilingual



## JOB DESCRIPTION: CERTIFICATED TEACHER – ACADEMIC CORE PROGRAM (ACP)

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Criminal background clearance

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**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** RE: WSPA Board Nomination  
**Date:** Friday, March 24, 2017 9:56:37 AM

---

Thank you, Janet.

Have a great weekend!

Jennifer

---

**From:** Janet Hodson [mailto:[jhodson@fwps.org](mailto:jhodson@fwps.org)]  
**Sent:** Friday, March 24, 2017 8:52 AM  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** RE: WSPA Board Nomination

Jennifer,  
Here you go. Thanks for the reminder.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

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**Sent:** Friday, March 24, 2017 7:59 AM  
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**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**Sent:** Monday, March 20, 2017 3:03 PM  
**To:** 'Janet Hodson' <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** WSPA Board Nomination

Hello Janet,

Congratulations -- you have been nominated for the position of WSPA Secretary!

If you choose to accept this nomination, I will need a statement of interest/qualifications from you no later than Friday, March 24<sup>th</sup>. This statement will be shared with WSPA membership for their consideration when ballots go out March 27, 2017.

Please let me know if you have any questions or if I may be of any assistance.

Thank you – and congratulations!

Best regards,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspa.net/>



**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: WSPA Board Nomination  
**Date:** Friday, March 24, 2017 10:02:02 AM

---

You too!

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [admin@wspa.net](mailto:admin@wspa.net) [<mailto:admin@wspa.net>]  
**Sent:** Friday, March 24, 2017 9:57 AM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** RE: WSPA Board Nomination

Thank you, Janet.

Have a great weekend!

Jennifer

---

**From:** Janet Hodson [<mailto:jhodson@fwps.org>]  
**Sent:** Friday, March 24, 2017 8:52 AM  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: WSPA Board Nomination

Jennifer,  
Here you go. Thanks for the reminder.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [admin@wspa.net](mailto:admin@wspa.net) [<mailto:admin@wspa.net>]  
**Sent:** Friday, March 24, 2017 7:59 AM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** FW: WSPA Board Nomination

Hi Janet,

Just a reminder that if you chose to accept the nomination for WSPA Secretary that I will need a statement of interest/qualifications from you today.

Thank you!

Jennifer

---

**From:** [admin@wspa.net](mailto:admin@wspa.net)  
**Sent:** Monday, March 20, 2017 3:03 PM  
**To:** 'Janet Hodson' <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** WSPA Board Nomination

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Congratulations -- you have been nominated for the position of WSPA Secretary!

If you choose to accept this nomination, I will need a statement of interest/qualifications from you no later than Friday, March 24<sup>th</sup>. This statement will be shared with WSPA membership for their consideration when ballots go out March 27, 2017.

Please let me know if you have any questions or if I may be of any assistance.

Thank you – and congratulations!

Best regards,

Jennifer

*Jennifer Tottenham*

Program Coordinator  
Washington School Personnel Association  
PO Box 1600 Anacortes, Washington 98221  
Phone: 360-825-1415/Fax: 253-736-0333  
<http://www.wspa.net/>



**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [lpomroy@fwps.org](mailto:lpomroy@fwps.org)  
**Subject:** WSPA Transaction Receipt  
**Date:** Wednesday, March 29, 2017 10:29:41 AM

---

-----  
General Information  
-----

Merchant Account: WSPA  
Date/Time : 03/29/2017 10:29:38 AM PDT

-----  
Transaction Information  
-----

Transaction Amount : \$30.00  
Transaction ID : 3553538887  
Authorization Code : 082913  
Transaction Type : Card Sale  
Response : Approved  
AVS Results : 5-character Zip match only

-----  
Customer Billing Information  
-----

First Name : LESLEE K  
Last Name : POMROY  
Address :  
City :  
State :  
Zip Code : 98023  
Country : US  
Phone :  
Email : [lpomroy@fwps.org](mailto:lpomroy@fwps.org)

-----  
Customer Shipping Information  
-----

First Name :  
Last Name :  
Address :  
City :  
State :  
Zip Code :  
Country : US  
Email :

**From:** [Jennifer Berg](#) on behalf of [Jennifer Berg <jeberg@fwps.org>](#)  
**To:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net)  
**Subject:** HELP Program  
**Date:** Friday, March 31, 2017 3:11:22 PM

---

Hello Jane,

My colleague, Liz McFarland, suggested I reach out to you. I am possibly interested in the HELP Program. I did have a couple of questions.

I am a Compensation Specialist, possibly interested in the more investigative side of Human Resources in the future. Do you think this could be beneficial for me?

Is it possible that the Washington State waiver of tuition and fees for state and educational employees, might be something that WSPA/City University participates in? If not, what options are there for someone looking to reduce their cost?

I was possibly interested in obtaining an MA in Human Resources as I already have a BA. The idea of being able to transfer credits from HELP, to apply to a MA through City University, is appealing to me. However, I didn't see HR listed on their graduate programs. Would one of the MA in Business programs be comparable?

During certain seasons, I may work 60 hours a week. What kind of a time commitment am I looking at if I sign up for HELP? If I complete the first year, am I committed to the following years?

If I decide HELP is for me, what are my next steps?

Thank you for your help!

Thank you,

Jennifer Berg  
Compensation Specialist  
Federal Way Public Schools  
[jeberg@fwps.org](mailto:jeberg@fwps.org)  
253.945.2190  
[Click here to learn about FWPS Career Opportunities](#)



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**From:** [admin@wspa.net](mailto:admin@wspa.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** WSPA Election Results  
**Date:** Sunday, April 2, 2017 7:28:21 PM

---

Congratulations, Janet!

You have been elected as the new WSPA Secretary. We are so happy to have you join us in this capacity –welcome to the executive board!

We will hold our annual board retreat June 8-9, 2017 at Sleeping Lady Resort in Leavenworth. I will be sending out more information as we get closer to the event. The official start date of your term will be July 1, 2017.

I am contacting all candidates to notify them of the election results. I will be sending an official announcement to all WSPA members on Wednesday, April 5<sup>th</sup>. Please keep these results confidential until that time – I want to be sure I am able to reach all candidates before the official announcement is made. Thank you in advance for your understanding and confidentiality.

Again, congratulations on your election. I look forward to working with you!

Best,

Jennifer

*Jennifer Tottenham*

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Washington School Personnel Association  
PO Box 1600 Anacortes, Washington 98221  
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<http://www.wspa.net/>



**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** Re: WSPA Election Results  
**Date:** Sunday, April 2, 2017 7:43:02 PM

---

Thanks Jennifer. I am excited to continue to serve the WSPA members.

Get [Outlook for iOS](#)

On Sun, Apr 2, 2017 at 7:28 PM -0700, "admin@wspsa.net" <[admin@wspsa.net](mailto:admin@wspsa.net)> wrote:

Congratulations, Janet!

You have been elected as the new WSPA Secretary. We are so happy to have you join us in this capacity –welcome to the executive board!

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Jennifer

*Jennifer Tottenham*

Program Coordinator  
Washington School Personnel Association  
PO Box 1600 Anacortes, Washington 98221  
Phone: 360-825-1415/Fax: 253-736-0333  
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Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspa.net/>



**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [cleonard@wspa.net](#); [kmcneil@bethelsd.org](#)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Monday, April 3, 2017 10:34:05 AM

---

Keri

In FWPS, the internal candidates application process is shorter. For certificated they are expected to do a cover letter, updated resume, provide 2 confidential references from current supervisors, and 1 letter of recommendation. (As long as their application is in our new application system)

For classified, the internal app is also shorter, similar to certificated, however, it depends on the union group. Most must include an updated resume, 2 confidential references from current supervisors. The cover letter and letters of recommendation depend on the bargaining unit.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [mailto:[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)]  
**Sent:** Friday, March 31, 2017 7:29 AM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** MEMBER REQUEST

Keri McNeil from Bethel School District is asking what are the application requirements being asked for internal applicants compared to external applicants? Is it the same for the Classified and Certificated side?

Please send your response directly to: [kmcneil@bethelsd.org](mailto:kmcneil@bethelsd.org)

Also, cc your response to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

---

This email was sent to [jhodson@fwps.org](mailto:jhodson@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

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United States

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**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [cleonard@wspsa.net](#); [Elizabeth.Porter@rentonschools.us](#)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Monday, April 3, 2017 10:34:43 AM

---

Minimum is 5 days.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [mailto:[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)]  
**Sent:** Friday, March 31, 2017 7:25 AM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** MEMBER REQUEST

A few member requests for your consideration. As always, thank you for your assistance and have a great weekend!

Beth Porter from Renton School District is asking what is the minimum number of days for your classified job positions.

Please send your response directly to: [Elizabeth.Porter@rentonschools.us](mailto:Elizabeth.Porter@rentonschools.us)

Also, cc your response to: [cleonard@wspsa.net](mailto:cleonard@wspsa.net)

Thanks,

Curtis

---

This email was sent to [jhodson@fwps.org](mailto:jhodson@fwps.org) by [cleonard@wspsa.net](mailto:cleonard@wspsa.net)

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**From:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net)  
**To:** [Jennifer Berg](#)  
**Subject:** Re: HELP Program  
**Date:** Monday, April 3, 2017 3:19:47 PM

---

Jennifer:

I will try my best to answer all your questions. If I omit anything, please respond and let me know.

I do believe this program will be helpful. It covers many topics related to compensation, in addition to other topics to give you a more broad knowledge content in human resources.

At this point I am not aware of any waiver; however, if you have been a WSPA member for a year you are eligible to apply for the Randy Hathaway fellowship and some of those are for the full tuition amount so I strongly encourage you to follow that route.

One of the options towards a master's is through the MBA program. If you have specific questions about the degree types, please feel free to contact Melissa Mechum at City University. Her email is [mmecham@cityu.edu](mailto:mmecham@cityu.edu). She is extremely helpful!

The \$910 is a yearly cost. You are not obligated to do all three year once you sign up. As for the time commitment, you can pace yourself however you want. You are required to attend for the one week in July, one day in October, and one day in April. The work to earn the credits is done at your own pace so long as it's completed by the start of the next year.

I hope that helps! Please let me know if you have any other questions. I hope to see you at HELP.

Jane

---

**From:** Jennifer Berg <[jeberg@fwps.org](mailto:jeberg@fwps.org)>  
**Sent:** Friday, March 31, 2017 3:11:21 PM  
**To:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net)  
**Subject:** HELP Program

Hello Jane,

My colleague, Liz McFarland, suggested I reach out to you. I am possibly interested in the HELP Program. I did have a couple of questions.

I am a Compensation Specialist, possibly interested in the more investigative side of Human Resources in the future. Do you think this could be beneficial for me?

Is it possible that the Washington State waiver of tuition and fees for state and educational employees, might be something that WSPA/City University participates in? If not, what options are



there for someone looking to reduce their cost?

I was possibly interested in obtaining an MA in Human Resources as I already have a BA. The idea of being able to transfer credits from HELP, to apply to a MA through City University, is appealing to me. However, I didn't see HR listed on their graduate programs. Would one of the MA in Business programs be comparable?

During certain seasons, I may work 60 hours a week. What kind of a time commitment am I looking at if I sign up for HELP? If I complete the first year, am I committed to the following years?

If I decide HELP is for me, what are my next steps?

Thank you for your help!

Thank you,

Jennifer Berg

Compensation Specialist

Federal Way Public Schools

[jeberg@fwps.org](mailto:jeberg@fwps.org)

253.945.2190

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**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [admin@wspsa.net](#)  
**Subject:** RE: WSPA Election Results  
**Date:** Wednesday, April 5, 2017 7:47:41 AM

---

Hi Jennifer,

Question: Do I need to get together with Valerie to get past secretarial information from her? Just wondering how we transition from one secretary to another?

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Wednesday, April 5, 2017 6:01 AM  
**To:** Janet Hodson <jhodson@fwps.org>  
**Subject:** WSPA Election Results

Dear WSPA members,

Thank you for your participation in our recent election. We are pleased to announce that Shaun Carey will serve as President Elect for the 2017-2018 school year. Congratulations, Shaun!

Shaun joins Kurt Schonberg who will begin his term as President effective July 1, 2017.

We are also happy to announce that Janet Hodson will now serve as WSPA Secretary.

Please join me in recognizing Debby Carter for her service as President. Her leadership, time, and dedication to WSPA is greatly appreciated. We look forward to her continued leadership in her next role as Past President.

Valerie Burkhauser has been exemplary in her role as Secretary and we are deeply appreciative of her professionalism, organization, and dedication to the WSPA mission. We wish Valerie much continued success along with our gratitude for her service.

All leadership changes will take effect July 1, 2017.

Thank you,

Jennifer Tottenham  
Washington School Personnel Association

---

This email was sent to [jhodson@fwps.org](mailto:jhodson@fwps.org) by [admin@wspsa.net](mailto:admin@wspsa.net)

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United States

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**From:** [Jennifer Hymer](#) on behalf of [Jennifer Hymer <jhymer@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** Question  
**Date:** Wednesday, April 5, 2017 8:14:04 AM

---

Hi Jennifer – I was reviewing my WSPA account and was wondering if there is a place that I can find any credits I have received through various trainings I have taken through WSPA (most through HELP) over the last few years. I am also connecting some of these clock hours to renew my PHR certification.

Thanks in advance for any assistance.

Jennifer Hymer  
Federal Way Public Schools

---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Wednesday, April 05, 2017 6:01 AM  
**To:** Jennifer Hymer <jhymer@fwps.org>  
**Subject:** WSPA Election Results

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Jennifer Tottenham  
Washington School Personnel Association

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United States

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**From:** [admin@wspa.net](mailto:admin@wspa.net)  
**To:** [Jennifer Hymer](#)  
**Subject:** RE: Question  
**Date:** Wednesday, April 5, 2017 8:56:19 AM

---

Hi Jennifer,

We do not track credits, but I would be happy to track down clock hour forms for any trainings you have attended that you do not have forms for.

We moved to a new database in 2015, so your account won't show previous registrations, unfortunately. However, I should have most of the clock hour forms for previous events in our files.

Please let me know how I can help and I will do my best to provide everything needed. Do you have the clock hour forms on file for HELP 2015, 2016 and Annual Conference 2016 and 2017? Let me know and I will get those to you right away.

Thank you,

Jennifer

---

**From:** Jennifer Hymer [mailto:jhymer@fwps.org]  
**Sent:** Wednesday, April 05, 2017 8:14 AM  
**To:** admin@wspa.net  
**Subject:** Question

Hi Jennifer – I was reviewing my WSPA account and was wondering if there is a place that I can find any credits I have received through various trainings I have taken through WSPSA (most through HELP) over the last few years. I am also connecting some of these clock hours to renew my PHR certification.

Thanks in advance for any assistance.

Jennifer Hymer  
Federal Way Public Schools

---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [mailto:waspa@memberclicks-mail.net]  
**Sent:** Wednesday, April 05, 2017 6:01 AM  
**To:** Jennifer Hymer <[jhymer@fwps.org](mailto:jhymer@fwps.org)>  
**Subject:** WSPA Election Results

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Shaun!

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Jennifer Tottenham  
Washington School Personnel Association

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**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** RE: WSPA Election Results  
**Date:** Wednesday, April 5, 2017 8:57:27 AM

---

That is a good question! Let me check in with Curtis and see what past practice has been. We haven't transitioned a position other than President during my time with WSPA. I will contact him now and get his input.

---

**From:** Janet Hodson [mailto:[jhodson@fwps.org](mailto:jhodson@fwps.org)]  
**Sent:** Wednesday, April 05, 2017 7:48 AM  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** RE: WSPA Election Results

Hi Jennifer,

Question: Do I need to get together with Valerie to get past secretarial information from her? Just wondering how we transition from one secretary to another?

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
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Washington School Personnel Association

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United States

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**From:** [Jennifer Hymer](#) on behalf of [Jennifer Hymer <jhymer@fwps.org>](#)  
**To:** [admin@wspa.net](#)  
**Subject:** RE: Question  
**Date:** Wednesday, April 5, 2017 8:59:18 AM

---

Thank you so much – especially since I didn't keep the paperwork.

I have the clock hours from the WSPA conference Feb 2017 (I haven't had the opportunity to attend in full previously). I do not have any additional clock hours so any that you have for me from 2015 and forward would be most helpful.

Much appreciated.

Jen Hymer

---

**From:** admin@wspa.net [mailto:admin@wspa.net]  
**Sent:** Wednesday, April 05, 2017 8:56 AM  
**To:** Jennifer Hymer <jhymer@fwps.org>  
**Subject:** RE: Question

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Jennifer

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**Sent:** Wednesday, April 05, 2017 8:14 AM  
**To:** [admin@wspa.net](#)  
**Subject:** Question

Hi Jennifer – I was reviewing my WSPA account and was wondering if there is a place that I can find any credits I have received through various trainings I have taken through WSPSA (most through HELP) over the last few years. I am also connecting some of these clock hours to renew my PHR certification.

Thanks in advance for any assistance.

Jennifer Hymer  
Federal Way Public Schools

---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [<mailto:waspa@memberclicks-mail.net>]

**Sent:** Wednesday, April 05, 2017 6:01 AM

**To:** Jennifer Hymer <[jhymer@fwps.org](mailto:jhymer@fwps.org)>

**Subject:** WSPA Election Results

Dear WSPA members,

Thank you for your participation in our recent election. We are pleased to announce that Shaun Carey will serve as President Elect for the 2017-2018 school year. Congratulations, Shaun!

Shaun joins Kurt Schonberg who will begin his term as President effective July 1, 2017.

We are also happy to announce that Janet Hodson will now serve as WSPA Secretary.

Please join me in recognizing Debby Carter for her service as President. Her leadership, time, and dedication to WSPA is greatly appreciated. We look forward to her continued leadership in her next role as Past President.

Valerie Burkhauser has been exemplary in her role as Secretary and we are deeply appreciative of her professionalism, organization, and dedication to the WSPA mission. We wish Valerie much continued success along with our gratitude for her service.

All leadership changes will take effect July 1, 2017.

Thank you,

Jennifer Tottenham  
Washington School Personnel Association

---

This email was sent to [jhymer@fwps.org](mailto:jhymer@fwps.org) by [admin@wspa.net](mailto:admin@wspa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

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**From:** [admin@wspa.net](mailto:admin@wspa.net)  
**To:** [Jennifer Hymer](#)  
**Subject:** RE: Question  
**Date:** Wednesday, April 5, 2017 9:44:10 AM  
**Attachments:** [2015 HELP Clock Hour Form.pdf](#)  
[HELP Spring 2016 Session Clock Hour Form.docx](#)  
[HELP CLOCK HOURS 2016.pdf](#)  
[HELP Fall Writing Workshop Clock Hours OCT 2016.pdf](#)  
[Fall HELP Clock Hour Form OCT 2015.pdf](#)

---

You got it!

I have attached the following:

HELP 2016-2017 (summer and fall – spring will be available after the 4/17 date)  
HELP 2015-2016 (summer, fall, and spring)

Have you attended any law conferences, bargaining workshops, S-275 trainings prior to 2015? If so, I can get you clock hour forms for those as well. Please let me know how I can help!

Jen T

---

**From:** Jennifer Hymer [mailto:[jhymer@fwps.org](mailto:jhymer@fwps.org)]  
**Sent:** Wednesday, April 05, 2017 8:59 AM  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: Question

Thank you so much – especially since I didn't keep the paperwork.

I have the clock hours from the WSPA conference Feb 2017 (I haven't had the opportunity to attend in full previously). I do not have any additional clock hours so any that you have for me from 2015 and forward would be most helpful.

Much appreciated.

Jen Hymer

---

**From:** [admin@wspa.net](mailto:admin@wspa.net) [mailto:[admin@wspa.net](mailto:admin@wspa.net)]  
**Sent:** Wednesday, April 05, 2017 8:56 AM  
**To:** Jennifer Hymer <[jhymer@fwps.org](mailto:jhymer@fwps.org)>  
**Subject:** RE: Question

Hi Jennifer,

We do not track credits, but I would be happy to track down clock hour forms for any trainings you have attended that you do not have forms for.

We moved to a new database in 2015, so your account won't show previous registrations,

unfortunately. However, I should have most of the clock hour forms for previous events in our files.

Please let me know how I can help and I will do my best to provide everything needed. Do you have the clock hour forms on file for HELP 2015, 2016 and Annual Conference 2016 and 2017? Let me know and I will get those to you right away.

Thank you,

Jennifer

---

**From:** Jennifer Hymer [<mailto:jhymer@fwps.org>]

**Sent:** Wednesday, April 05, 2017 8:14 AM

**To:** [admin@wspa.net](mailto:admin@wspa.net)

**Subject:** Question

Hi Jennifer – I was reviewing my WSPA account and was wondering if there is a place that I can find any credits I have received through various trainings I have taken through WSPSA (most through HELP) over the last few years. I am also connecting some of these clock hours to renew my PHR certification.

Thanks in advance for any assistance.

Jennifer Hymer  
Federal Way Public Schools

---

**From:** [wspa@memberclicks-mail.net](mailto:wspa@memberclicks-mail.net) [<mailto:wspa@memberclicks-mail.net>]

**Sent:** Wednesday, April 05, 2017 6:01 AM

**To:** Jennifer Hymer <[jhymer@fwps.org](mailto:jhymer@fwps.org)>

**Subject:** WSPA Election Results

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Shaun joins Kurt Schonberg who will begin his term as President effective July 1, 2017.

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All leadership changes will take effect July 1, 2017.

Thank you,

Jennifer Tottenham  
Washington School Personnel Association

---

This email was sent to [jhymer@fwps.org](mailto:jhymer@fwps.org) by [admin@wspa.net](mailto:admin@wspa.net)

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United States

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PO Box 45470 ● Tacoma, WA 98448 ● 360-825-1415

## WASHINGTON STATE CLOCK HOUR REGISTRATION FORM


Use this form to verify your attendance at an approved clock hour offering outlined in Section II below. This form must be retained by the individual as verification of attendance. It is the individual's responsibility to maintain accurate records for compliance with certification regulations. DO NOT USE THIS FORM IF YOU ARE RECEIVING COLLEGE CREDIT FOR THIS PROGRAM.

**PARTICIPANTS MUST SIGN THE CLOCK HOUR ATTENDANCE LIST IN ORDER TO RECEIVE CLOCK HOURS.**

Section 1 - Information - Participant			Please Print and Use Pen Only	
Legal Name (Last, First, Middle)			Maiden or Former Name	
Date of Birth (m,d,y)	Social Security No. (optional)	Washington Certificate No.	(optional) <input type="checkbox"/> Female <input type="checkbox"/> Male	
Home Address (Street, City, State, Zip Code)			Telephone Numbers	
			Home	
			Business	

Section II - Clock Hour Provider		
Clock Hour Class Title: <b>WSPA HELP Course Levels I, II and III</b>		Name of Instructors: <b>Curtis Leonard / Various Others</b>
Total Number of Clock Hours Available <b>34</b>	First Day of Class/Offering <b>7/13/2015</b>	Last Day of Class/Offering <b>7/17/2015</b>
Sponsoring Provider Name (Agency Granting Clock Hours) <b>Washington School Personnel Association</b>		Business Telephone Number <b>360-825-1415</b>
Provider Address <b>PO Box 45470, Tacoma, WA 98448</b>		
Sponsoring Provider Contact Person <b>Chris Callaham, Executive Assistant</b>		Telephone Number <b>360-825-1415</b>

Section III - Affidavit of Participant	
<p>I, _____, swear/affirm that I earned _____ clock hours for actual attendance at the above Clock Hour Class Title. I am not applying for college/university credit for this program. I also certify (declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The intentional misrepresentation of a material fact in this form subjects the holder to revocation of his/her certificate pursuant to Chapter 181-85 WAC.</p>	
Original Signature of Participant	Date

Section IV - Clock Hour Provider - Verification	
<p>When signed by the approved class sponsor or instructor, this form serves as a transcript or letter documenting eligible credits as required by WAC 392-121-280(3).</p>	
 Original Signature of Class Sponsor/Instructor	7/17/2015 Date





PO Box 1600 ● Anacortes, WA 98221 ● 360-825-1415

### Continuing Education Clock Hour Credit - INSERVICE REGISTRATION

Use this form to verify your attendance at an approved clock hour offering outlined in Section II below. This form must be retained by the individual as verification. It is the individual's responsibility to maintain accurate records for compliance with certification regulations. **DO NOT USE THIS FORM IF YOU ARE RECEIVING COLLEGE CREDIT FOR THIS INSERVICE PROGRAM. PLEASE PRINT AND USE PEN ONLY.**

#### SECTION I – INFORMATION – PARTICIPANT

LEGAL NAME (Last, First Middle)			MAIDEN OR FORMER NAME	
DATE OF BIRTH MM DD YYYY		SOCIAL SECURITY NUMBER (Optional; last four digits only)		WASHINGTON CERTIFICATE NUMBER (Optional)
HOME ADDRESS (Street, City, State Zip Code)			HOME PHONE:	
			WORK PHONE:	
NAME OF EMPLOYING SCHOOL DISTRICT OR AGENCY				

#### SECTION II – INSERVICE PROVIDER – CLOCK HOURS

TITLE OF INSERVICE OFFERING <b>WSPA Spring HELP Workshop</b>		
TOTAL NUMBER OF CLOCK HOURS AVAILABLE FOR INSERVICE OFFERING <b>6</b>	FIRST DATE <b>4-18-2016</b>	LAST DATE <b>4-18-2016</b>
SPONSORING PROVIDER NAME (AGENCY GRANTING CLOCK HOURS) <b>Washington School Personnel Association</b>		BUSINESS TELEPHONE NUMBER <b>360-825-1415</b>
PROVIDER ADDRESS <b>PO Box 1600 Anacortes, WA 98221</b>		
SPONSORING PROVIDER INSERVICE CONTACT PERSON <b>Jennifer Tottenham, WSPA Program Coordinator</b>		TELEPHONE NUMBER & EMAIL <b>(see above) / admin@wspsa.net</b>

#### SECTION III – AFFIDAVIT – PARTICIPANT

Enter number of hours earned and claimed for this inservice offering: \_\_\_\_\_

I swear/affirm that I earned the number of clock hours entered above for actual attendance at this inservice offering. *I am not applying for college/university credit for this inservice offering.* Also, I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The intentional misrepresentation of a material fact on this form subjects the holder to revocation of his/her certificate pursuant to chapter 181-86 WAC. This completed form should be retained by the holder for possible dispute arising under this chapter and for other purposes that may arise, including verification of in-service hours completed for a current or prospective employer, chapter 181-85-085 WAC.

\_\_\_\_\_  
Original Signature of Participant

\_\_\_\_\_  
Date

#### SECTION IV – INSERVICE PROVIDER – VERIFICATION

When signed by the approved class sponsor or instructor, this form serves as a transcript or letter documenting eligible credits as required by WAC 392-121-280(3).

\_\_\_\_\_  
Original Signature of Class Sponsor/Instructor

**4-18-2016**

\_\_\_\_\_  
Date



PO Box 1600 ● Anacortes, WA 98221 ● 360-825-1415

## WASHINGTON STATE CLOCK HOUR REGISTRATION FORM

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**PARTICIPANTS MUST SIGN THE CLOCK HOUR ATTENDANCE LIST IN ORDER TO RECEIVE CLOCK HOURS.**

Section 1 - Information - Participant			Please Print and Use Pen	
Legal Name (Last, First, Middle)			Maiden or Former Name	
Date of Birth (m,d,y)	Social Security No. (optional)	Washington Certificate No.	(optional) <input type="checkbox"/> Female <input type="checkbox"/> Male	
Home Address (Street, City, State, Zip Code)			Telephone Numbers	
			Home	
			Business	

Section II - Clock Hour Provider			
Clock Hour Class Title: <b>WSPA HELP Course Levels I, II, III</b>		Name of Instructors: <b>Curtis Leonard / Various Others</b>	
Total Number of Clock Hours Available <b>34</b>	First Day of Class/Offering <b>7/11/2016</b>	Last Day of Class/Offering <b>7/15/2016</b>	
Sponsoring Provider Name (Agency Granting Clock Hours) <b>Washington School Personnel Association</b>		Business Telephone Number <b>360-825-1415</b>	
Provider Address <b>PO Box 1600 Anacortes, WA 98221</b>			
Sponsoring Provider Contact Person <b>Jennifer Tottenham, Program Coordinator</b>		Telephone Number <b>360-825-1415</b>	

Section III - Affidavit of Participant	
<p>I, _____, swear/affirm that I earned _____ clock hours for actual attendance at the above Clock Hour Class Title. I am not applying for college/university credit for this program. I also certify (declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The intentional misrepresentation of a material fact in this form subjects the holder to revocation of his/her certificate pursuant to Chapter 181-85 WAC.</p>	
Original Signature of Participant	Date

Section IV - Clock Hour Provider - Verification	
<p>When signed by the approved class sponsor or instructor, this form serves as a transcript or letter documenting eligible credits as required by WAC 392-121-280(3).</p>	
Original Signature of Class Sponsor/Instructor	Date



PO Box 1600 ● Anacortes, Washington 98221 ● 360-825-1415

## WASHINGTON STATE CLOCK HOUR REGISTRATION FORM

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Legal Name (Last, First, Middle)			Maiden or Former Name	
Date of Birth (m,d,y)	Social Security No. (optional)	Washington Certificate No.	(optional) <input type="checkbox"/> Female <input type="checkbox"/> Male	
Home Address (Street, City, State, Zip Code)			Telephone Numbers	
			Home	
			Business	

Section II - Clock Hour Provider		
Clock Hour Class Title: <b>Writing Skills for Human Resources</b>		Name of Instructors: <b>Debra Tito, Timothy Reynolds, Don Austin, Jane Rausch, JoAn Steiner</b>
Total Number of Clock Hours Available <b>5</b>	First Day of Class/Offering <b>10/25/2016</b>	Last Day of Class/Offering <b>10/25/2016</b>
Sponsoring Provider Name (Agency Granting Clock Hours) <b>Washington School Personnel Association</b>		Business Telephone Number <b>360-825-1415</b>
Provider Address <b>PO Box 1600, Anacortes, Washington, 98221</b>		
Sponsoring Provider Contact Person <b>Jennifer Tottenham, Program Coordinator</b>		Telephone Number <b>360-825-1415</b>

Section III - Affidavit of Participant	
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Original Signature of Participant	Date

Section IV - Clock Hour Provider - Verification	
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Original Signature of Class Sponsor/Instructor	Date

This form should be retained by the holder for possible dispute (WAC 181-85-085)

000421



PO Box 1600 ● Anacortes, WA 98221 ● 360-825-1415

### Continuing Education Clock Hour Credit - INSERVICE REGISTRATION

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#### SECTION I – INFORMATION – PARTICIPANT

LEGAL NAME (Last, First Middle)			MAIDEN OR FORMER NAME	
DATE OF BIRTH MM DD YYYY		SOCIAL SECURITY NUMBER (Optional; last four digits only)		WASHINGTON CERTIFICATE NUMBER (Optional)
HOME ADDRESS (Street, City, State Zip Code)			HOME PHONE:	
			WORK PHONE:	
NAME OF EMPLOYING SCHOOL DISTRICT OR AGENCY				

#### SECTION II – INSERVICE PROVIDER – CLOCK HOURS

TITLE OF INSERVICE OFFERING <b>WSPA Fall HELP Writing Courses 2015</b>		
TOTAL NUMBER OF CLOCK HOURS AVAILABLE FOR INSERVICE OFFERING <b>6.0</b>	FIRST DATE <b>10/20/2014</b>	LAST DATE <b>10/20/2014</b>
SPONSORING PROVIDER NAME (AGENCY GRANTING CLOCK HOURS) <b>Washington School Personnel Association</b>	BUSINESS TELEPHONE NUMBER <b>360-825-1415</b>	
PROVIDER ADDRESS <b>PO Box 1600 Anacortes, WA 98221</b>		
SPONSORING PROVIDER INSERVICE CONTACT PERSON <b>Jennifer Tottenham, WSPA Program Coordinator</b>	TELEPHONE NUMBER & EMAIL <b>(see above) / admin@wspa.net</b>	

#### SECTION III – AFFIDAVIT – PARTICIPANT

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\_\_\_\_\_  
Original Signature of Participant

\_\_\_\_\_  
Date

#### SECTION IV – INSERVICE PROVIDER – VERIFICATION

When signed by the approved class sponsor or instructor, this form serves as a transcript or letter documenting eligible credits as required by WAC 392-121-280(3).

\_\_\_\_\_  
Original Signature of Class Sponsor/Instructor

**10/26/2015**

\_\_\_\_\_  
Date

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [admin@wspa.net](#)  
**Subject:** RE: WSPA Election Results  
**Date:** Wednesday, April 5, 2017 12:38:23 PM

---

Thank you.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](#)

---

**From:** admin@wspa.net [mailto:admin@wspa.net]  
**Sent:** Wednesday, April 5, 2017 8:57 AM  
**To:** Janet Hodson <jhodson@fwps.org>  
**Subject:** RE: WSPA Election Results

That is a good question! Let me check in with Curtis and see what past practice has been. We haven't transitioned a position other than President during my time with WSPA. I will contact him now and get his input.

---

**From:** Janet Hodson [[mailto:jhodson@fwps.org](#)]  
**Sent:** Wednesday, April 05, 2017 7:48 AM  
**To:** [admin@wspa.net](#)  
**Subject:** RE: WSPA Election Results

Hi Jennifer,  
Question: Do I need to get together with Valerie to get past secretarial information from her? Just wondering how we transition from one secretary to another?

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](#)

---

**From:** [wspa@memberclicks-mail.net](#) [mailto:wspa@memberclicks-mail.net]  
**Sent:** Wednesday, April 5, 2017 6:01 AM  
**To:** Janet Hodson <[jhodson@fwps.org](#)>  
**Subject:** WSPA Election Results

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Shaun joins Kurt Schonberg who will begin his term as President effective July 1, 2017.

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All leadership changes will take effect July 1, 2017.

Thank you,

Jennifer Tottenham  
Washington School Personnel Association

---

This email was sent to [jhodson@fwps.org](mailto:jhodson@fwps.org) by [admin@wspa.net](mailto:admin@wspa.net)

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**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**Subject:** Help III presentations  
**Date:** Wednesday, April 5, 2017 2:36:03 PM

---

Hi Jane,

Will the audience for the HELP III presentations be just our cohort plus the evaluators, or are other HELP classes invited? I'm trying to estimate numbers for a giveaway item 😊

Thanks!

Liz

Liz McFarland  
Talent & Systems Manager  
Federal Way Public Schools  
253-945-2021  
Follow us on Twitter: @FWPSCareers  
[Click here to learn about FWPS Career Opportunities](#)



**From:** [jrausch@wsps.net](mailto:jrausch@wsps.net)  
**To:** [Liz McFarland](#)  
**Subject:** Re: Help III presentations  
**Date:** Thursday, April 6, 2017 8:57:07 AM

---

Yes; HELP I & HELP II will be in the job description presentation.

---

**From:** Liz McFarland <lmcfarla@fwps.org>  
**Sent:** Wednesday, April 5, 2017 2:36:03 PM  
**To:** jrausch@wsps.net  
**Subject:** Help III presentations

Hi Jane,

Will the audience for the HELP III presentations be just our cohort plus the evaluators, or are other HELP classes invited? I'm trying to estimate numbers for a giveaway item ☺

Thanks!

Liz

Liz McFarland  
Talent & Systems Manager  
Federal Way Public Schools  
253-945-2021  
Follow us on Twitter: @FWPSCareers  
[Click here to learn about FWPS Career Opportunities](#)





**From:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**To:** [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [jhodson@fwps.org](mailto:jhodson@fwps.org); [ellyn.papenfuse@vansd.org](mailto:ellyn.papenfuse@vansd.org); [cs Sheridan@asd103.org](mailto:cs Sheridan@asd103.org)  
**Subject:** HELP III Presentation Agenda  
**Date:** Thursday, April 6, 2017 1:56:28 PM  
**Attachments:** [HELP III Presentation Agenda-2.docx](#)

---

Hello!

I've attached the HELP III presentation agenda. If anything comes up, and you are unable to observe, please let me know right away. Otherwise, I look forward to seeing you on the 17th. As a reminder, you are welcome to attend Darrell's presentation in the afternoon if you would like.

Jane

# April 17, 2017

## HELP Spring Session

### Agenda

	Time	Event
<b>Level III</b>	8:00 am – 8:30 am	Registration / Sign-in (continental breakfast provided)
	8:30 am – 12:00 pm	Level III Presentation
		Team 1: 8:30 – 9:15 <b>Employee Recognition</b> Liz McFarland Dawn Horner
		Team 2: 9:15 – 10:00 <b>Aesop Reporting</b> Sandy Bradbeer Brenda Pearson
		Team 3: 10:00 – 10:45 <b>Building-based Investigations for new and Veteran Administrators</b> Janet Culik Tammy Looney
		Team 4: 10:45 – 11:30 <b>Ethical Leadership</b> Laurie Miner Stacy Cook
		Team 5: 11:30-12:15 <b>Application/Selection/Orientation of Classified Employees</b> Emily Harmon Mandie McAfee
	12:15 pm – 12:45 pm	Lunch
	12:45 pm – 4:00 pm	Job Descriptions – Darrell Heisler, Sedro-Woolley School District (understanding, creating, using for classification, wages and postings)

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [jrausch@wspa.net](#); [sonjabrown@sequim.k12.wa.us](#); [ellyn.papenfuse@vansd.org](#); [csheridan@asd103.org](#)  
**Subject:** RE: HELP III Presentation Agenda  
**Date:** Thursday, April 6, 2017 2:47:03 PM

---

Thank you.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [jrausch@wspa.net](mailto:jrausch@wspa.net) [mailto:[jrausch@wspa.net](mailto:jrausch@wspa.net)]  
**Sent:** Thursday, April 6, 2017 1:56 PM  
**To:** [sonjabrown@sequim.k12.wa.us](#); Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>;  
[ellyn.papenfuse@vansd.org](#); [csheridan@asd103.org](#)  
**Subject:** HELP III Presentation Agenda

Hello!

I've attached the HELP III presentation agenda. If anything comes up, and you are unable to observe, please let me know right away. Otherwise, I look forward to seeing you on the 17th. As a reminder, you are welcome to attend Darrell's presentation in the afternoon if you would like.

Jane

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net)  
**Subject:** grading Help Portfolio  
**Date:** Thursday, April 6, 2017 3:13:39 PM

---

Jane

I cannot remember if I am assigned to certain portfolios to grade? Or do I just go in and grade any assignments at any level of HELP?

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [dstrand@auburn.wednet.edu](mailto:dstrand@auburn.wednet.edu)  
**Cc:** [cleonard@wspsa.net](mailto:cleonard@wspsa.net)  
**Subject:** FW: MEMBER REQUEST  
**Date:** Friday, April 7, 2017 9:59:01 AM

---

Debbie,

I'm not sure if cultural competency = equity for you, but this is the question/look-fors we use:

1. Describe what cultural competency means to you as it applies to school and district environments. Provide examples of your own cultural competency journey with students, staff members, and families.

*Look-fors:*

- The ideal answer shows there is always room to grow... no 10s
- It shows up when working in schools by always thinking about how race, class, language, disability may have a negative impact on student learning
- I model that students come with assets no matter their background
- Modeling and requesting data that is disaggregated by various groups - I seek out new and on-going learning about inclusion, equity, and social justice
- Working with peers, I seek to understand and respond to how the dynamic of race, class, language and disability play out
- I model that families are partners, no matter their background, race, class, etc., and in doing so, I maintain a stance of inquiry when working through challenging issues, with the ultimate goal being student success - I engage and collaborate with families on decision-making
- Mention of the understanding of white privilege and institutional racism; confronting and addressing my own beliefs and practices as well as those I lead

This question is used for all positions.

Liz McFarland  
Talent & Systems Manager  
Federal Way Public Schools  
253-945-2021  
Follow us on Twitter: [@FWPSCareers](#)  
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---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [mailto:[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)]  
**Sent:** Friday, April 7, 2017 9:52 AM

**To:** Liz McFarland <lmcfarla@fwps.org>

**Subject:** MEMBER REQUEST

Last request of the week!

Debbie Strand from Auburn School District is looking for interview questions related to equity for both classified and certificated candidates.

Please send your response directly to: [dstrand@auburn.wednet.edu](mailto:dstrand@auburn.wednet.edu)

Also, cc your response to: [cleonard@wspsa.net](mailto:cleonard@wspsa.net)

Thanks,

Curtis

---

This email was sent to [lmcfarla@fwps.org](mailto:lmcfarla@fwps.org) by [cleonard@wspsa.net](mailto:cleonard@wspsa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

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**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [CJ Carter](#)  
**Cc:** [Christine.McGarr@highlineschools.org](#); [cleonard@wspa.net](#)  
**Subject:** FW: MEMBER REQUEST  
**Date:** Friday, April 7, 2017 1:33:11 PM

---

Hi CJ

Please answer the questions below for HSD. Thank you.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [mailto:[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)]  
**Sent:** Friday, April 7, 2017 9:37 AM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** MEMBER REQUEST

Christine McGarr from Highline School District is asking the following questions about substitutes:

How many substitutes are allocated daily for covering for Professional Development?

How many certificated subs do you employ? Of those how many are Emergency Certs?

Do you offer PD for your substitutes?

Please send your response directly to: [Christine.McGarr@highlineschools.org](mailto:Christine.McGarr@highlineschools.org)

Also, cc your response to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

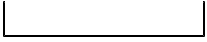
Curtis

---

This email was sent to [jhodson@fwps.org](mailto:jhodson@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

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**To:** [CJ Carter](#)  
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Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

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Also, cc your response to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

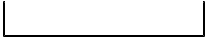
Curtis

---

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United States

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**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [cleonard@wspa.net](#); [jharmon@gfalls.wednet.edu](#)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, April 7, 2017 2:18:21 PM

---

For certs, their FTE is adjusted. For classified, experience is granted if they work 6 months. Payroll deductions – if they are on unpaid leave, the days are deducted in the pay period for which they fall.

Excessive absences and/or patterns of absences are dealt with in letters of direction and/or reprimands.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [mailto:[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)]  
**Sent:** Friday, April 7, 2017 9:34 AM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** MEMBER REQUEST

Happy Friday WSPA members! I have a few member requests for your consideration. As always, thank you for your assistance,

Jennifer Harmon from Granite Falls School District is asking the following:

In the event an employee uses more sick and personal time than allotted for the year, what are the consequences in your district? Payroll deductions, adjustment to FTE, adjustment in benefits allowance, written warning, plan of improvement??? This situation would be outside of employees who meet FMLA requirements, board approved medical leaves, etc.

Please send your response directly to: [jharmon@gfalls.wednet.edu](mailto:jharmon@gfalls.wednet.edu)

Also, cc your response to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

---

This email was sent to [jhodson@fwps.org](mailto:jhodson@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

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United States

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**From:** [Jennifer Berg](#) on behalf of [Jennifer Berg <jeberg@fwps.org>](#)  
**To:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**Subject:** RE: HELP Program  
**Date:** Friday, April 7, 2017 4:35:06 PM

---

Hi Jane,

Thank you for your help. I really appreciate all of your answers. I do have a few follow-up questions. Firstly, as a district employee I believe I am a WSPA member so I would be eligible to apply for that scholarship. What would I need to do to apply—what is the deadline?

As far as the required attendance of HELP, what are the dates? I am really interested in signing up for the HR Legal Boot Camp, but I am concerned they might overlap (or is that by design)? On that note—it says that the \$495 price includes a one year WSPA membership—but if I am already a member, is that discounted?

Finally, if I decide to do 1 year of HELP, then not immediately continue the next year—am I able to pick up where I left off should I want to resume the program in 2 years or more? I understand as well that re-certification is required once you obtain the HELP certificate. Can you explain how that works?

Also, am I correct in thinking that the program is mainly online since you are only required to attend those few dates?

Thank you for all your help!!

Thank you,

Jennifer Berg  
Compensation Specialist  
Federal Way Public Schools  
[jeberg@fwps.org](mailto:jeberg@fwps.org)  
253.945.2190  
[Click here to learn about FWPS Career Opportunities](#)



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---

**From:** [jrausch@wspa.net](mailto:jrausch@wspa.net) [mailto:[jrausch@wspa.net](mailto:jrausch@wspa.net)]

**Sent:** Monday, April 03, 2017 3:20 PM  
**To:** Jennifer Berg <[jeberg@fwps.org](mailto:jeberg@fwps.org)>  
**Subject:** Re: HELP Program

Jennifer:

I will try my best to answer all your questions. If I omit anything, please respond and let me know.

I do believe this program will be helpful. It covers many topics related to compensation, in addition to other topics to give you a more broad knowledge content in human resources.

At this point I am not aware of any waiver; however, if you have been a WSPA member for a year you are eligible to apply for the Randy Hathaway fellowship and some of those are for the full tuition amount so I strongly encourage you to follow that route.

One of the options towards a master's is through the MBA program. If you have specific questions about the degree types, please feel free to contact Melissa Mechum at City University. Her email is [mmecham@cityu.edu](mailto:mmecham@cityu.edu). She is extremely helpful!

The \$910 is a yearly cost. You are not obligated to do all three year once you sign up. As for the time commitment, you can pace yourself however you want. You are required to attend for the one week in July, one day in October, and one day in April. The work to earn the credits is done at your own pace so long as it's completed by the start of the next year.

I hope that helps! Please let me know if you have any other questions. I hope to see you at HELP.

Jane

---

**From:** Jennifer Berg <[jeberg@fwps.org](mailto:jeberg@fwps.org)>  
**Sent:** Friday, March 31, 2017 3:11:21 PM  
**To:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net)  
**Subject:** HELP Program

Hello Jane,

My colleague, Liz McFarland, suggested I reach out to you. I am possibly interested in the HELP Program. I did have a couple of questions.

I am a Compensation Specialist, possibly interested in the more investigative side of Human Resources in the future. Do you think this could be beneficial for me?

Is it possible that the Washington State waiver of tuition and fees for state and educational employees, might be something that WSPA/City University participates in? If not, what options are

there for someone looking to reduce their cost?

I was possibly interested in obtaining an MA in Human Resources as I already have a BA. The idea of being able to transfer credits from HELP, to apply to a MA through City University, is appealing to me. However, I didn't see HR listed on their graduate programs. Would one of the MA in Business programs be comparable?

During certain seasons, I may work 60 hours a week. What kind of a time commitment am I looking at if I sign up for HELP? If I complete the first year, am I committed to the following years?

If I decide HELP is for me, what are my next steps?

Thank you for your help!

Thank you,

Jennifer Berg

Compensation Specialist

Federal Way Public Schools

[jeberg@fwps.org](mailto:jeberg@fwps.org)

253.945.2190

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**From:** [jrausch@wsps.net](mailto:jrausch@wsps.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** Re: grading Help Portfolio  
**Date:** Monday, April 10, 2017 8:32:36 AM

---

Janet:

I have you assigned to these specific individuals:

Janie Mata  
Katie O'Brien  
Dawna Phillips  
Brittney Richter  
Kayla Robbins

Let me know if you have questions!

Jane

---

**From:** Janet Hodson <jhodson@fwps.org>  
**Sent:** Thursday, April 6, 2017 3:13:39 PM  
**To:** jrausch@wsps.net  
**Subject:** grading Help Portfolio

Jane

I cannot remember if I am assigned to certain portfolios to grade? Or do I just go in and grade any assignments at any level of HELP?

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
jhodson@fwps.org



**From:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**To:** [Jennifer Berg](#)  
**Subject:** Re: HELP Program  
**Date:** Monday, April 10, 2017 8:45:28 AM

---

Jennifer:

The deadline for the scholarships has passed as they are awarded at the annual conference in February. HELP is usually the first full week of July after the week of the 4th. If you are already a WSPA member the price stays the same, as that is a perk that was just already to the already existing fee.

Technically, you could wait a year to continue the program after taking a year off but one of the benefits of moving through is the relationships/networking that are established within your group that you start.

Recertification means that every three years after you graduate you are to submit 50 clock hours of professional development to renew. After you've renewed three times you become a lifetime certificate holder.

And yes, the program is mainly online. You attend the full week in July, one day in the fall (usually October) and one day in the spring (usually April). Coursework is submitted through City University using their Blackboard system.

Let me know if you have any other questions!@

Jane Rausch

---

**From:** Jennifer Berg <[jeberg@fwps.org](mailto:jeberg@fwps.org)>  
**Sent:** Friday, April 7, 2017 4:35:06 PM  
**To:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**Subject:** RE: HELP Program

Hi Jane,

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---

**From:** jrausch@wspa.net [mailto:jrausch@wspa.net]  
**Sent:** Monday, April 03, 2017 3:20 PM  
**To:** Jennifer Berg <jeberg@fwps.org>  
**Subject:** Re: HELP Program

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One of the options towards a master's is through the MBA program. If you have specific questions about the degree types, please feel free to contact Melissa Mechum at City

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The \$910 is a yearly cost. You are not obligated to do all three year once you sign up. As for the time commitment, you can pace yourself however you want. You are required to attend for the one week in July, one day in October, and one day in April. The work to earn the credits is done at your own pace so long as it's completed by the start of the next year.

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**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net)  
**Subject:** RE: grading Help Portfolio  
**Date:** Monday, April 10, 2017 8:55:27 AM

---

Thanks.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net) [mailto:[jrausch@wspsa.net](mailto:jrausch@wspsa.net)]  
**Sent:** Monday, April 10, 2017 8:33 AM  
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Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020

[jhodson@fwps.org](mailto:jhodson@fwps.org)

**From:** [Jennifer Berg](#) on behalf of [Jennifer Berg <jeberg@fwps.org>](#)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** HR Legal Boot Camp  
**Date:** Monday, April 10, 2017 9:34:16 AM

---

Hello,

I am interested in signing up for this event, but I had a few questions. If I am already a WSPA member, is the amount still \$425? Also, if you get the CEU's through City University, are you awarded a Certificate at the end? Lastly, what is the deadline to register for this event?

Thank you,

Jennifer Berg  
Compensation Specialist  
Federal Way Public Schools  
[jeberg@fwps.org](mailto:jeberg@fwps.org)  
253.945.2190  
[Click here to learn about FWPS Career Opportunities](#)



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**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [Jennifer Berg](#)  
**Subject:** RE: HR Legal Boot Camp  
**Date:** Monday, April 10, 2017 11:27:20 AM

---

Hello Jennifer,

Yes – the cost is \$495 for WSPA members. Registration will remain open through June 30<sup>th</sup>. I have emailed our contact at City University to find out if a certificate is awarded, or how the CEU's are documented by City University. I will forward her reply just as soon as received.

Please let me know if you have any additional questions or if I may be of any assistance.

Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator  
Washington School Personnel Association  
PO Box 1600 Anacortes, Washington 98221  
Phone: 360-825-1415/Fax: 253-736-0333  
<http://www.wsps.net/>



---

**From:** Jennifer Berg [mailto:[jeberg@fwps.org](mailto:jeberg@fwps.org)]  
**Sent:** Monday, April 10, 2017 9:34 AM  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** HR Legal Boot Camp

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Federal Way Public Schools  
[jeberg@fwps.org](mailto:jeberg@fwps.org)



253.945.2190

[Click here to learn about FWPS Career Opportunities](#)



***Each Scholar: A Voice. A Dream. A BRIGHT Future.***

**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [Jennifer Berg](#)  
**Subject:** RE: HR Legal Boot Camp  
**Date:** Monday, April 10, 2017 12:40:54 PM

---

Jennifer,

We just heard back from City University and they will provide a transcript for the CEU's.

Thank you,

Jennifer

---

**From:** admin@wsps.net  
**Sent:** Monday, April 10, 2017 11:27 AM  
**To:** 'Jennifer Berg' <jeberg@fwps.org>  
**Subject:** RE: HR Legal Boot Camp

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*Jennifer Tottenham*

Program Coordinator  
Washington School Personnel Association  
PO Box 1600 Anacortes, Washington 98221  
Phone: 360-825-1415/Fax: 253-736-0333  
<http://www.wsps.net/>



---

**From:** Jennifer Berg [<mailto:jeberg@fwps.org>]  
**Sent:** Monday, April 10, 2017 9:34 AM  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** HR Legal Boot Camp

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Federal Way Public Schools  
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**From:** [Jennifer Berg](#) on behalf of [Jennifer Berg <jeberg@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: HR Legal Boot Camp  
**Date:** Monday, April 10, 2017 3:33:47 PM

---

Hi Jennifer,

Thank you so much for your help!

Thank you,

Jennifer Berg  
Compensation Specialist  
Federal Way Public Schools  
[jeberg@fwps.org](mailto:jeberg@fwps.org)  
253.945.2190  
[Click here to learn about FWPS Career Opportunities](#)



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---

**From:** [admin@wspa.net](mailto:admin@wspa.net) [mailto:[admin@wspa.net](mailto:admin@wspa.net)]  
**Sent:** Monday, April 10, 2017 12:41 PM  
**To:** Jennifer Berg <[jeberg@fwps.org](mailto:jeberg@fwps.org)>  
**Subject:** RE: HR Legal Boot Camp

Jennifer,

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Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspa.net/>



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**From:** Jennifer Berg [<mailto:jeberg@fwps.org>]

**Sent:** Monday, April 10, 2017 9:34 AM

**To:** [admin@wspa.net](mailto:admin@wspa.net)

**Subject:** HR Legal Boot Camp

Hello,

I am interested in signing up for this event, but I had a few questions. If I am already a WSPA member, is the amount still \$425? Also, if you get the CEU's through City University, are you awarded a Certificate at the end? Lastly, what is the deadline to register for this event?

Thank you,

Jennifer Berg

Compensation Specialist

Federal Way Public Schools

[jeberg@fwps.org](mailto:jeberg@fwps.org)

253.945.2190

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*Each Scholar: A Voice. A Dream. A BRIGHT Future.*

**From:** [Nancy Moffatt](#) on behalf of [Nancy Moffatt <Nancy@wasbo.org>](#)  
**To:** [Alan Burke](#); [Bill Keim](#); [Cal Brodie](#); [Corine Pennington](#); [Curtis Leonard \(cleonard@wsps.net\)](#); [Dan Steele](#); [Dana Anderson](#); [Darcy Weisner](#); [David Bond](#); [Donna Morey](#); [Doug A. Matson](#); [Duggan Harman](#); [Frank Ashby](#); [Frank Hewins](#); [Gary Cohn](#); [Gary Kipp](#); [Gavin Hottman](#); [Greg Lynch](#); [Heidi Hietpas](#); [Jan Hutton](#); [Jeff Moore](#); [Jennifer Farmer](#); [Jennifer M. Priddy](#); [Jerry Bender \(jerry@awsp.org\)](#); [Jessica Vavrus](#); [Jim Frey](#); [John Deeder](#); [John Welch](#); [JoLynn Berge](#); [Kate Davis](#); [Kevin Chase \(kevin.chase@esd105.org\)](#); [Kim Scott](#); [Kim. brodie \(kbrodie@fwps.org\)](#); [Larry Francois](#); [Linda McDermott](#); [Marie Telecky](#); [Marla Miller](#); [Melissa de Vita](#); [Michael Dunn](#); [Michael Merlino](#); [Michael Nelson](#); "Michelle Matakas"; [Michelle Price](#); [Mike Brophy](#); [Mitch Denning](#); [Monica Hunsaker](#); [Nancy Moffatt](#); [Rich McBride](#); [Rich Puryear](#); [Rick Jones](#); [Rosalind Medina](#); [Ruth Russell](#); [Sally McLean](#); [Scott Izutsu](#); [Shelley Redinger](#); [Sheryl Moore](#); [Stephen Nielsen](#); [Steve McIntire](#); [Susan Smith Leland](#); [T.J. Kelly](#); [Teresa Main](#); [Tim Garchow](#); [Tim Merlino](#); [Tim Mills](#); [Tim Yeomans](#); [Vic Roberts](#)  
**Subject:** Local Funding Workgroup Funding Recommendations Final  
**Date:** Tuesday, April 11, 2017 1:30:45 PM  
**Attachments:** [Local Funding Final 4-11-17 pdf.pdf](#)  
**Importance:** High

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Good afternoon,

I am attaching the final copy of our recommendations regarding the funding plans being discussed this legislative session. Our document is truly a joint effort of all the associations listed and I want to thank you all for your hard work on this and to Corine for getting us started. Each association can send this out to their membership and Dan, Jessica, Jerry and Mitch can use as a resource as they talk with legislators.

Have a great afternoon!!

Nancy

*Nancy Moffatt, CSBA*

*Executive Director*

**WASBO**

**Washington Association of School Business Officials**

**(360) 528-2025 office**

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## COALITION OF WASHINGTON EDUCATION ASSOCIATIONS

### LOCAL FUNDING WORKGROUP FUNDING RECOMMENDATIONS

The Local Funding Workgroup was established in May 2014. We represent nearly 8,000 school district leaders from all of our state's 295 school districts. We bring a front-line understanding to the issues facing the Legislature as you move forward in meeting the constitutional mandate to fully and amply fund basic education.

Local Funding Workgroup members continue their commitment to provide constructive input during the 2017 Legislative session with the most immediate task at hand to review each of the education funding plans present thus far. An in depth review of these plans has resulted in the presentation of following positions of the Local Funding Workgroup.

**Per Pupil Prototypical Model** - We support continued reliance on the prototypical funding model established by ESHB 2261/ESHB 2776 because it represents the highest level of transparency and two-way accountability. It establishes accountability for local communities, parents, and students to ensure the state is amply funding basic education (BE) and it provides accountability to the Legislature to ensure that districts are not spending levy dollars on BE programs. It is the bedrock of a sound state accounting system and a rule book for auditors to affirm appropriate use of levy dollars. The prototypical model **is a per pupil funding model** that is objective, research-based (*Final Report of the Joint Task Force on Basic Education Finance, January 14, 2009*) and it has the ability to be adjusted based on a multitude of factors such as high poverty, small school, class size targets and student programs such as special education, bilingual, highly capable and CTE. Such a model should be periodically reviewed and modified over time to meet changing needs.

**Salary Schedule and Salary Allocation Model** - We support **continuation of a state salary schedule and allocation model** to assure consistency, uniformity and equity. We are open to proposals that would simplify the current model with fewer educational, certification and/or experience steps.

**Supplemental Pay** - We understand that the current and future Legislatures are unable to fully fund current collective bargaining agreements associated with basic education salaries. However, compensation for these basic education duties and responsibilities is the obligation of the state and school districts should not subsidize this out of local enhancement levies. Therefore, we strongly support limiting the use of local levy resources to time worked outside of the 180-day student year and for duties and responsibilities that are clearly distinguishable from those basic education functions routinely expected of teachers, such as meeting with parents on curriculum night, grading of homework, or lesson planning in the evening or on weekends, attending staff meetings after school, etc. At a minimum, **statutory limitations must be in place, for future collective bargaining agreements, that prohibit bargaining of local levy resources for basic education duties and responsibilities.**



**Expenditure Limitation for Salary and Benefits** - We do not support this concept. We see this as potentially **unworkable on a statewide level** and non-responsive to the unique and varied circumstances and expenditure drivers across 295 school districts.

**Salary Increments for Teachers** - We support **continued salary increments for advanced degrees and years of experience, and support the continuation of state funding for advanced career staff**. We also support continued salary recognition for teachers who obtain National Board Certification. We do **not** support bonus or merit systems and view them as both inherently unreliable to administer and destructive to building and sustaining a collaborative district and school culture that best serves all children.

**Professional Development** - We support **10 days annually of professional development** outside the 180-day school year with local flexibility to schedule some or all of the equivalent professional development time within the 180-day school year (e.g. Extended work day, Saturdays, evening, etc.) as a component of basic education.

**Cost of Living Adjustments** - We support **regular cost of living adjustments** as a component of basic education to assure that salaries remain competitive to attract and retain a high-quality workforce.

**Regionalization or Poverty Factors** - We support this concept to recognize the unique challenges of attracting and retaining staff members to high cost, remote and/or high poverty districts and support a **salary allocation model that provides additional incentives to attract and retain high-quality staff** in communities so impacted.

**Beginning Teacher Pay** - We support a significant **increase in the minimum salary for beginning teachers to at least \$45,000** annually to appropriately recognize a comparable market value for beginning teacher pay and to attract a larger pool of high-quality candidates to the teaching profession.

**Health Benefits** - We support a **transition to a statewide health benefits program for K-12** employees. Such a transition must thoughtfully account for any increased district costs, including the potential for a sizeable increase in benefit-eligible employees.

**Grandfathered Levies and Salaries** - We can support the **elimination of grandfathered levy lids and salary allocations over a 2-3 year period** but only if there is a sufficient infusion of state resources to fully and amply fund basic education and competitive, market-rate salaries.

**Hold Harmless During Transition** - Greater total funds than currently available are required to support public education in Washington. During the transition and upon completion of full funding, all districts require greater resources than currently available. **At no time during the transition can any district lose resources compared to 2016-17 funding levels due to funding formula changes.**




**Local Levy Lid** - With a consistent and ongoing State maintenance of full and ample funding of basic education and sufficient "guardrails" to assure that local levy funds only support locally determined enhancements to basic education, we believe a **lower local levy lid of 10-15% of total state and federal dollars is supportable.**

**Fund Accounting/Audit Standards** - We fully support the need to provide auditable assurance that local levy resources do not fund basic education. **We do not support accounting requirements that will significantly and unnecessarily increase operational expenses.**

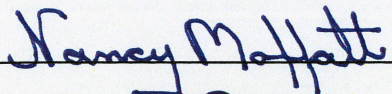
**"Levy Swap"** - We do not support re-purposing current local levy capacity to fund the State's basic education obligation without significant new funding provided by the State.

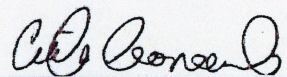
**Local Effort Assistance** – We support continuation of Local Effort Assistance for qualifying districts. Even after full funding of basic education, local levies will provide for additional "enrichment" activities. In context of equity, continued Local Effort Assistance recognizes school district differences in their ability to levy local funding for important student services.

Respectfully Submitted,

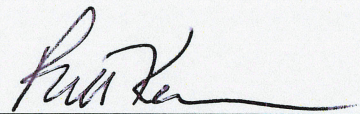


  
Washington State  
School Directors' Association

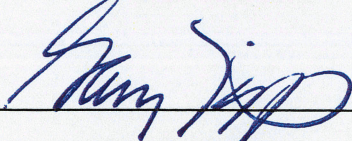

  
WASBO

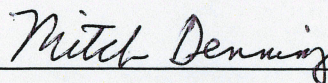






  
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ASSOCIATION OF WASHINGTON  
SCHOOL PRINCIPALS



  
ALLIANCE OF  
EDUCATIONAL  
ASSOCIATIONS



**From:** [Nielsen, Stephen J](#) on behalf of [Nielsen, Stephen J <sjnielsen@seattleschools.org>](#)  
**To:** [Nancy Moffatt](#); [Alan Burke](#); [Bill Keim](#); [Cal Brodie](#); [Corine Pennington](#); [Curtis Leonard \(cleonard@wspa.net\)](#); [Dan Steele](#); [Dana Anderson](#); [Darcy Weisner](#); [David Bond](#); [Donna Morey](#); [Doug A. Matson](#); [Duggan Harman](#); [Frank Ashby](#); [Frank Hewins](#); [Gary Cohn](#); [Gary Kipp](#); [Gavin Hottman](#); [Greg Lynch](#); [Heidi Hietpas](#); [Jan Hutton](#); [Jeff Moore](#); [Jennifer Farmer](#); [Jennifer M. Priddy](#); [Jerry Bender \(jerry@awsp.org\)](#); [Jessica Vavrus](#); [Jim Frey](#); [John Deeder](#); [John Welch](#); [Berge, JoLynn D](#); [Kate Davis](#); [Kevin Chase \(kevin.chase@esd105.org\)](#); [Kim Scott](#); [Kim. brodie \(kbrodie@fwps.org\)](#); [Larry Francois](#); [Linda McDermott](#); [Marie Telecky](#); [Marla Miller](#); [Melissa de Vita](#); [Michael Dunn](#); [Michael Merlino](#); [Michael Nelson](#); ["Michelle Matakas"](#); [Michelle Price](#); [Mike Brophy](#); [Mitch Denning](#); [Monica Hunsaker](#); [Rich McBride](#); [Rich Puryear](#); [Rick Jones](#); [Rosalind Medina](#); [Ruth Russell](#); [Sally McLean](#); [Scott Izutsu](#); [Shelley Redinger](#); [Sheryl Moore](#); [Steve McIntire](#); [Susan Smith Leland](#); [T.J. Kelly](#); [Teresa Main](#); [Tim Garchow](#); [Tim Merlino](#); [Tim Mills](#); [Tim Yeomans](#); [Vic Roberts](#)  
**Subject:** RE: Local Funding Workgroup Funding Recommendations Final  
**Date:** Tuesday, April 11, 2017 1:35:54 PM

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Thanks to everyone who worked on this.

Cheers!

Stephen Nielsen

---

**From:** Nancy Moffatt [mailto:[Nancy@wasbo.org](mailto:Nancy@wasbo.org)]  
**Sent:** Tuesday, April 11, 2017 1:29 PM  
**To:** Alan Burke <[aburke1245@aol.com](mailto:aburke1245@aol.com)>; Bill Keim <[bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org)>; Cal Brodie <[cbrodie@esd113.org](mailto:cbrodie@esd113.org)>; Corine Pennington <[pennicc@puyallup.k12.wa.us](mailto:pennicc@puyallup.k12.wa.us)>; Curtis Leonard (cleonard@wspa.net) <[cleonard@wspa.net](mailto:cleonard@wspa.net)>; Dan Steele <[dsteele@wasa-oly.org](mailto:dsteele@wasa-oly.org)>; Dana Anderson <[danderson@esd113.org](mailto:danderson@esd113.org)>; Darcy Weisner <[dweisner@esd123.org](mailto:dweisner@esd123.org)>; David Bond <[dave.bond@ksd.org](mailto:dave.bond@ksd.org)>; Donna Morey <[Dmorey@whiteriver.wednet.edu](mailto:Dmorey@whiteriver.wednet.edu)>; Doug A. Matson <[Doug.Matson@wvwd.org](mailto:Doug.Matson@wvwd.org)>; Duggan Harman <[duggan.harman@highlineschools.org](mailto:duggan.harman@highlineschools.org)>; Frank Ashby <[fashby@psed.org](mailto:fashby@psed.org)>; Frank Hewins <[fhewins@fpschools.org](mailto:fhewins@fpschools.org)>; Gary Cohn <[gcohn@everettsd.org](mailto:gcohn@everettsd.org)>; Gary Kipp <[gary@awsp.org](mailto:gary@awsp.org)>; Gavin Hottman <[gavin.hottman@esd112.org](mailto:gavin.hottman@esd112.org)>; Greg Lynch <[glynch@oesd.wednet.edu](mailto:glynch@oesd.wednet.edu)>; Heidi Hietpas <[hhietpas@sequim.k12.wa.us](mailto:hhietpas@sequim.k12.wa.us)>; Jan Hutton <[jhutton@cvsd.org](mailto:jhutton@cvsd.org)>; Jeff Moore <[jmoore@everettsd.org](mailto:jmoore@everettsd.org)>; Jennifer Farmer <[JFarmer@everettsd.org](mailto:JFarmer@everettsd.org)>; Jennifer M. Priddy <[jpriddy@osd.wednet.edu](mailto:jpriddy@osd.wednet.edu)>; Jerry Bender (jerry@awsp.org) <[jerry@awsp.org](mailto:jerry@awsp.org)>; Jessica Vavrus <[j.vavrus@wssda.org](mailto:j.vavrus@wssda.org)>; Jim Frey <[frej@lynden.wednet.edu](mailto:frej@lynden.wednet.edu)>; John Deeder <[john.deeder@evergreenps.org](mailto:john.deeder@evergreenps.org)>; John Welch <[jwelch@psed.org](mailto:jwelch@psed.org)>; Berge, JoLynn D <[jdberge@seattleschools.org](mailto:jdberge@seattleschools.org)>; Kate Davis <[Kate.Davis@OFM.WA.GOV](mailto:Kate.Davis@OFM.WA.GOV)>; Kevin Chase (kevin.chase@esd105.org) <[kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)>; Kim Scott <[KScott@kibesd.org](mailto:KScott@kibesd.org)>; Kim. brodie (kbrodie@fwps.org) <[kbrodie@fwps.org](mailto:kbrodie@fwps.org)>; Larry Francois <[lfrancois@nwesd.org](mailto:lfrancois@nwesd.org)>; Linda McDermott <[lindam@spokaneschools.org](mailto:lindam@spokaneschools.org)>; Marie Telecky <[teleckym@bsd405.org](mailto:teleckym@bsd405.org)>; Marla Miller <[marla.miller@shorelineschools.org](mailto:marla.miller@shorelineschools.org)>; Melissa de Vita <[devitam@bsd405.org](mailto:devitam@bsd405.org)>; Michael Dunn <[mdunn@esd101.net](mailto:mdunn@esd101.net)>; Michael Merlino <[michael.merlino@evergreenps.org](mailto:michael.merlino@evergreenps.org)>; Michael Nelson <[michael\\_nelson@enumclaw.wednet.edu](mailto:michael_nelson@enumclaw.wednet.edu)>; 'Michelle Matakas' <[Michelle.Matakas@k12.wa.us](mailto:Michelle.Matakas@k12.wa.us)>; Michelle Price <[mprice@mlsd.wednet.edu](mailto:mprice@mlsd.wednet.edu)>; Mike Brophy <[brophym@wvwd208.org](mailto:brophym@wvwd208.org)>; Mitch Denning <[medenning@comcast.net](mailto:medenning@comcast.net)>; Monica Hunsaker <[mhunsaker@oesd114.org](mailto:mhunsaker@oesd114.org)>; Nancy Moffatt <[Nancy@wasbo.org](mailto:Nancy@wasbo.org)>; Rich McBride <[richm@ncesd.org](mailto:richm@ncesd.org)>; Rich Puryear <[rich.puryear@rsd.edu](mailto:rich.puryear@rsd.edu)>; Rick Jones <[rjones@napavineschools.org](mailto:rjones@napavineschools.org)>; Rosalind Medina <[rmedina@tacoma.k12.wa.us](mailto:rmedina@tacoma.k12.wa.us)>; Ruth Russell <[rrussell@upsd.wednet.edu](mailto:rrussell@upsd.wednet.edu)>; Sally McLean <[smclean@fwps.org](mailto:smclean@fwps.org)>; Scott Izutsu <[izutsu.scott@yakimaschools.org](mailto:izutsu.scott@yakimaschools.org)>; Shelley Redinger <[shelleyr@spokaneschools.org](mailto:shelleyr@spokaneschools.org)>; Sheryl Moore

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**Subject:** Local Funding Workgroup Funding Recommendations Final

**Importance:** High

Good afternoon,

I am attaching the final copy of our recommendations regarding the funding plans being discussed this legislative session. Our document is truly a joint effort of all the associations listed and I want to thank you all for your hard work on this and to Corine for getting us started. Each association can send this out to their membership and Dan, Jessica, Jerry and Mitch can use as a resource as they talk with legislators.

Have a great afternoon!!

Nancy

*Nancy Moffatt, CSBA*

*Executive Director*

*WASBO*

**Washington Association of School Business Officials**

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**From:** [jrausch@wspace.net](mailto:jrausch@wspace.net)  
**To:** [turnerl@puysallup.k12.wa.us](mailto:turnerl@puysallup.k12.wa.us); [sarmstrong@oesd114.org](mailto:sarmstrong@oesd114.org); [cdaniels@skykomish.wednet.edu](mailto:cdaniels@skykomish.wednet.edu); [fangle@mukilteo.wednet.edu](mailto:fangle@mukilteo.wednet.edu); [shoff@osd.wednet.edu](mailto:shoff@osd.wednet.edu); [bmarsh@dsd.k12.wa.us](mailto:bmarsh@dsd.k12.wa.us); [lsinclair@bethelsd.org](mailto:lsinclair@bethelsd.org); [lcoady@hoquiam.net](mailto:lcoady@hoquiam.net); [jhymer@fwps.org](mailto:jhymer@fwps.org); [dlchristen@bethelsd.org](mailto:dlchristen@bethelsd.org); [swebster@hoquiam.net](mailto:swebster@hoquiam.net); [sniemann@osd.wednet.edu](mailto:sniemann@osd.wednet.edu); [chapman.shari@yakimaschools.org](mailto:chapman.shari@yakimaschools.org); [mweibel@auburn.wednet.edu](mailto:mweibel@auburn.wednet.edu); [cindy.madsen@kelsosd.org](mailto:cindy.madsen@kelsosd.org); [rogersb@issaquah.wednet.edu](mailto:rogersb@issaquah.wednet.edu); [hechtmanl@issaquah.wednet.edu](mailto:hechtmanl@issaquah.wednet.edu); [tracy.gibbs@rentonschools.us](mailto:tracy.gibbs@rentonschools.us); [tabitha.whiting@tumwater.k12.wa.us](mailto:tabitha.whiting@tumwater.k12.wa.us); [mholloman@nwesd.org](mailto:mholloman@nwesd.org); [pmontgomer@bethelsd.org](mailto:pmontgomer@bethelsd.org); [pwienke@sequim.k12.wa.us](mailto:pwienke@sequim.k12.wa.us); [meghan.moore@rentonschools.us](mailto:meghan.moore@rentonschools.us); [jpratt@rochester.wednet.edu](mailto:jpratt@rochester.wednet.edu); [ddonoho@tacoma.k12.wa.us](mailto:ddonoho@tacoma.k12.wa.us); [vknieper@sequim.k12.wa.us](mailto:vknieper@sequim.k12.wa.us); [trainorv@eastmont206.org](mailto:trainorv@eastmont206.org); [ranaya@toppenish.wednet.edu](mailto:ranaya@toppenish.wednet.edu); [kkemp@bethelsd.org](mailto:kkemp@bethelsd.org); [mpowers@esd101.net](mailto:mpowers@esd101.net); [lori.herrmann@vansd.org](mailto:lori.herrmann@vansd.org)  
**Cc:** [admin@wspace.net](mailto:admin@wspace.net)  
**Subject:** Job Descriptions Workshop  
**Date:** Thursday, April 13, 2017 1:51:47 PM  
**Attachments:** [Job Description - Spring 2017 agenda.pdf](#)

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Greetings!

Thank you for registering for our job descriptions workshop on Monday, April 17th, through WSPA. The workshop will be held at the Puget Sound ESD, 800 Oaksdale Avenue SW, Renton, WA.

An agenda is attached for you to see how the day is scheduled. Please let me know if you have any questions.

Please bring a hard copy, or have access to, an electronic copy of at least one classified, certificated, administrator, and non-represented job description.

I look forward to seeing you on Monday!

Jane Rausch  
WSPA HELP Coordinator

# **April 17, 2017**

## **Agenda**

<b>Time</b>	<b>Event</b>
8:00 am – 8:30 am	Registration / Sign-in (continental breakfast provided)
8:30 am – 12:00 pm	Kurt Schonberg, Oak Harbor School District Job Descriptions as they relate to worker's compensation/light duty, and using job descriptions for plans of improvement for evaluative concerns
12:00 am – 12:45 pm	Lunch
12:45 pm – 4:00 pm	Darrell Heisler, Sedro-Woolley School District Job Descriptions – understanding, creating, using for classification, wages and postings

**From:** [Jennifer Berg](#) on behalf of [Jennifer Berg <jeberg@fwps.org>](#)  
**To:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**Subject:** RE: HELP Program  
**Date:** Friday, April 14, 2017 8:25:34 AM

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Hi Jane,

I am thinking about trying to start HELP next year, as I would only be able to do so with the scholarship. Does it begin that week in July, and each year of HELP runs July-June?  
I am applying to grad school and hoping to start this fall. I am hoping that I would be able to begin grad school this fall, and then start HELP that following July. Do you think with the workload of HELP, that it will be feasible to begin it while working on the second year of my MBA?  
Also, since the scholarship is awarded in February – when should I apply for it if I want to get in next year, and what are the steps I would need to take to do that?

I really appreciate all your time in answering my millions of questions. Thank you so much!

Thank you,

Jennifer Berg  
Compensation Specialist  
Federal Way Public Schools  
[jeberg@fwps.org](mailto:jeberg@fwps.org)  
253.945.2190  
[Click here to learn about FWPS Career Opportunities](#)



***Each Scholar: A Voice. A Dream. A BRIGHT Future.***

---

**From:** [jrausch@wspa.net](mailto:jrausch@wspa.net) [mailto:[jrausch@wspa.net](mailto:jrausch@wspa.net)]  
**Sent:** Monday, April 10, 2017 8:45 AM  
**To:** Jennifer Berg <[jeberg@fwps.org](mailto:jeberg@fwps.org)>  
**Subject:** Re: HELP Program

Jennifer:

The deadline for the scholarships has passed as they are awarded at the annual conference in February. HELP is usually the first full week of July after the week of the 4th. If you are already a WSPA member the price stays the same, as that is a perk that was just already to the already existing fee.

Technically, you could wait a year to continue the program after taking a year off but one of the benefits of moving through is the relationships/networking that are established within your group that you start.

Recertification means that every three years after you graduate you are to submit 50 clock hours of professional development to renew. After you've renewed three times you become a lifetime certificate holder.

And yes, the program is mainly online. You attend the full week in July, one day in the fall (usually October) and one day in the spring (usually April). Coursework is submitted through City University using their Blackboard system.

Let me know if you have any other questions!@

Jane Rausch

---

**From:** Jennifer Berg <[jeberg@fwps.org](mailto:jeberg@fwps.org)>

**Sent:** Friday, April 7, 2017 4:35:06 PM

**To:** [jrausch@wspa.net](mailto:jrausch@wspa.net)

**Subject:** RE: HELP Program

Hi Jane,

Thank you for your help. I really appreciate all of your answers. I do have a few follow-up questions. Firstly, as a district employee I believe I am a WSPA member so I would be eligible to apply for that scholarship. What would I need to do to apply—what is the deadline?

As far as the required attendance of HELP, what are the dates? I am really interested in signing up for the HR Legal Boot Camp, but I am concerned they might overlap (or is that by design)? On that note—it says that the \$495 price includes a one year WSPA membership—but if I am already a member, is that discounted?

Finally, if I decide to do 1 year of HELP, then not immediately continue the next year—am I able to pick up where I left off should I want to resume the program in 2 years or more? I understand as well that re-certification is required once you obtain the HELP certificate. Can you explain how that works?

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Thank you for all your help!!

Thank you,

Jennifer Berg

Compensation Specialist



Federal Way Public Schools

[jeberg@fwps.org](mailto:jeberg@fwps.org)

253.945.2190

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---

**From:** [jrausch@wspa.net](mailto:jrausch@wspa.net) [<mailto:jrausch@wspa.net>]

**Sent:** Monday, April 03, 2017 3:20 PM

**To:** Jennifer Berg <[jeberg@fwps.org](mailto:jeberg@fwps.org)>

**Subject:** Re: HELP Program

Jennifer:

I will try my best to answer all your questions. If I omit anything, please respond and let me know.

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I hope that helps! Please let me know if you have any other questions. I hope to see you at HELP.

Jane

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**From:** Jennifer Berg <[jeberg@fwps.org](mailto:jeberg@fwps.org)>  
**Sent:** Friday, March 31, 2017 3:11:21 PM  
**To:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net)  
**Subject:** HELP Program

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**From:** [jrausch@wsps.net](mailto:jrausch@wsps.net)  
**To:** [Jennifer Berg](#)  
**Subject:** Re: HELP Program  
**Date:** Friday, April 14, 2017 10:34:59 AM

---

Jennifer:

I absolutely know it's feasible because it's what I did! To be eligible for the scholarship you will need to be a WSPA member for a year, so make sure you are a member. The notice to apply for those scholarships goes out, if I'm not mistaken, mid-December to early January. Jennifer, the WSPA administrative assistant, will send an email out to all members, so that's how you will be notified.

Please don't hesitate to let me know if you have any other questions.. no problem whatsoever!

Jane

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**From:** Jennifer Berg <[jeberg@fwps.org](mailto:jeberg@fwps.org)>  
**Sent:** Friday, April 14, 2017 8:25:34 AM  
**To:** [jrausch@wsps.net](mailto:jrausch@wsps.net)  
**Subject:** RE: HELP Program

Hi Jane,

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**From:** jrausch@wsps.net [mailto:jrausch@wsps.net]  
**Sent:** Monday, April 10, 2017 8:45 AM  
**To:** Jennifer Berg <jeberg@fwps.org>  
**Subject:** Re: HELP Program

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**From:** Jennifer Berg <jeberg@fwps.org>  
**Sent:** Friday, April 7, 2017 4:35:06 PM  
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**Subject:** RE: HELP Program

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**Sent:** Monday, April 03, 2017 3:20 PM

**To:** Jennifer Berg <[jeberg@fwps.org](mailto:jeberg@fwps.org)>

**Subject:** Re: HELP Program

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**From:** [Jennifer Berg](#) on behalf of [Jennifer Berg <jeberg@fwps.org>](#)  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** WSPA Membership  
**Date:** Friday, April 14, 2017 10:51:30 AM

---

Hi Jennifer,

I am under the impression that as an HR employee for FWPS since 2015, I am a current WSPA member. Can you confirm that this is correct? I am asking because I am considering applying for the HELP scholarship this winter, to be accepted to the program that begins in July of 2018.

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**From:** [Jennifer Berg](#) on behalf of [Jennifer Berg <jeberg@fwps.org>](#)  
**To:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**Subject:** RE: HELP Program  
**Date:** Friday, April 14, 2017 10:55:07 AM

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Hi Jane,

Thank you, that is encouraging to hear! I think it goes without saying that I will be working full time as well... but perhaps I should mention that oftentimes during certain seasons, my position is required to work up to 60 hours a week. Still feasible? ☺

I figure if I start my MBA in September, by the time the next HELP session starts in July 2018, I will be accustomed to the workload and studying.

I have contacted Jennifer, the WSPA admin assistant, to double check my membership status. Thanks for all your help!

Thank you,

Jennifer Berg  
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**From:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**To:** [cs Sheridan@asd103.org](mailto:cs Sheridan@asd103.org); [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [jhodson@fwps.org](mailto:jhodson@fwps.org); [ellyn.papenfuse@vansd.org](mailto:ellyn.papenfuse@vansd.org)  
**Cc:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** Spring HELP  
**Date:** Friday, April 14, 2017 12:15:14 PM

---

Hello Everyone!

I look forward to seeing you all on Monday. If anything comes up between now and then where you are unable to make it, or running late, please give me a call on my cell phone at (509) 979-0572. I look forward to seeing you all.

Safe travels and have a Happy Easter!

Jane

**From:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**To:** [Jennifer Berg](#)  
**Cc:** [Liz McFarland](#)  
**Subject:** RE: WSPA Membership  
**Date:** Friday, April 14, 2017 1:08:20 PM

---

Hi Jennifer,

I wish I had a firm answer for you on this – there has been some discussion with the board regarding the definition of member when it comes to district memberships. It is on our agenda for our board retreat in June to finalize and clarify the language around this.

First, yes --I do show that Federal Way had a district membership and that you are listed as a “district member additional.”

Here is where the question comes up for the board:

Each district membership allows up to ten *identified members*. However, the district membership allows all district staff to receive the member discount on events, etc. This are considered “*district member additional*” and that is how they are identified in our database.

The board historically has only considered those identified district members as eligible members to apply for the scholarship. This was the determination they upheld for this year.

However, it was noted that many districts grant those identified memberships to their administrative leadership team and not to those newer team members who would most benefit from the HELP program and the tuition scholarship program, leaving them ineligible under the current ruling.

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In the meantime, I am copying this message to Liz McFarland (the district membership primary member for your district) for her review – perhaps we can swap you out with one of the identified members for this year and then ensure you are an identified member for next year just to cover all bases ☺ I would hate for you to miss out on the scholarship opportunity or the benefit of the HELP program. Please check in with Liz and let me know if that option might be available.

Please let me know if you have any questions.

Thank you,

Jennifer

*Jennifer Tottenham*



Program Coordinator  
Washington School Personnel Association  
PO Box 1600 Anacortes, Washington 98221  
Phone: 360-825-1415/Fax: 253-736-0333  
<http://www.wspa.net/>



---

**From:** Jennifer Berg [mailto:[jeberg@fwps.org](mailto:jeberg@fwps.org)]  
**Sent:** Friday, April 14, 2017 10:51 AM  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** WSPA Membership

Hi Jennifer,

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**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net); [Jennifer Berg](#)  
**Subject:** RE: WSPA Membership  
**Date:** Friday, April 14, 2017 1:11:22 PM

---

Jennifer T. – yes, if you can remind me who is on the district membership list, I'll swap someone out next year ☺ (or now, even, just to make sure it gets done)

Thank you!

---

**From:** admin@wspa.net [mailto:admin@wspa.net]  
**Sent:** Friday, April 14, 2017 1:08 PM  
**To:** Jennifer Berg <jeberg@fwps.org>  
**Cc:** Liz McFarland <lmcfarla@fwps.org>  
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Program Coordinator

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**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [admin@wspa.net](#); [Jennifer Berg](#)  
**Subject:** RE: WSPA Membership  
**Date:** Friday, April 14, 2017 1:11:22 PM

---

Jennifer T. – yes, if you can remind me who is on the district membership list, I'll swap someone out next year ☺ (or now, even, just to make sure it gets done)

Thank you!

---

**From:** admin@wspa.net [mailto:admin@wspa.net]  
**Sent:** Friday, April 14, 2017 1:08 PM  
**To:** Jennifer Berg <jeberg@fwps.org>  
**Cc:** Liz McFarland <lmcfarla@fwps.org>  
**Subject:** RE: WSPA Membership

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program. Please check in with Liz and let me know if that option might be available.

Please let me know if you have any questions.

Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspa.net/>



---

**From:** Jennifer Berg [<mailto:jeberg@fwps.org>]

**Sent:** Friday, April 14, 2017 10:51 AM

**To:** [admin@wspa.net](mailto:admin@wspa.net)

**Subject:** WSPA Membership

Hi Jennifer,

I am under the impression that as an HR employee for FWPS since 2015, I am a current WSPA member. Can you confirm that this is correct? I am asking because I am considering applying for the HELP scholarship this winter, to be accepted to the program that begins in July of 2018.

Thank you,

Jennifer Berg

Compensation Specialist

Federal Way Public Schools

[jeberg@fwps.org](mailto:jeberg@fwps.org)

253.945.2190

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*Each Scholar: A Voice. A Dream. A BRIGHT Future.*

**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [Liz McFarland](#); [Jennifer Berg](#)  
**Subject:** RE: WSPA Membership  
**Date:** Friday, April 14, 2017 1:15:20 PM

---

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9. Mark Davidson
10. Susan Partain

Thank you,

Jennifer T.

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**From:** Liz McFarland [mailto:[lmcfarla@fwps.org](mailto:lmcfarla@fwps.org)]  
**Sent:** Friday, April 14, 2017 1:11 PM  
**To:** [admin@wsps.net](mailto:admin@wsps.net); Jennifer Berg <[jeberg@fwps.org](mailto:jeberg@fwps.org)>  
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**From:** Jennifer Berg [<mailto:jeberg@fwps.org>]

**Sent:** Friday, April 14, 2017 10:51 AM

**To:** [admin@wspa.net](mailto:admin@wspa.net)

**Subject:** WSPA Membership

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**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** RE: WSPA Membership  
**Date:** Friday, April 14, 2017 1:16:30 PM

---

You can swap out CJ Carter. Thank you!

---

**From:** admin@wspsa.net [mailto:admin@wspsa.net]  
**Sent:** Friday, April 14, 2017 1:15 PM  
**To:** Liz McFarland <lmcfarla@fwps.org>; Jennifer Berg <jeberg@fwps.org>  
**Subject:** RE: WSPA Membership

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**Sent:** Friday, April 14, 2017 1:11 PM  
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**Subject:** RE: WSPA Membership

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**Sent:** Friday, April 14, 2017 1:08 PM

**To:** Jennifer Berg <[jeberg@fwps.org](mailto:jeberg@fwps.org)>  
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---

**From:** Jennifer Berg [<mailto:jeberg@fwps.org>]  
**Sent:** Friday, April 14, 2017 10:51 AM  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** WSPA Membership

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Federal Way Public Schools  
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[Click here to learn about FWPS Career Opportunities](#)



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**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [Liz McFarland](#); [Jennifer Berg](#)  
**Subject:** RE: WSPA Membership  
**Date:** Friday, April 14, 2017 1:19:00 PM

---

Done! Thanks!

Jennifer – your login is your username and I have set a temporary password of “wsps” You are now updated as a full district member.

I hope you both have a great weekend!

Jennifer T.

---

**From:** Liz McFarland [mailto:[lmcfarla@fwps.org](mailto:lmcfarla@fwps.org)]  
**Sent:** Friday, April 14, 2017 1:17 PM  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** RE: WSPA Membership

You can swap out CJ Carter. Thank you!

---

**From:** [admin@wsps.net](mailto:admin@wsps.net) [mailto:[admin@wsps.net](mailto:admin@wsps.net)]  
**Sent:** Friday, April 14, 2017 1:15 PM  
**To:** Liz McFarland <[lmcfarla@fwps.org](mailto:lmcfarla@fwps.org)>; Jennifer Berg <[jeberg@fwps.org](mailto:jeberg@fwps.org)>  
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Federal Way Public Schools

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**From:** [Jennifer Berg](#) on behalf of [Jennifer Berg <jeberg@fwps.org>](#)  
**To:** [admin@wsps.net](#); [Liz McFarland](#)  
**Subject:** RE: WSPA Membership  
**Date:** Friday, April 14, 2017 1:51:46 PM

---

Thank you both!! I appreciate it! ☺ I hope you both have a great weekend as well. I look forward to applying for the scholarship this winter. ☺

Thank you,

Jennifer Berg  
Compensation Specialist  
Federal Way Public Schools  
[jeberg@fwps.org](#)  
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***Each Scholar: A Voice. A Dream. A BRIGHT Future.***

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [jrausch@wspa.net](#); [csheridan@asd103.org](#); [sonjabrown@sequim.k12.wa.us](#); [ellyn.papenfuse@vansd.org](#)  
**Cc:** [admin@wspa.net](#)  
**Subject:** RE: Spring HELP  
**Date:** Friday, April 14, 2017 2:04:14 PM

---

I will see you on Monday. Do I need to bring anything specific?

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [jrausch@wspa.net](mailto:jrausch@wspa.net) [mailto:[jrausch@wspa.net](mailto:jrausch@wspa.net)]  
**Sent:** Friday, April 14, 2017 12:15 PM  
**To:** [csheridan@asd103.org](mailto:csheridan@asd103.org); [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>; [ellyn.papenfuse@vansd.org](mailto:ellyn.papenfuse@vansd.org)  
**Cc:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** Spring HELP

Hello Everyone!

I look forward to seeing you all on Monday. If anything comes up between now and then where you are unable to make it, or running late, please give me a call on my cell phone at (509) 979-0572. I look forward to seeing you all.

Safe travels and have a Happy Easter!

Jane

**From:** [Darrell Heisler](#) on behalf of [Darrell Heisler <dheisler@swsd.k12.wa.us>](#)  
**To:** [turnerl@puysallup.k12.wa.us](#); [sarmstrong@oesd114.org](#); [cdaniels@skykomish.wednet.edu](#); [fangle@mukilteo.wednet.edu](#); [shoff@osd.wednet.edu](#); [bmarsh@dsd.k12.wa.us](#); [lsinclair@bethelsd.org](#); [lcoady@hoquiam.net](#); [jhymmer@fwps.org](#); [dlchristen@bethelsd.org](#); [swebster@hoquiam.net](#); [sniemann@osd.wednet.edu](#); [chapman.shari@yakimaschools.org](#); [mweibel@auburn.wednet.edu](#); [cindy.madsen@kelsosd.org](#); [rogersb@issaquah.wednet.edu](#); [hechtmanl@issaquah.wednet.edu](#); [tracy.gibbs@rentonschools.us](#); [tabitha.whiting@tumwater.k12.wa.us](#); [mholloman@nwesd.org](#); [pmontgomer@bethelsd.org](#); [pwienke@sequim.k12.wa.us](#); [meghan.moore@rentonschools.us](#); [jpratt@rochester.wednet.edu](#); [ddonoho@tacoma.k12.wa.us](#); [vknieper@sequim.k12.wa.us](#); [trainorv@eastmont206.org](#); [ranaya@toppenish.wednet.edu](#); [kkemp@bethelsd.org](#); [mpowers@esd101.net](#); [lori.herrmann@vansd.org](#); [sweymouth@bethelsd.org](#); [robbinsk@eastmont206.org](#); [lmcfarla@fwps.org](#); [greenlunddk@mukilteo.wednet.edu](#); [ahurd@northmasonschools.org](#); [brichter@omaksd.org](#); [jmata@psd1.org](#); [schmitbk@puysallup.k12.wa.us](#); [turnerl@puysallup.k12.wa.us](#); [dawn.phillips@rsd.edu](#); [Todd Torgeson](#); [angela.huffman@sultan.k12.wa.us](#); [sherrie\\_wilcox@sumnersd.org](#); [crail.h@wenatcheeschools.org](#); [jpaeth@bis303.org](#); [dhill@esd113.org](#); [fbarneshodge@esd113.org](#); [kbolt@esd123.org](#); [jdodd@meridian.wednet.edu](#); [joyc@orting.wednet.edu](#); [WilsonJ@psd401.net](#); [york.kelli@yakimaschools.org](#); [eharman@auburn.wednet.edu](#); [mmcafee@auburn.wednet.edu](#); [kdesmond@cloverpark.k12.wa.us](#); [lminer@cloverpark.k12.wa.us](#); [sbradbeer@fpschools.org](#); [sjadin@fpschools.org](#); [srpearson@fpschools.org](#); [looneyt@psd401.net](#); [cooks@riverview.wednet.edu](#); [jculik@tacoma.k12.wa.us](#); [dawn.horner@vansd.org](#); [carol.bailie@bremertonschools.org](#); [leesa.bowie@bremertonschools.org](#); [katie.obrien@bremertonschools.org](#)  
**Cc:** [jrausch@wspsa.net](#)  
**Subject:** Job Descriptions as they relate to Worker's Compensation  
**Date:** Sunday, April 16, 2017 7:18:23 AM

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Hi all!

I look forward to seeing you tomorrow in Renton for my afternoon presentation. Please bring a laptop with you to access all documents for the presentation. I will be sharing the presentation with you via google docs to save paper and trees.

Darrell

**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** Washington Educator Career Fair - Candidate Database  
**Date:** Sunday, April 16, 2017 2:28:56 PM  
**Attachments:** [WECF 2017 Candidate Database FINAL.xlsx](#)

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Hello,

Thank you for your participation in the 2017 Washington Educator Career Fair. We hope you found it to be a valuable part of your recruiting process. To further support your recruiting efforts, we have attached a spreadsheet with contact information for all candidates that attended both the Spokane and Tacoma events.

Thank you,

Jennifer Tottenham

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wsps.net/>





First Name	Last Name
Laurena	Olson
Melissa	Abalde
Anthony	Abestilla
Lauren	Ackerman
May	Ackerman
andrea	ackner
Lucy	Adams
Corie	Adams
Sada	Adams
Mark	Adams
Theresa	Aguilera
Christine	Akamatsu
Giovanna	Alaimo
Albert	Albanes
Caroline	Alben
Thomas	Albertson
Jeremey	Aldana
John	Alden
Mikylah	Alkire
Elizabeth Jane	Allaire
Ashley	Allen
Megan	Allen
Niicholas	Allsen
Danielle	Alonj
Jane	Al-Tamimi
Anamarleny	Alvarez Villa
Amy	Alwert
Katie	Ames
Shawn	Ames
Kwesi	Amoah-Forson
Jessica	Amundsen
MARIAH	ANDERSON
Alexandria	Anderson
Bryan	Anderson
Carrie	Anderson
Christena	Anderson
Steve	Anderson
Austen	Anderson
Sean	Anderson
Sierra	Andring
Taylor	Andrykowski
Kailey	Anglemyer
Kasandra	Anguiano
Marites	Aniag
Candy	Apple
Charles	Archie
James	Aries
Ashlyn	Arnold
Tarjit	Atwal
Tony	Avenson
Kale	Avery
Chloe	Avila
Haley	Ayers
James	Ayers
Kyle	Backman
Daniel	Bacon
Nasim	Badrbigi
Chelsea	Bailey
Sukhjinder	Bains
Mary	Baisa
Jamie	Baits
Jason	Baker
Kristian	Baker
Cheryl	Bakke
Ryan	Ball
Mishele	Barnett
Danielle	Barr
Christina	Barton
Melanie	Basil
Jessica	Bastrom
MaryBeth	Batie
Kimberly	Batson
Meaghan	Baumgartner
Victoria	Bay
Jeff	Beauchamp
Emese Marta	Bede
Megan	Beisley
Jennifer	Bergman
Denise	Bergstrom
Jacquelyn	Betz
Jasmine	Bie
Abigal	Bien
Drew	Bigelow
Hadiya	Biglow
SEAN	BILLS
Amanda	Bills
Annie	Birse
Anna	Bisch
Tim	Bishop

Endorsed Teaching Areas
Teacher
Elementary Education
ESA School Counselor
Teacher, Secondary, Social Studies or ELL
Teacher
Social Studies Teacher
Elementary (K-6)
Primary Teacher, Reading Coach
Elementary Education, Theatre
Teacher
Elementary Education
History, Health/Fitness
Special Ed/CTE
Secondary Teacher, Social Studies
Elementary Education
K-12 music
K-8, Special Education Teacher
Social Studies
Guidance and Counseling
Administrator
secondary social studies, English language arts
Elementary Education, Sepcial Education
K-12 Health, Physical Education
Elementary Intermediate General Education Teacher
Elementary Building Administrator, Special Educaiton Administrator
Counselor
HS English, HS Social Studies, MS English, MS Social Studies
Counseling
School Counselor
English 6-12
Secondary English Language Arts
Elementary Education and ESOL
ELL, Middle Level Mathematics
Elementary
Special Education and English
K-8, Reading K-12, & Drama 4-12
Assistant Principal, Dean
Elementary Teacher
English, Language Arts
Elementary Teacher
Elementary Education
Elementary Teacher
Reading and ELL
K-3, ELL
Counselor
Intermediate History Teacher
Elementary Education
Social Studies, Alternative Education
Middle grade Math, Business
Counselor
Secondary Language Arts
English Language Arts
Elementary Education K-8
5-12 ELA, K-12 ELL
Elementary Teacher
English Language Arts and Social Studies, Secondary Level
Elementary and Middle Level Natural Science
MIT K-8
Elementary Teacher
Counselor
K-6 General Education and K-12 Special Education
Secondary Math
Elementary Education, K-8, Middle Level Science
Elementary Education, Primary
HS Math
Middle-Level Humanities
Elementary
NA
K-3 Elementary Education
Social Studies
Elem Ed Teacher K-5
High School English, Language Arts
Science, 5-12
Secondary Math
Social Studies, History, Political Science
Secondary Math
Teacher, Athletic Director
Teacher, Substitute, paraeducator
Art, K-12, Special Education
Elementary Education
Elementary Teacher, Primary
Elementary Education,
Middle Level Humanities, Secondary English
Secondary ELA Instructor
Special Education
Elementary Teacher
HS ELA
Middle School Math
K-8

First Name	Last Name
Hope	Bixby
Joshua	Bizer
Emily	Bjarke
Vernoica	Bjorhus
Nicolas	Bjorkman
Becky	Blankenship
Jacob	Blaskie
Jacob	Blaskie
Meghan	Blatt
David	Blaylock
Karolyn	Blaylock
Megan	Blom
Brent	Bloomfield
Devony	Blowers
Danielle	Blumhardt
Sarah	Bond
Anna	Bond
Michelle	Booth
Jennifer	Booth
Christina	Bosch
Tessa	Boutwell
Devin	Bowen
Penny	Bowles
Sydney	Boyar
Brelynn	Boyce
Lindsay	Boyd
Nathan	Boyer
Leah	Bracken
Tabatha	Bradley
Kathryn	Brandt
Jennifer	Brantley
Andrew	Braswell
Sarah	Brauner
Jerrion	Broadenax
Adam	Brock
Patrick	Brown
Zahra	Brown
Brendan	Brown
Calvin	Bruce
Tara	Bruhn
Danielle	Brunelle
Rebecca	Bruscas
Kyle	Buchberger
Cathy	Buck
Krsto	Budech
Rebecca	Budelman
Stephanie	Bulthuis
Gena	Burchette
Lynsey	Burge
Amanda	Burgess
Katharine	Burkhauser
Alix	Butt
Susan	Byers
Amber	Cabrales
Isabelle	Caigoy
Barbara	Call
Margaret	Campbell
Eric	Cannan
Kasey	Cannan
Grace	Carlson
Keira	Carmichael
Alice	Carrillo
Alice	Carrillo
Claudine	Carroll
Kristen	Carson
Whitney	Case
Ashley	Casey
Siena	Castanares
Jana	Castanares
Daniel	Castelli
Thomas	Castle
Laura	Chaffee
Colleen	Chalmers
Michael	Chan
Joseph	Chang
Daniel	Chavez
Rocio	Chelemedos
Charles	Chen
Elizabeth	Chicken
McKenzie	Childs
Alexandra	Chipman
Paul	Cho
Teja	Christensen
Aubrey	Chu
Evan	Churlin
Tori	Circo
Kevin	Clarke
Hannah	Clements
Patricia	Clemons

Endorsed Teaching Areas
Social Studies
K-8
Biology
Elementary, Intermeidate, MS Language Arts
Mathematics (5-12)
Social Studies
Mathematics
Secondary Mathematics
K-12 and Special Education
Middle Level Mathematics
Elementary Education, Kindergarten
Elementary Education, Primary
Secondary Counselor
Elementary Education, K-2
English Language Arts
Middle School Math
Middle School, High School Science
Elementary Education
Counselor
Elementary Education, K-3
Elementary Education, Primary
Biological Sciences/English Language Development
Elementary Teacher
Elementary Education
Elementary
Elementary Education
Elementary Education, Special Education, Title 1
Educational Admin, K-12 Reading, ELL, K-8 Elem Ed
Elementary Education
Elementary Education
Elementary Teacher
Elementary, 3-5
Secondary English
M. Ed. Guidance and Counseling
Technology, Integrated Arts, Teacher, Consultant
Education Administration
Math
Mandarin, Social Studies, ESOL
Counselor
Instructional Coach
Health, Fitness
Elementary Education
K-8 Teacher
Middle School Life Sciences
School Counselor
ESL Support Library K-8
Secondary English, Language Arts
Early Childhood Education, Elementary Education
School counselor
Elementary (expected June 2017)
HS Math Teacher
Elementary Ed
Elementary Teacher, Media Specialist, School Librarian
Elementary Teacher, 3-5
Elementary and Special Education
Certified teacher (Professional cert), Special Ed and Early Childhood Ec
School Counselor
Special Education
Special Education
Elementary Education, Special Education
Elementary Education, Music
Guidance & Counseling, ESA
School Counseling - MEd Guidance & Counseling
Kindergarten
K-8 and English Language Learners
Elementary Education, Middle Level
Biology
Music (Choral Emphasis), in process of renewing Google Certification
NA
Elementary Education
Social Studies Teacher
English Language Learners & Middle Level Mathematics
School Counselor
Teacher
Biology
Secondary Teacher
Spanish Teacher
Mathematics
4-12 ELA
Speech Language Pathologist
K-3 Teacher
School Counseling
Secondary Language Arts, English,Social Studies
Elementary Education, ELL
PESH
School Counselor
Social Studies
CFY Speech Language Pathologist
1st, 2nd, 3rd

First Name	Last Name
Christopher	Clifford
Nicole	Cockle
Kathryn	Cohen
Jessica	Cohoe Napelenok
Kenny	Coleman
Angela	Coleman
Elizabeth	Colescott
Lisa	Collins
Courtney	Coman
Lindsay	Combs
Ben	Conway
Taylor	Cooke
Mary Lord	Copeland
Brittany	Copnehaver
Katie	Corda
Jacob	Cordell
Jennifer	Cordes
Emma	Cornwell
Caroline	Cote
Boyd	Cottom
Robert	Cox
Sydney	Cox
Jenna	Crain
Carrie	Crain
Katy	Crane
Billie	Crane
Andrea	Cravioto
Daniel	Crawford
Mikayla	Crawford Harris
Vicki	Crist
Alyson	Croney
Ashley	Culter
Kimberly	Currier
Andrea	Dailley
Joe	D'Ambrosia
Nicole	Dandridge
Teresa	Dang
Heidi	Daniel
Theresa	Daumit
Makenna	Davenport
Jennifer	David
Alexa	David
Molly	Davidson
Amy	Davis
Eloise	Davis
Erin	Davolt
Jeff	Davolt
Steve	Davolt
Megan	Decker
Krista	DeHart
Matt	Delcomyn
Dan	Dempsey
Susan	Denny
Alex	dePyester
Paige	Desmond
Karla	Diaz-Parga
Roseann	DiBianco
Christopher	Diedrick
Amy	Dockendorff
Rhonda	Donaldson
Hayley	Donohue
Stephanie	Doornink
Tricia	Dorr
Ashley	Dorr
Benjamin	Dotson
Patricia	Doughton
Stacie	Downey
Avna	Doyle
Stacy	Drake
Brittany	Driftmier
Katie	Drinkwine
Gretchen	Dru
Kayla	Drummond
Sara	Dube
Linda	Dunn
Carolina	Dwyer Sanik
Allison	Eagleston
Liz	Ebersole
Sandi	Edwards
Kyndra	Eide
Lesley	Elijah
Claire	Elliot
Hikari	Ellis
Hikari	Ellis
Patricia	Elsner
Jaedyn	Enlow
Joseph	Eriksun
Frank	Erwin
Megan	Erwin

Endorsed Teaching Areas
English/Language Arts (4-12)
HS French, HS English
Elementary Education
Middle School Social Studies, Language Arts
PR/Marketing
K-4 Teacher
Special Education and Elementary Education
Elementary Education
Psychology
Social Studies
Elementary Teachers
Elementary Education K-8; Reading K-12
Assistant Principal, Teacher, Coach, Curriculum, Instructional Develop
Elementary Education
Secondary ELA & Social Studies
In Progress - Secondary Mathematics & E-Learning
Elementary Teacher
Elementary Education
Elementary Multi-subject
NA
Math
Elementary Education
Middle School, High School Social Studies
Social Studies
English
Elementary Teacher, 3-5
Counseling
HS Math
Secondary Social Studies, Secondary Language Arts
Elementary Education
High School Social Studies
Elementary Ed
Elementary Education (K-8) and Psychology (4-12)
Administrative, Dean, Instructional Coach
Elementary Education, Mathematics
Elementary Teacher, 2-5
ELL/ESL
Early Childhood Education, Elementary Education, K-5
elementary k-8
Elementary Education (K-8)
Elementary Education (K-8), Art (K-12), ESL (K-12), Anthropology (4-12
Elementary Education (K-8)
Elementary Ed
Sec. Biology Science Teacher
Elementary Teacher
English & Social Studies (Secondary)
English & Social Studies (Secondary)
NA
Elementary
Middle SchoolMath, High School Math
CTE Graphics, Photography
P-12 Elementary, Secondary, HQ Math, Science
Science
Elementary Teacher
Elementary Education
Early Childhood, Elementary Education, Bilingual, Spanish, ELL
Middle Level Science, 4-5 Teacher
NA
Secondary English/Language Arts
Elementary Education
Elementary, K-8
Elementary Education
ESA, K-12
Elementary Education, Special Education
CTE, Science, Natural Science, International Programs, Natural Resourc
Teacher, K-8
Elementary, 3-5, ELL
Instructional Coach, Teacher, TOSA, Learning Specialist
Middle Level Math, Middle Level Science
Counselor
Elemetary Teacher, K-2
WA State
Elementary, Special Education
Elementary Education, Primary
special ed , Art
History, social Studies and Language arts
K-2
Librarian, Technology Integration
K-8
Biology, General Science
HS Math Teacher
Sec. English Teachers
K-8 Educator
K-8 Elementary
Kindergarten, K-2
Reading, ELL, Elementary
NA
History, Social Studies, ESOL
Elementary Education, Reading

First Name	Last Name		Endorsed Teaching Areas
Breanna	Eschrich		Secondary English Language Arts
Lauren	Eyer		K-2
Ryan	Eyre		Teacher History Social Studies English
Norm	Eytzen		Middle School Math Teacher
Chappin	Eze		Middle School, High School Social Studies
Courtney	Faddis		Elementary Education in Reading, Writing, and Literature
Sydney	Fairbanks		Elementary Education - Mathematics
Mykela	Fantone		Counselor
Jennifer	Farley		Middle School Social Studies, Humanities
Valerie	Favrow		Elementary Teacher
Hannah	Featherston		Elementary Education
Zachary	Feely		Music - Middle -Choir or Band
Caitlin	Fellows		Elementary Teacher
Evan	Felt		Music, Elementary Teacher , Secondary Teacher
Deidre	Ferguson		Teaching Position K-2
Amanda	Fernandez		History, Social Studies, English Language Arts
Judith	Fernstrom		Counselor
Kathy	Ferro		K-8 Elementary Education (expected finish date of June 2017), K-12 Ph
Katylin	Fielding		Secondary Biology
Richard	Fineseth		Elementary Teacher
Mia	Fischer		Elementary Education K-3
Jacob	Fisher		Middle School, High School English
Sarah	Flanagan		Elementary Education
Jacqui	Fletcher		Elementary Education, 1st and 2nd Grade
April	Flores		School Counselor
Alyssa	Flowers		High School Math
Kari	Floyd		Middle School Math
Hillary	Fogerty		English Language Arts, ESOL
Sarah	Foley		Elemntary Education, English Language Learner
Jennifer	Foley		Elementary Education, 1st and 2nd Grade
Christina	Ford		Early Childhood, Elementary Education
Quinn	Fortney		Special Education-Elementary
Nicole	Foss		Elementary Education
Tammy	Foulk		Masters of Education, School Counseling
Nicholes	Fowler		Elementary Education
Tatiana	Fox		Elementary
Kayla	Francisco		Counselor
Katie	Frei		Secondary Math
Timothy	French		Mathematics
Taylor	Frese		Teacher
Rebecca	Frommlet		Secondary French, English/Language Arts
Robert	Furney		NA
Sarah	Furstenberg		K-8, Special Education
Nicole	Fyten		Secondary Mathematics
Amy	Gagnon		Elementary Education / ESOL
Justin	Gailey		Social Studies/History
Christie	Galinat		1st Grade Teacher
Kathryn	Gallagher		Elementary
Yuting	Gao		Reading, ELL
Matthew	Garcia		Elementary Ed.
Janelle	Gard		Mathematics
Misty	Gaspaire		Pre-K, Elementary
Shawn	Gaspaire		English, Psychology, Coaching
April	George		Elementary Education and Early Childhood Education
Jonathan	Gerbracht		Middle Level Math, Middle Level Science, K-8 General Education
Diana	Gerla		Counselor
Rebecca	Gibbons		Washington State
Lilly	Gibbs-Churchley		Elementary and 6-12 Language Arts
Julie	Gibson		Spanish, K-12
Candie	Gilbert		Elementary, K-8
Celena	Gilbert		ELA
Mike	Gilmore		Assistant Principal, Principal
Natasha	Gislason		Elementary Education, k-8
Tori	Gittings		Secondary English
Angelique	Glade		English, Language Arts
Casey	Glass		Health and Fitness
Cris	Goldy		Administrator, Assistant Principal, Principal
Judson	Goodwin		Elementary Education
Emily	Granston		Secondary Math
Katie	Grasher		Elementary Ed.
Steve	Grau		HS/MS Science Teacher
Brooke	Gray		ELA
Lisa	Green		Teacher, TOSA
Niko	Gregg		Middle School Math
Sofi	Grellner		Certified Position
Lauren	Gretsch		None
Braddock	Grieve		Secondary Biology, High School, Middle School
Sammie	Griffin		Counselor
Stephen	Griffith		Elementary Ed. Teacher
Virginia	Grimes		Elementary
Jaylene	Grinaker		ELL
Connie	Guinn		K-8 Teacher
Emily	Gussin		Elementary Education
Christina	Gutierrez		Spanish Teacher, ESL Teacher
Clara	Gutierrez		Secondary Chemistry
Monika	Hadaszy		English Language Arts
Danielle	Haegele		Science
Arriya	Hagen		Kindergarten - 3rd
Kate	Hager		Counselor

First Name	Last Name
Mary	Hahn
Rebecca	Hallanan
Kenna	Hallanan
Audrey	Hamill
Erin	Hansen
Amanda	Hansen
Melissa	Hardy
Peter	Harker
Sydney	Harmon
Craig	Harold
Carson	Harris
Anne	Harris
Adam	Harris
Elle	Harris
David	Harris'
Amanda	Hartley
Rachel	Hartmeyer
Danielle	Hartz
Brent	Hathaway
Michael	Hatlen
Kody	Hauck
Bonnie	Hauschka
Ryan	Hawkins
Craig	Hawley
Jewel	Hawley
Emily	Haworth
Mary	Hayden
Elizabeth	Haynes
Brooke	Hebert
Haley	Heck
Samatha	Helfen
Jennifer	Henderson
Sarah	Hendrickson
Emma	Hendrickson
Lindsay	Henning
Adriel	Henriksen
Kyle	Hernandez
Marissa	Hice
Wendy	Hill
Kelby	Hiromoto
Huy	Hoang
Sierra	Hobley
Carlye	Hodel
Zachary	Hoefler
Stephanie	Hogan
Matt	Hollar
Rachel	Hollingsworth
Mary	Holton
Sara	Hopkins
Schuyler	Hoppman
Jannah	Horvath
Andrew	Hosford
Becca	House
Elizabeth	House
Ruth	Howard
Adrianna	Howell
Shelli	Huff
Marina	Hunley
Sharon	Hunter
Haylee	Hunter
Ryan	Hutchinson
Ashley	Hutchinson
Lucyka	Hwang
Allison	Hyrst
Mohamed	Ibrahim
Kim	Ingelbritsen
Callie	Ingraham
Heather	Ireland
Tim	Ireland
Samantha	Isaacs
Virtue	Ishihara
Nancy	Iverson
Alex	Iverson
LaGhea	Jackson
Duane	Jackson
Kaitlin	Jackson
Jodee	Jacobson
Tiffany	Jan
Jacquelin	Jarvis
Rondelle	Jeffery
Katie	Jelley
Madeline	Jennings
Erik	Jensen
Tina	Jesse
Guy	Jine
Deanna	Jivan
Natalie	Johnson
Daniel	Johnson
Kent	Johnson

Endorsed Teaching Areas
Grades 4-5, MS Math
Elementary Education, K-5
Elementary Education; English Language Learners (ELL)
Elementary Education
School Counseling
Elementary Education
Mathematics (5-12)
Special Education Teacher
MS Math, Science
Elementary Education 1-8 Certification, Middle School Science Endors
Elementary K-8 and ELL Endorsment
Music
Elementary Teacher
ELA, Social Studies,
Middle School Math
Elementary Education & English Language Learners
English/LA
High school physics and chemistry
Physical Education, Health, Fitness
6-12 Social Studies
Principal Certificate, Special Education K-12, Elementary Ed K-8
Elementary Education, Intermediate
Mathematics
Elementary Education
Early Childhood, ELL
Elementary Teacher
Art (K-12), Elementary education (K-8), ESL endorsement in progress
Elementary, K-2
Special Education Elementary Education
Elementary Ed.
Early Childhood Education, Elementary Education
Elementary Teacher
Elementary Education
Earth and Space Science; General Science - Secondary Ed
Elementary Education
Secondary English, Language Arts, Social Studies, History
Secondary History
K-8 Teaching Certification
Special Education and English Language Arts
Physics
Elementary Education and Teaching English as a Second Language (TE
Secondary ELA, ELL
Elementary Education
Secondary ELA, Social Studies, History, K-12 ELL
Secondary ELA
Early Childhood Education and Elementary
MS Teacher
English/Language Arts
Elementary Teacher
K-8 Education
Assistant Principal
Seattle SD PE/Health
Elementary Teacher
School Counseling
Elementary Education
Elementary Education, K-8
Elementary Education
Secondary Science
K-8 Elementary, Special Education
School Counseling
Middle School, High School Science
Special Education & Elementary Education
High School Social Studies, Middle School Humanities
Elementary Education, Middle Level Math
Social Studies, ELL
Social Studies, ELL
K-8, Math
K-12, Heath, Physical Education
Middle School Math, High School Math
science, chemistry, biology
K-12
History, English
School counseling
Social Studies
2-5th Grade, Elementary Teacher
Elmentary Educaiton, Special Education
Elementary Education
Speech-Language Pathologist
Counselor
K-2 Teacher
Elementary, Reading, ELL
Education
Counselor
Special Education
Elem. k-8, Literature Arts 4-8, Administrative
Counselor
High School English / Language Arts
Biology, Science

First Name	Last Name
Tara	Johnson
James	Johnson
Julia	Johnson
Tess	Johnson
Alison-Marie	Johnson
Hannah	Johnson
Dylan	Johnson
Kaitlyn	johnston
Shelby	Jones
Pamela	Jones Hadley
Stephanie	Jordan
Susan	Jordan
Brittany	Juarez
Bre	Judge
Lauren	Julio
Jessica	Juys
Melissa	Kaasa
Theresa	Kaiser
Marissa	Kall
Ashley	Kasten
Nicole	Kay
Stephanie	Kay
Nicole	Kellar
Joseph Michael	Kennedy
Madison	Kenney
Andrew	Kent
Darcy	Kesterson
Aimee	Ketsdever
Amit	Kher
Eric	Kialmey
Kabrina	Kidd
Nicole	Kimmerling
Shannon	King
Julie	King
Bliss	King
Sean-Ryank	King
Jeffrey	King
William	Kingsbury
Heather	Kitterman
Michael	Klaport
Aysha	Kloub
Victoria	Knight
Berit	Koltveit
Jessica	Kolva
Kathryn	Korch
Shawna	Kovshavn
Andrea	Koznek
Thomas	Kraft
Suzanne	Krause
Karson	Kretschmar
Megan	Kubitz
Casey	Kuehl
Carol	Kulbeck
David	Kutschara
Rebecca	Kuttenplon
Ian	Kuzma
Jennifer	Kwintner
Tawna	La Nasa
Chase	Lamaoreaux
Christine	Lambard
Morgan	Lancaster
Hillary	Landon
Valerie	Lange
Ashley	Lange
Caitlynn	Lark
Shawn	Larson
Drew	Larson
Michael	Latham
Rachel	Laurendeau
Kristin	Lavelle
Alia	Lavin
Timothy	Lazelle
Josh	Lease
Lisa	Lecoq
Kiren	Lee
Esther	Lee
Jieun	Lee
Julie	Lee
San	Lee
Matt	Legg
Shelby	Leising
Calvin	Leitch Lodge
Alisa	Lennox
Michelle	Lesaca
Emily	Lester
Gari	Lewis
Ian	Lewis
Katia	Lewis
James	Lilly

**Endorsed Teaching Areas**  
Special Ed.  
Physical Education, Health  
Grades 3-8 Teacher  
Assistant Prinipal  
Science  
Elementary Education  
K-8, Middle Level Science  
Elementary Education, Primary  
Elementary Education  
Assistant Principal, Dean of Students  
Secondary Science, Biology, MS Science  
Math teacher  
Sec. ELA  
Elementary Education  
Elementary education  
Elementary Teacher  
Consulting Teacher, TOSA, Kindergarten Teacher  
General Education K-8, Special Education K-12  
Music  
School Counselor (June 2017)  
Elemantary Teacher  
Administrator, Social Studies  
School Counseling  
Secondary ELA, TESOL  
Elementary Education, Reading  
Elementary Education  
Middle School Language Arts, Social Studies  
middle level humanities, english language arts, social studies  
Chemistry  
Elementary Education  
Elementary Education  
Counselor  
Special Education, Psychology, Communications  
K-1 Teacher  
Special Education, Administration, Heath  
Social Studies, Language Arts  
Elementary Education, K-8  
Biology  
School Counselor, Elementary , Middle School  
Math Intervention  
Elementary and ELL  
Elementary Education, Mid Level Humanities  
elementary, math  
Elementary Education, Special Education  
School Counseling  
Secondary Math  
Secondary Science, Chemistry  
HS Math/HS Computer Science  
Current emergency sub for Ocosta and Hoquiam SDs  
Elementary Education, Reading, English Language Learner  
Health and Fitness (K-12 PE/Health)  
K-8  
K-12 ESA School Counselor; K-8 Elementary Ed.; 4-12 Biology and Scier  
Secondary Math, Secondary History, Secondary Social Studies  
Elementary Ed.  
History Teacher, Technolgy, Help Desk, Computer, IT  
Elementary Education  
Visual Art  
Secondary ELA  
Elementary Teacher  
Elementary Education, K-2  
Special education, early childhood special education  
Special Education  
Elementary Teacher  
Elementary Education with certification in ELL & Resource Room  
Elementary Teacher and Elementary Principal  
Social Science  
Math Teacher, Theatre, Drama  
Elementary  
Math  
Secondary Teacher, Secondary Science  
Social Studies, ELA  
Elementary Education  
Washington State  
Elementary- Multiple Subject, English to Speakers of Other Languages  
Special Education  
ELL, Elementary  
Elementary Teacher, Middle School Teacher  
School Counselor, ESA  
Biology  
Elementary 3-5  
Montana (NASDTEC States)  
5-12 teaching certificate, History  
Elementary Teacher  
Elementary Education, K-3  
Bilingual English Spanish and Elementary Education  
History  
Counselor  
Secondary Art, Secondary CTE

First Name	Last Name
Jonathan	Linch
Laura	Lindell
Molly	Linnell
Kelly	Lissak
Sonia	Livesay
Gwen	Lloyd
Kelly	Lock
Willie	London
Francisco	Lopez
Cameo	Lovell
Jennifer	Lowe
Ciara	Lozier
Corinne	Lubrano
Kailey	Lyman
Jordan	Mackey
Libby	MacKinnon
William (Bill)	Madigan
Elysa	Madsen
Daniel	Magin
Brenna	Mahoney
Kyle	Maki
Wilson	Malcom
Elizabeth	Mann
Julia	Marks
Emily	Marsh
Margery	Marshall
Christina	Martin
Belma	Martin
Ellen	Martin
Kayla	Martin
Zach	Martin
Melina	Martinez
Jenny	Marts
Ruby	Marubayashi
Whitney	Massae
Elise	Massey
Deborah	Massie
Melissa	Matsui
Christopher	Matzen
Jennifer	Mayes
Brian	mcclay
Bobbi	McCollum
Taylor	McCombs
Bruce	McCoy
Jennifer	McCoy
Denise	McDermott
Aaron	McDonald
Emmy	McGee
Kerri	McKeighen
Alfreida	McKinney
Carey	McKnight
Barbara	McLain
Elysia	McLaughlin
Charissa	McLean
Erin	McLeod
Shannah	McMahan
Michael	McMasters
Molly	McMonagle
Nathan	McMullan
Emma	McMurtrie
Michelle	McNaughton
John	McNeil II
Casey	McNett
Kelly	Mead
Monica	Meadows
Ashish	Meloottu
Nathan	Mentzer
Mackenzie	Mercurio
Grant	Merrill
Samantha	Messina
John	Metcalf
Laura	Meyering
Dacca	Michaelis
Emily	Miles
Joannah	Miley
Holly	Miller
Mike	Miller
Kristina	Miller
Emma	Miller
Anna	Min
Nicole	Min
Jessica	Miotke
Kyle	Mitchell
Sam	Mitchell
Katy	Mitchell
Bobbie Jo	Mitzel
Stephanie	Mock
Jonathon	Moe
Amanda	Moffat

**Endorsed Teaching Areas**  
Biology, Middle Level General Science  
Math, 5-12  
K-6th Grade Teacher  
High School English, Language Arts  
CTE, Business Marketing, Drafting and Design, Graphic Design, Compu  
High School Social Studies  
Elementary Teacher  
CTE, Health  
Elementary Education, K-5  
Math  
Elementary Teacher  
Health / PE  
Elementary Education (Grades 1-6) and ESL K-12  
Secondary Mathematics  
HS Biology/General Science  
Math, Chemistry  
Social Science (6-12)  
Reading, ELL  
Seconadry Humanities, History, ELA  
Secondary Social Studies, English Language Arts  
Math/Science Teacher  
Social Studies and History  
Kindergarten  
Science, Biology, Chemistry  
English  
K-8, ELL  
Elementary Education  
Elem. Counseling  
English, Language Arts  
Special Education, IAC  
Math  
K-8, Elementary, ELL  
Elementary, K-8  
Special Education K-12  
Elementary Ed.  
English Language Arts  
MS Math  
Counselor  
Secondary Social Studies, HS, MS  
Elementary Education  
Elementary education.  
Elementary Education, K-8  
Elementary Education; Social Studies K-9  
ESOL  
ESOL  
ESA, Counselor  
High School Chemistry, Biology, Science  
Elementary Education  
Elementary  
School Counseling  
Middle Grade Math  
K-8 Education  
Elementary Education  
CTE Teacher  
Secondary English  
Elementary, Reading  
Elementary K-8  
English Language Arts  
Physical Education and Health  
Elementary Education  
Music Education  
HS Social Studies/History  
Secondary Music, Band  
9-12 Social Studies  
High School Social Studies, English, Language Arts  
Middle Level Social Studies, Languge Arts, High School Social Studies  
ELA  
Elementary K-8  
chemistry  
PE, K-6 grade  
Secondary English, ELA, MS English  
Middle School English, ESL  
Special Education K-12  
Elementary Education  
Elementary (K-8)  
English language arts  
School Counseling  
ESA School Social Work  
Early Childhood, Elementary, ELL  
Elementary Education NES Subtest 1 and 2, Special Education  
Elementary Education  
Elementary- Multiple Subjects  
HS English Teacher  
Spanish Teacher, Middle Level Humanities  
Secondary Science, Chemistry  
French  
English Language Arts  
Social Studies, Language Arts  
Visual Arts, History

First Name	Last Name
Joshua	Molskness
Emily	Monahan
Wendy	Mondoux
Amber	Moon
Carrie	Moore
Chris	Moore
Keith	Moore
Nyla	Moore McCreary
Jaime	Morin
Melissa	Morris
Kimberly	Morris
Clare	Morrison
Paul	Morrisroe
Maria	Moyer
Jason	Mozes
Amy	Mudrovich
Cathryn	Mulcahey
Chris	Mulder
Rebekah	Mulloy
Shannon	Mulrooney
Hannah	Munford
Geno	Munoz
Chase	Murfitt
Olivia	Murphy
Morgan	Music
Kailey	Mutter
Dallas	Myers
Shirley	NA
Katie	Nack
Sarah	Nadalín
Lina	Namkung
Danielle	Nasawang
Clarisa	Nee
Aly	Nelko
Carla	Nellis
Blake	Nelson
Ryan	Nelson
Erik	Nelson
MacKenzie	Nelson
Donna	Nelson
Elizabeth	Ness
Matthew	Newbold
Jennifer	Nguyen
Khoa	Nguyen
Donna	Nicholl
Jessie	Nicholl
Caityln	Niemi
Yumi	Niiyama
Tiffany	Nokes
Sarah	Nondorf
Lynn	Norton
Bernice	O'Brien
Daniel	Odden
Hope	Odendahl
Sibel	Okumus
Rebecca	Oliphant
Sam	Oliver
Nicolette	Oliver
Justin	Olmstead
Jessica	Olson
Paula	Olson
Haley	Overby
Jennifer	Oxier
Candace	Paano
Natalie	Page
Darius	Page
Nupar	Pandey
kristen	Paradis
Thomas	Parke
Gabbi	Parker
Anna	Parker
Christina	Parker
Clarissa	Parnell
Mari	Patdu
Brianne	Patoe
Courtney	Pazan
Gary	Pearsall
Luke	Pence
Huidian	Pens
Andria	Peterson
Stacy	Peterson
Kaylee	Petter
Kristin	Phillips
Kendra	Phillips
Laura	Pias
Emily	Pierce
Maggie	Pierce
Emily	Pinney
Kristle	Pipgras

**Endorsed Teaching Areas**  
English Language Arts Grades 6-12  
Elementary Education  
Physical Education, K-8, Math, Science  
Washington  
General Ed  
CTE Marketing /Business  
Middle Level Math, Elementary Education  
Elementary Teacher, Special Education, Middle School Special Educati  
HS Math, MS Math  
Elementary Education  
ELL, Middle School Math  
Elementary Education, Primary  
Secondary Social Studies  
K-8 Educator  
Social Studies  
Special Education, Self-contained, Elementary EBD or ASD, Special Edu  
Art  
Secondary Teacher ELA  
English Language Learners  
Elementary Teacher  
Special Education  
Tacoma  
Elementary Teacher, Special Education, Resource Room  
Social Studies and English  
Music, K-12  
Washington State ESA  
High School Language Arts, High School Theatre  
Chinese Language, High School, Elementary Teacher, K-12  
Elementary, K-8  
6-12th Science  
Elementary, K-2, General Education  
Elementary K-5 Teacher, ELL Specialist  
School Counselor  
ESA School Counseling  
Elementary Education, ELL  
Secondary Mathematics  
Elementary Education and English Language Learners  
Social Studies  
Elementary and Early Childhood Education  
K-5 and Reading  
Elementary K-8  
Special Education Teacher  
Primary Education Teacher, Kindergarten  
English Language Learners, ELL, English Language Arts  
Elementary, K-4  
Elementary Teacher  
K-8  
Elementary Education  
M.S English, Lanugage Arts, Social Studies  
Reading, English Language Learner, Elementary Education (K-8)  
Middle Level Math  
High School Science  
Elementary Education  
Upper Elementary  
Math and Middle Grade Marth  
Middle Level Humanities, Intermedidate Elementary, 3-5  
Social Studies  
Principal STEM Director  
Elementary  
K-8  
Counselor  
K-8 Education, Reading and Special Education  
Teacher  
Elementary  
Social Studies  
Middle Level Math, TESL  
Elementary, K-8, Art  
Elementary education  
K-8 pro-cert, masters +45  
Elementary Education, Primary  
Elementary Teacher, Primary  
History, Social Studies,  
School Psychology  
Librarian, Library Staff  
Math Teacher HS  
HS Social Studies, Theatre  
Middle School Math  
Secondary Science  
HS Math  
Elementary and literacy  
Special Education, Coordinator, Coach, Birth to Three  
Elementary Education  
Early Childhood & Early Childhood Special Education  
K-5 Elementary Teacher  
Elementary Education  
Elementary Teacher, Middle School English Teacher  
Elementary 3-6, Middle School Science  
K-3  
Elementary Education, K-8, ELL



First Name	Last Name
Susan	Plankey
Letyscha	Plaskett
Kelly	Plese
Leslee	Pomroy
Cara	Pope
K. Elizabeth	Porter
Madison	Powers
Martha	Preston
Yumi	Preston
Jessica	Proctor
Mike	Provencano
Collin	Provence
Don	Pruett
Nataliya	Prusova
Lori	Pruss
Arely	Puerto-Montes
Joy	Quackenbush
Christy	Queener
Cody	Quick
Dakota	Quill
KC	Radford
Onna	Raemer
Scott	Rans
Courtney	Rath
Michael	Ready
Simeen	Redherg
Gregory	Reed
Bridgette	Reed
Brice	Reeves
Madalyn	Reher
Sean	Reich
Brenna	Reid
Jillyn	Reid
Virginia	Reinert
Tom	Renouf
Stephanie	Renshaw
Lolita	Revear
Joslynne	Reynosa
Jennifer	Rhue
James	Rhue III
Mark	Rice
Christopher	Richards
Eric	Richards
Britton	Richardson
Ella	Richardson
Wally	Ridgewell
Shannen	Riede
Greta	Rieger
Anne	Riepe
Richard	Rife
Sallie	Ritzinger
Sterling	Roberts
Austin	Roberts
Joey	Roberts
Quinci	Robertson
Danielle	Robinson
Mary	Robles
Tucker	Rockwell
Michelle	Rogers
Rob	Rogers
Patricia	Roosma
Makenna	Roque
Han	Ros
Brienne	Ross
Hannah	Rossio
Alex	Roth
Devon	Rouch
Kate	Rowley
Tory	Royer
Mariya	Rubakha
Jessica	Rushton
Jessica	Russell
Carly	Saggau
Kiko	Salas
Travis	Salmi
Joann	Salomon
Jenna	Samora
Emily	Sandbo
Terry	Sanders
Gurbax	Sandhu
Gurminder	Sandhu
Brian	Sandstrom
Michael	Santana
Diana	Santay
Elena Arielle	Santos
Beth	Sartori
Torin	Sawyer
Hayley	Sayre
Yasmina	Scally

<b>Endorsed Teaching Areas</b> K-12 special education, K-8 general Ed, K-12 Reading Counselor Elementary Intermediate General Education Teacher 6-12 English, Language Arts Teacher, Academic Coach, Professional Developer Middle School, Secondary English Counselor Elementary Teacher, Grades 3-5 Elementary Education Secondary Administrator Counselor Elementary Education Asst. Principal ELA/ELL General music, instrumental and choir Elementary Teacher Music Education K-8 general education Middle School Math Secondary Social Studies, ELA Speech-Language Pathologist K-8 4th Grade Teacher English Language Arts English, ELA, Social Studies, History Biology, Science Secondary Social Studies/Language Arts Elementary, Itermediate, Middle Level Humanities Secondary, Chemistry, Biology K-8 Elementary Education Elementary, K-8 School Counseling Elementary Teacher English Language Arts Middle School English ESL Administrative Support, School Office Elementary Teacher English Sp. Ed. (Para-Prof.) Elementary Music, Band Social Studies (Secondary Education) Adminstration, District Office Administration ELA Secondary Ed Elementary Intermediate General Education Teacher Music Teacher Elementary Elementary Teacher ESA: School Counseling Emergency Sub. Elementary, Highly Capable, Reading Specialist Music English Language Arts K-12 Music, Elementary Assistant Principal NA School School Sicence, Middle School Science Social Studies, History, English, Middle Level Education Elementary Education Mathematics, Theatre Arts PE Secondary Early Childhood Educaiton, P-3 Elementary Education Elementary Education Elementary Teacher MS Math Elementary Education School Counseling K-8 Teacher Elementary Education Elementary Teacher  Middle School Math, Elementary Teacher K-8 Education Academic Advisor Chemistry Math, Science, Instructional Coach Biology ELL, Middle Level Math/Science Secondary ELA Paraeducator, Elementary Sub Elementary, Intermediate, Middle Level Humanities Teacher Social Studies middle grades math Visual Art Elementary Education School Counselor Kindergarten High School Biology School Counselor
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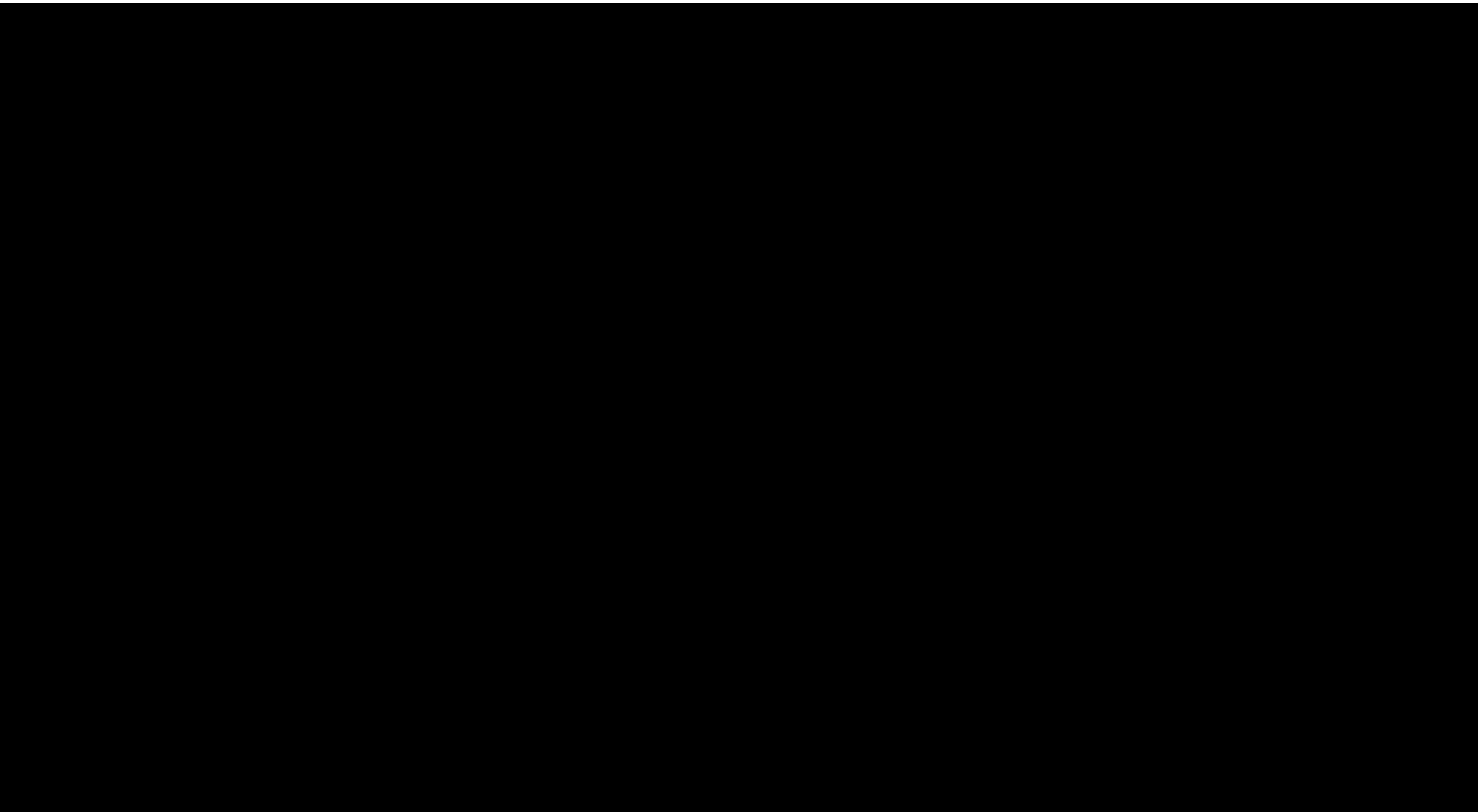
First Name	Last Name
Katy	Scammahorn
Christopher	Scheck
Molly	Schibly
Andrew	Schildmeyer
Danielle	Schimschal
Aubrie	Schlegel
Lauren	Schmick
Kaylin	Schmidt
Kaela	Schommer
Austin	Schorno
Sam	Schuh
Benjamin	Schumacher
Jennifer	Schwarz
Anna	Seltzer
Alan	Semrau
Rafael	Sermeno
Brandon	Severence
Robert	Shadle
Helen	Shapley
Emily	Shearer
Sara	Shelton
Kelsey	Sherman
Emily Rose	Sherman
Madeline	Shields
Kathy	Shih
Richey	Shipley
Samantha	Shipley
Dave	Shourd
Katherine	Simko
Lauren	Sincero
Jamie	Singer
Megan	Sirotzki
Abby	Slorey
Kristina	Smethers
Ruth	Smethers
Gemma	Smith
Kelsey	Smith
Erin	Smith
Brian	Smith
Lacey	Smith
Deniz	Smith
Tera	Smith
Erynne	Smith
Cheyanne	Smith
Jocelyn	Smith
Liz	Smith, MA CCC-SLP
Kathleen	Smoak
Stephen	Smulin
Pam	Snook
Daniel	Sobocinski
HEATHER	SORRENTINO
Darlene	Sowers
kenneth	speer
Morley	Spencer
Holli	Spitzli
Catherine	Stadulis
Christina	Stark
Gregory	Starr
Timothy	Stave
Amy	Steel
Harrison	Stein
Kellie	Stich
Jeremy	Stockamp
M. Scott	Stockslager
Marla	Stokdijk
Brian	Stone
Sheryl	Stone
Danille	Stone
Wayne	Storer
Michelle	Storm
Jamie	Street
Jacob	Strickland
Zachary	Stringham
Jennifer	Stroik
Kylee	Strunks
Kayleigh	Stubblefield
Ashleigh	Stuckey
Sher	Stultz
Laurie	Sukola
Rachael	Sukola
Jean Marie	Sullivan
Brenna	Sullivan
Annette	Summers
Madeline	Supplee
Taylor	Suyama
James	Swanson
McKenzie	Swanson
Savali	Taamy
Meghan	Takayoshi

Endorsed Teaching Areas
Elementary Education and ECE/SPED
Elementary
Elementary, K-8, ELL
Mathematics (alt route program)
Mathematics
School Counselor
English Language Learners
Elementary Education, English Language Learners, TESOL, Reading
Reading
Secondary English/language arts and social studies
Counselor
mathematics, music (secondary)
Washington State ESA--School Counseling
Middle School, High School Science
Counselor
Spanish, AP, IB, UW in HS, 6-12 Immersion
Principal, District Administration
Elementary Teacher, K-5
Elementary Education K-8, Early Childhood Education
K-5
Elementary Education/ ECE/ ECSE
3-6 Grade
Teacher - Secondary ELA
K-12, Visual Arts
Middle Level Math/Science, History, Elementary Education
School Counselor
Special Education
Elementary
4th Grade Teacher
K-12 elementary education and literacy add on endorsement
FCS Teacher
Elementary Education
Visual Arts K-12
CTE, Special Education, Work Based Learning
Early Childhood Education & Early Childhood Special Education
Elementary Education
Elementary
History/Business & Marketing Education
Secondary Social
Elementary
Secondary Science
Music, Instrumental, Secondary, Music, General, Elementary
Earth Science Teacher
P-12 Spanish, French, World Languages
Speech-Language Pathologist
Elementary Education, English Language Learner
Teacher - ELA/History
Math, Physics
na
k-8 elementary
Special Education
Math
Elementary Education
Early Childhood Education, P-3
Music
Middle Level Math
Music (Choral)
CTE: Computer Sci/ Web Design, Gen ED: Physics, Chemistry, HS Math
K-12, Art
Seondary Teacher
Biology, Chemistry, Physics
Advisor, Counselor
Physical Education, Heath, Administration, K-12
Elementary Education
Secondary History Social Studies Teacher
Middle Level Math
Middle School Math
Secondary English/Language Arts
English/LA
Language Arts 5-12
Language Arts, ESOL
Middle School, High School English, Social Studies
Elementary Teacher
Elementary Education
Elementary Teacher, ELL, Reading
school counseling
Science TOSA
MS Science, CTE, Science
K-5 Elementary Education
Social Studies
Elementary Education K-8
Elementary Education
Social Studies
Elementary, K-2
Admin
Elementary Education, Primary
Counselor
Elementary Teacher

First Name	Last Name
Ana	Talavera
Amy	Talluto
Autumn	Talney
Crystal	Tankersley
Maris	Tanner
Elizabeth	Tarman
Jessica	Tautfest
Layne	Taylor
Kelli	Taylor
Ross	Taylor
Abby	Tenhoff
Susannah	Terry
Steve	Tesseniar
Bronwyn	Thomas
Samantha	Thompson
John	Thornton
Kristina	Thorson
Jessica	Tibbils-Riley
Angela	Titus
Brian	Toews
Jaymie	Towne
Heather	Trenchard
Maira	Tres Medina
Chantelle	Troutman-Watson
Alexis	Trumbull
Tracy	Tsujii
Jordan	Tudor
Haley	Tugaw
Ethelyn	Tumalad
Kayla	Turcott
Rachel	Turton
John	Tuttle
Taylynn	Twiggs
Hiroe	Une
Chloe	Unruh
Douglas	Urner
Ellen	Urness
Scott	Usborne
Allison	Valenta
Michael	Valett
Leah	Van Nuys
Jeremy	Van Pelt
David	Van Zandt
Elizabeth	Van Zandt
Wesley	VanDevanter
Za	Vang
Jennifer	Vasilez
Ian	Vaughn
Alicia	Vaughn
Diana	Velazquez
Dionne	Vester
Lauren	Vigna
Anselmo	Villanueva
Alisa	Vuong
Kendal	Waage
Leslie	Waldorf
Tanner	Walker
Therese	Walker
Colin	Wallace
Jonathon	Wallace
Ruth	Walther
Jasmyne	Walton
Weston	Wang Cooper
Rebecca	Wangenheim
Elizabeth	Ward
Raymond	Washington
Jayla	Watje
Marla	Watling
Rachel	Wayne
Paige	Webberley
Rachel	Wegener
Elaina	Weinbach
KEIRA	WELDON
Erin	Wells
Adrianna	Wesley
Micah	West
Marvin	Western
Kimberly	Whalen
Emily	White
Leah	White
Rebecca	White
Tara	White
Kirsten	Whited
Whitney	Whitford
Jenny	Whiting
Rita	Whitman
Daniel	Whitmore
Michael	Widman
Tristen	Wiens

Endorsed Teaching Areas
Secondary History, Special Education
CA Single Subject Credential in English
M.S. ELA
Elementary Education
K-8 Elementary Education
Elementary Education
Middle School, High School Science, Biology, Heath Science
Social Studies
Elementary Music, Secondary Music
Secondary Science
Elementary, Middle Math
Elementary, K-2
Elementary Education
Elementary K-8
California
CTE (Biomedical) and Principal
Elementary Education
Elementary
Elementary Education
Language Arts and Theater Arts Secondary Education
Elementary Special Education
Elementary, Behavioral
Middle School Math, High School Math
Elementary & Middle Level Humanities
Elementary Education
Elementary
K-12 Teaching Reading
English Language Arts
English Language Arts
K-12 Health and Fitness
Elementary Education
Middle School, High School Social Studies, Spanish
Elementary Ed Primary
ESL, Japanese
Certified Teacher
STEM/Computer Science
ELL, Social Studies
English, CTE-Media Arts
K-8 Education
Secondary General Science, Biology
Elementary Teacher, Substitute
mid-level Humanities
K-6 Florida, K-8 Idaho, K-8 Washington
Elementary K-4 grades
Secondary Mathematics
ELL Teacher, Elementary Teacher
Administration
Chemistry, General Science
Elementary Education
Elementary Education K-8
Secondary Counselor
Multiple Subjects, Elementary
Bilingual ESL, ELL
Elementary (K-8), ELL
Elementary Teacher , K-5
Elementary Education
Instrumental and General Music
Middle School, High School History, ELA
Secondary English Language Arts
Elementary Education
Special Education, Elementary K-8, High School Language Arts, Social S
Counselor
Secondary Teacher, Social Studies, History, ELL
PK-12 ESOL, English Language Arts, World Language: German, Bilingua
Counselor
Pre-K-3rd
High School ELA, Instructional Coach
Elementary Education
Elementary Education
Secondary Biology, Seconary Chemistry
English Language Arts
Elementary K-8
Counseling
Elementary Education
ELL
Special Studies
Special Education, Instrumental Music
Elementary Teacher
School counselor
Elementary Education
English and Theater Arts
Elementary Education, ECE, ECSE
Elementary Education
Elementary Education K-8
Social Studies/History
English Language Arts
Mathematics, Secondary Education
Teacher
Mid-Level Mathematics

First Name	Last Name
Alexander	Wilde
Alyssa	Wilde
Erin	Wilkinson
Merrie Beth	Williams
Amanda	Williams
Tess	Williams
Jennifer	Williams
Erika	Wilson
Mike	Wilson
Jennifer	Wilson
Rebecca	Wilson
Matt	Winkler
Jordan	Winters
Corrie	Wisler
Todd	Wollenweber
Candyce	Wondercheck
Kyla	Wong
Hannah	Wood
Erica	Wood
James	Wood
Gerard	Woodlief
Brien	Woods
Gretchen	Wright
Deirdre Catherine	Wright
Rebecca	Wyllie de Echeverria
Li	Xue
Collin	Yadon
Courtney	Yandell
stephanie	yea
Christine	Yorba
Zantyah	Young
Roger	Young
Roger	Young
Marlee	Zakrevsky
Dillon	Zifel
Ben	Zimmerman
Amanda	Zwirgzdas

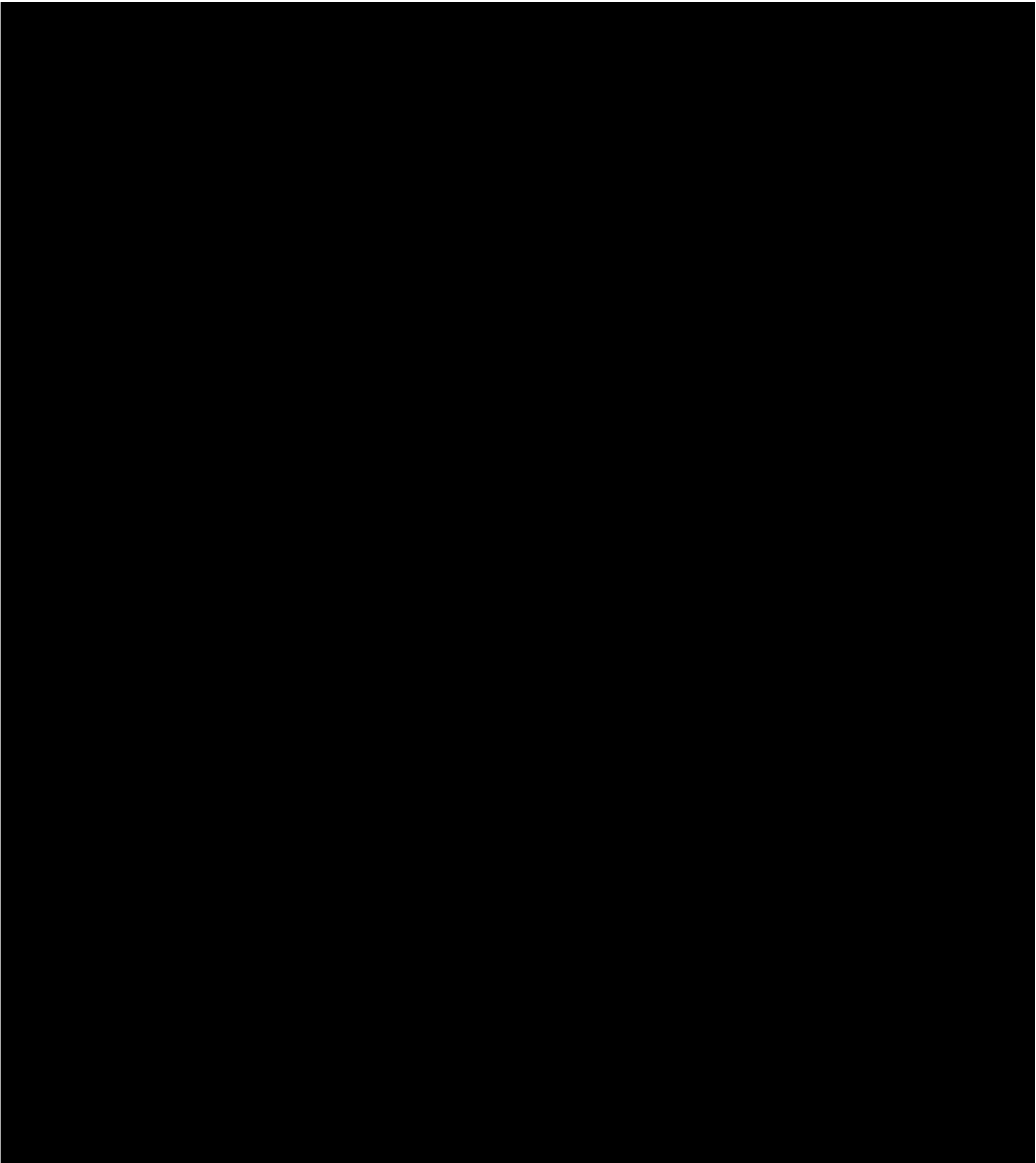


Endorsed Teaching Areas
Secondary Social Studies, ELL
Elemantary Teacher
English Language Arts & Gifted/Talented
Special Education, Elementary Education
Middle School Math
Social Studies
Elementary Education
Health and Physical Education
Administrator
Elementary, Primary, K-2
Elementary Education
Secondary Teacher
Education
Language Arts, ELL
Mathmatics 6-12
Middle School Science, Life Science, Biology
M. Ed. in Guidance and Counseling
4-8 special education (Texas)
Elementary Education
Assistant Principal, Principal
Vice Principal, Assistant Principal, Principal
Special Education, Elementary
NA
Assistant Principal, Administrator
ELA, Mid Level Humanities
Chinese, Teacher
Hispanic Studies/Spanish
Kindergarten
Elementary
Elementary Education
School Counseling
science 6-12 social studies 6-12 math 6-8
science 6-12 social studies 6-12 math 6-8
Physical Education, Health, Science, Biology
K-12 Health, Fitness
Social Studies Teacher, ELA Teacher
Elementary 1-5th

First Name	Last Name
Chandra	Abney
Jason	Abrams
Tessa	Allison
Ted	Alteneder
Natalee	Amario
Ashley	Ambers
Mike	Anderson
Amanda	Anderson
Kevin	Anderson
Ashley	Anderson
Carol	Anson
Shara	Appanaitis
Ryan	Arnold
Ronni	Atchley
Abigail	Avery
Chloe	Avila
Aaron	Bagnall
Stacy	Bailey
Jacob	Bailiff
Benjamin	Barker
Cassie	Barthell
Hayley	Bauer
Alexander	Bauer
James	Beaty
Jennifer	Beeler
Heather	Bell
Chris	Bell
Katie	Bellefeuille
Kody	Beren
Alysha	Bergstrom
Cory	Bergstrom
Jason	Betts
April	Betts
Kendrick	Bishop
Lori	Blau
Kaylen	Blue
Michelle	Bodman
Daniele	Bradley
Shawnette	Brandt
Megan	Breer
Makenzie	Bremer
Zacharie	Brown
Robin	Brown
Calvin	Bruce
Lindsay	Bryson
Nicole	Bullick
Megan	Burfeind
Cassianna	Busch
Ryan	Bushy
Elizabeth	Butler
Jordan	Byrd
Camille	Byrd Warren
Zachary	Cain
Laura	Cain
Morgan	Calhoon
Ruth	Campbell
Ruth	Campbell
Carey	Campbell
Alison-Claire	Caputo
Cori	Carlson
Leanna	Carr
Rachel	Carroll
Madeline	Chadwick
Kylie	Chapman
Zoe	Cheeseman
ERIN	CLARK
Collin	Cockrell
Molly	Cockrell
Amanda	Coggins
Christine	Colestock

Endorsed Teaching Areas
Math Teacher
English Language Arts
Elementary education, Special Education, ELL, Reading
Health and Fitness/Elementary Education
Special Education
P-3 Certification
K-8 self-contained, 8-12 English and Social Studies
Early Childhood Education P-3
Art 9-12
Secondary English
Reading
Visual Art
Secondary English Language Arts
HS Math Teacher
Elementary Education, Special Education, Reading Instruction
Secondary English
Cont. Cont. SS or ELA
Paraeducator
Special Education
Instrumental Music, General Music
Elementary and Literacy
Social Studies
Early Childhood Education and Elementary Education
Elementary Education
Elementary Teaching
NA
Science & Math
Special Education
Health & Fitness
Elementary Education, Social Studies/History
Special Education
K-8 Elementary Education
Elementary Ed.
English
Math, Science, Chemistry
Elementary Education, Reading Instruction, English Language Learners
Social Studies, ELL
Elementary Education
School Counselor
BA in Elementary Education (K-8), Masters in Early Childhood Education
Elementary Education, Health and Fitness K-12
Reading and Elementary Education
History/Social Studies
School Counseling
English
Elementary Ed.
Elementary Education (K-8), Reading (P-12) and English Language Learners (P-12)
Secondary Mathematics, Secondary Physics
Chemistry and Biology
Elementary Education; Special Education
Reading
Elementary
Music
K-6, ESOL, Reading
K-6 Teacher
Art
art
K-6
Secondary English Language Arts
Elementary
Elementary Education Teacher
Elementary Education and Dance Education
Elementary Education, Reading, ELL
School Counseling
Physics, General Science
Elementary Education
Elementary K-8
Elementary Education
pending graduation, secondary English
elementary education, reading, social studies, history

First Name	Last Name
Ashley	Collin
Crim	Connor
Taylor	Cooke
Art	Corcoran
Dayenne	Correa
Sarah	Cox
Kristynne	Cranford
Roger	Craver
Matthew	Crichlow
Tavis	Crittenden
Jason	Crook
Tracey	Crook
Sharon	Crow
Shannon	Dale
Brian	Daniels
maria	darling
Lori	Darnold
Margaret	Davey
Evan	Davies
Megan	Davis
Eric	Deitch
Endy	DeLaCruz
Brittany	Deshner
Amy	Dever
Olivia	Dickey
Jennifer	Dillon
Nicole	Disque
Jacob	Doctor
matt	doherty
Danielle	Doornink
Vicki	Downie
Victoria	Dreher
Katherine	Drinkwine
Hannah	Dummitt
Rob	Dyreson
Shayle	Ehlers
Marci	Elefritz
Amye	Ellsworth
Jolise	Elsinghorst
Alison	Emmons
Alix	Erickren
Megann	Erni
Sarah	Etter
Jordan	Farris
Casey	Ferguson
Danielle	Ferrell
Bruce	Fields
Jake	Fincher
Krista	Fischer
Ashley	Fitzgerald
Kendall	Floyd
Carly	Flynn
Marlinda	Flynn
Edward	Foote
Charlotte	Ford
Kirin	Foster
William	Foster
Jerianne	Foy
Grace	Fragomeni
Ryan	Frazier
Kirsten	French
Makynzie	Frost
Rebekah	Fuller
Dimarya	Funk
Daphne	Funston
Kaitlyn	Gantz
Jennifer	Gates
Jacqueline	Gates
Mia	Gatti
Jessica	Gaynor



Endorsed Teaching Areas
Literacy
English/ Language Arts
Elementary Education and Reading
K-5 Teaching Position
Elementary education; English as a second language
MIT - Elementary Education
Elementary, English Language Arts, Reading
Social Studies
English
Social Studies
Secondary Mathematics
Reading
ESA Certification in School Psychology
Elementary
English Language Arts
Major: Elementary Education Minor: Health & Fitness
K-8
K-8
History/Social Studies
Elementary
Open
Health & Fitness
English
Secondary Math
Elementary Education
Art k-12
K-8
Secondary Social Studies/Language Arts
Chemistry
Elementary Education, Early Childhood Education, English Language Learners
Elementary Ed, K-12 Reading, Special Ed.
Music
Elementary Education
Elementary Education - Literacy
K-8
Physical education and health
4-8 any subject
Elementary
Elementary Education, Reading, English Language Learner
Elementary Education
Health & Fitness
Physical Education, Health, Math
School Counseling
Elementary Education-Literacy, Reading, Writing
NES Elementary Educaiton / WEST E Middle Level Humanities
Any Early Childhood Education
Middle School Science
Biology and General Science
Special Education
Mathematics
Social Studies
Elementary
K-8 and Special Ed K-12
History/Social Studies
Elementary Education, Reading
School Counselor
Physical Education
Elementary Education
Elementary Education
Social Studies
English
Secondary English Education
Middle School Science
Middle School Science
Middle Level Mathematics and Elementary Education
Elementary Education K-6
Elementary and Reading
Math Teacher
K-12 Visual Art
Secondary English Language Arts

First Name	Last Name
Andie	Gebbers
Chelsea	Genteman
Greg	Gerson
Paige	Giddings
Elizabeth	Ginley
Rachel	Glines
Christine	Godfrey
Dawn	Goins
Andrea	Golden
Mexy	Gonzales
Randi	Goodnight
Ann	Goodrich
Thomas	Goulart
Morgan	Green
Christine	Greiner
Alexandria	Griffith
Marie	Grimes
Bradley	Groce
Stefhany	Guadarrama
Carlee	Gude
Alexis	Guzman
Vanessa	Hadford
Heidi	Haller
Elizabeth	Hammer
Jessica	Hand
Vanessa	Hanson
Chrystal	Hargrave
Peter	Harker
Alibrae	Harvey
Megan	Haryd
Krista	Hastings
Melissa	Hawley
Grace	Hayden
Sonja	Head
Larissa	Heckathorn
Kyle	Hedges
Kate	Hellenthal
A.J.	Henderson
Kelli	Hennessey
Samantha	Hensch
Jake	Higgs
Lindsay	Hilldorfer
Charlotte	Hinrichs
Sarah	Hirai
Kyle	Hjelm
Allison	Hodgin
Ryan	Hodl
Christina	Hoerner
Stephanie	Hoffman
Marcus	Horner
Lisa	Horton
Amanda	House-Tapuy
Laura	Hudson
Taylor	Hunter
Matthew	Hurst
Dahyn	Ilynn
Brittney	Imade
Ann	Iverson
Teresa	James
Savanna	Jenkins
Lindsay	Johanesen
Emily	Johnson
Rebecca	Johnson
Erika	Johnson
Ethan	Johnson
Bethany	Johnson
Charlie	Jones
Joshua	Jones
Madelynnne	Jones
Kari	Jones

Endorsed Teaching Areas
2nd Grade Teacher
K-8, 4th-8th Graders
English, Language Arts, Social Studies, History, Business and Marketing Education, Visual Technology
Special Education
Secondary English Language Arts (5-12)
Health, PE, FCS, Reading
Middle Level Mathematics and Elementary Education
Elementary Education
Elementary Education, Reading, English Language Learner
Elementary Education, Middle Level Mathematics (pending)
Elementary Education K-8, Special Education K-12
Secondary Mathematics
Science/Biology
Mathematics
Biology
Social Studies/ English Language Arts
Middle School Math
Math
Mathematics- Secondary
Elementary Education: Literacy, Reading, and Writing
Secondary Spanish and Social Studies
Elementary Education
Continuing Elementary & Secondary Teacher
Elementary
Secondary Mathematics
Elementary, Literacy
elementary
Mathematics (5-12)
Health & Fitness K-12
Math
Elementary Education (anticipated July 2017)
Elementary Education
Elementary, Reading, and English Language Learners
Elementary and Special Education
elementary education
School Counseling
Elementary Education in New York State and Washington D.C.
Mathematics
ELA, Social Studies
K-8, Literacy/Reading/Writing, English as a Second Language
PE/Heath
Secondary Biology
Social Studies, Theory of Knowledge (IB)
Secondary Math
History HS/MS
Literacy
Elementary Education K-8
Speech-Language Pathologist
Elementary Education
Secondary-Earth and Space Science
Science, PE, Health, Biology, Library Media, STEM, Robotics, Design and Modeling
Spanish, French
Elementary Content
Spanish
Elementary
Special Education
School Counseling
Elementary Education
Elementary Education
Music
K-12 Art
Elementary Education / English Language Learners
Math
K-3 Classroom Teacher
Instrumental Music- K-12
Elementary Education
Physical Education , Health
Elementary Education, Building Principal
Elementary Education (K-8), Middle Grades Science
Elementary Education (K-8), Elementary Reading (P-12)

First Name	Last Name
Alexa	Jose
Mikaela	Kang
Meagan	Kappen
Brianna	Karr
Esther	Kelley
Eric	Kendra
Taylor	Kennedy
Natalie	Ketzler
Kaya	Knaggs
Tera	Kneisler
Pamela	Knol
Steven	Kollar
Angela	Kordahl Rap[p
Shawna	Korshavn
Thomas	Kramer
Kayla	Kruger
Lizabeth	Kruse
Abigail	Kruse
Corinne	Kubena
Jonathan	Kuehner
Svetlana	Kushnerchuk
Tylor	LaBelle
Corri	Laine
Gregory	Lamb
Skyler	Lamberd
Morgan	Lancaster
Kelsey	Landreth
Gabrielle	Lane
Sierra	Larkin
Megan	Larson
Paige	Lathem
Jessica	Lauber
Alexandra	Lauer
Chloe	Ledwith
Taryn	Lee
Holly	Leendertsen
James	Lehr
Shelby	Lemley
Nicole	Leonard
Lindsay	Leonetti
Jacob	Lightel
Chiu-Hsin	Lin
Bonnie	Lind
Aunalee	Lindsey
Thomas	Lombardo
Lauren	Loudon
Susan	Lovins
Samantha	Lundberg
Paige	Mackleit
Cora	Macy
Adrienne	Madison
JoLyn	Madrishin
Paula	Magluyan
Savannah	Major
Allison	Malm
Jeremiah	Manes
Josie	Marro
Sarah	Marro
Marc	Mason
Jacob	Mason
Kayla	Matthews
Carina	Mauro
Sureetha	McCain
Molly	McCarthy
Dustin	McConnell
Alexis	McHan
Derek	Mcialwain
Hailey	Mcialwain
Laura	McKee
Hunter	McLeod

Endorsed Teaching Areas
Elementary Education
Special Education
Early Chiluhood Education P-3
Elementary Education
K-12 Choir & General Music
Elementary All Subjects, K-6; Principal Endorsement, K-12
Elementary Education; Middle School English Language Arts
Studio Art with a K-12 Certification
Health and Fitness (K-12)
Certified K-8, ELL endorsement
Speech pathology
Principal
English
Mathematics
School Counseling
Literacy, reading, and writing
Elementary Education, K-12 Reading Specialist
ELL
K-8 Elementary
Social Studies
Spanish, English as a Second Language
Elementary Education
Special Education
6-12 Mathematics, Earth Science
Secondary Math and Special Education
Elementary Education
Elementary Education, Reading
Special Education
Business and Marketing Education
Elementary Education and Middle Level Mathematics Education
Chemistry
Elementary Education, Reading
Elementary
Elementary Education
Elementary Education
Elementary Education K-8, English Language Learners
Special Education
Instrumental Music, General Music
Elementary Education (K-8), English Language Learners (K-12), Reading (K-12)
MS/HS English
Elementary Education
Chinese and ESL
Special Education, Elementary Education
Biology and General Science
Elementary, Reading
Elementary
K-8 Elementary Education, 4-12 Psychology
School Counseling K-12
Middle School Mathematics
Elementary Education
K-8th Teacher
K-8
K-8, K-12 Reading, K-12 SPED
Elementary/Literacy
Special Education/ Physical Education
Secondary Social Studies (expected 2017)
English Language Arts
Elementary Education
PE and Health
Physical Education Teacher
Spanish; Social Studies
Elementary
Elementary Education, Reading
NA
K-12 Physical Education
Secondary: Social Studies and ELA
Elementary Ed K-6
Elem. Ed. K-6
K-5 Teaching Position
K-8 Elementary Education



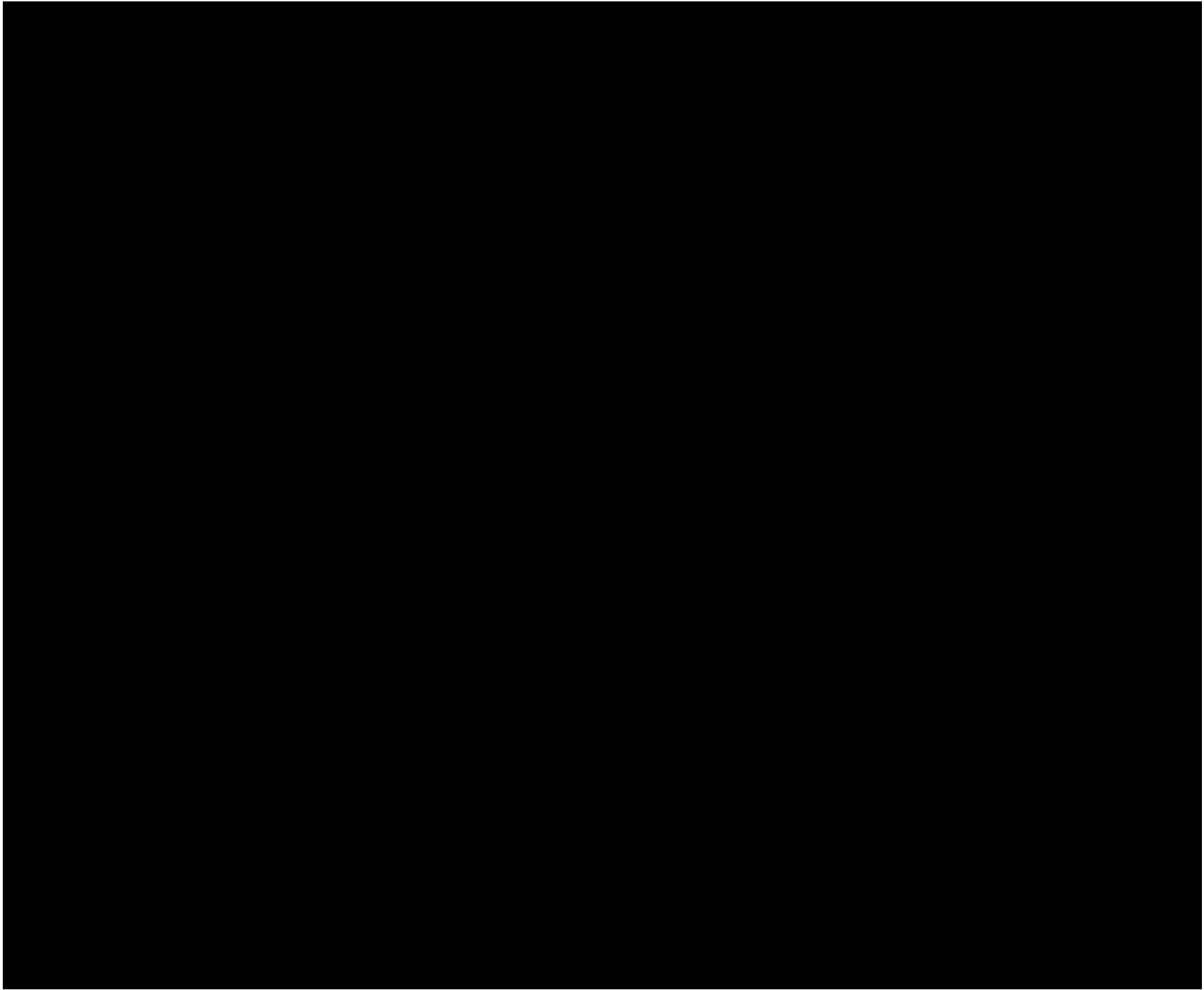
First Name	Last Name
Jan	Meeker-Todd
Katherine	Melka
Megan	Melver
Gerardo	Mendoza-Tovar
Melissa	Minahan
Denise	Mirich
Joseph	Mirich
Justin	Mitchell
Amanda	Monteiro
Grant	Montoya
Carolina	Montufar
Jessica	Moorhouse
Alysa	Morgan
Whittni	Mundel
Amanda	Munns
Morgan	Music
Gregory	Naker
Sela	Neils
Brenna	Nelson
Craig	Nelson
Chantel	Ness
Chris	Newton
LYDIA	NG
Clete	Nielsen
Mackenzie	Norelius
Francis	O'Brien
Kerri	O'Brien
Amber	O'Connor
Ryan	Oltman
Kathryn	O'Neal
Meghan	Palmer
Rebecca	Papendieck
Jason	Passinetti
Kiana	Payne
Taylor	Peck
Shelley	Pedersen
John	Pedersen
Erika	Pepper
Liane	Perkins
Jacob	Pernsteiner
Ellen	Perry
Ashlynn	Phillips
Meghan	Pickett
Nancy	Pizano
Catherine	Porter
Ashley	Presnar
Sarah	Pribe
Renee	Pryor
Kelli	Pudelko
Emily	Purkey
Lauren	Puyear
Edit	Quintanilla
Mohammad	Rahman
Laura	Rasmussen
Cole	Reavis
Staci	Redmond
Jillian	Reynolds
Melina	Rios
Brandy	Rippon
Tyler	Robbins
Austin	Roberts
Avalon	Robinson
Josue	Rodriguez
Rachel	Roegiers
Derek	Rood
Dalton	Rowland
Kenneth	Rutter
Sarah	Saari
felicia	sage
Brittany	Sammons

Endorsed Teaching Areas
Elementary Education
Health and Physical Education
Special Education Mild/Mod
Middle School Math Teacher
K-8, English 4-12
Administration, Middle School Math
Administrator
English Teacher
Elementary Education, ELL
Social Studies, History, German
Spanish, ELL
Special Education
Elementary Education
Elementary and Special Education
Social Studies and English
Music
Elementary Education
Elementary Education, English Language Learners, Reading
Special Education, Early Childhood
Elementary Education, Mathematics
Literacy
K-8 Elementary Education
Reading
K-8 (Primary)
Early Childhood Education
English Language Arts, Elementary Ed., Middle Level Humanities, Middle Level Science
Elementary Education (Reading)
K - 8
English & Special Education
Elementary Education with Mathematics Minor
Elementary Special Education Ages 3-21
Elementary Education, English Language Learners, Reading Instruction
Social Studies/English Language Arts
Early Childhood Education and Early Childhood Special Education
Mathematics and History for Secondary Education
Elementary Ed K-8/Special Ed K-12
General Ed K-8 Middle School
K-8 Elementary Education and K-12 Reading Specialist
High School Science
K-6
Elementary Education
Elementary Education & Special Education
Secondary English and Math
Social Studies
Elementary, Reading
Elementary Education and Secondary in Art Education
Elementary Education
Special Education
Elementary Education: Literacy
Elementary Education
Elementary Education with a Literacy, Reading, and Writing Endorsement
Spanish Teacher
Computer Science; Mathematics
Elementary K-3
Biology
Secondary Social Studies
Elementary Education
Elementary Education
English Language Arts
Secondary Social Studies and English
English Language Arts
History Teacher
Social Studies, ESOL
Mathematics
Math Middle School
Mathematics, physics, pending general science.
ELA Teacher Secondary
Social Studies and English Language Arts
Elementary Education
Elementary Education

First Name	Last Name
Seth	Sammons
Kirsten	Sandstrom
Amanda	Satcher
Kirsten	Sather
Lauren	Saunders
Aleasha	Saunders
William	Schilb
Danielle	Schimschal
Albert	Schmidt, Jr.
Tiana	Schmitz
Klarissa	Schneider
Zack	Schneider
James	Schofield
Jonathan	Schuh
Ashley	Schutz
Jessica	Scruggs
Nathan	Seaburg
Kurt	Seamans
Taylor	Seth
Sarah	Shipley
Sarah	Shover
Ashley	Shultz
Jacob	Siebe
Alexandra	Siefe
Ryan	Simmelink
Annie	Simmons
Shelby	Simonson
Taylor	Simpson
Jamie	Singer
Anastasia	Sinitsa
Emily	Smith
Leo	Smith
Olivia	Smith
Peter	Smith
Aricka	Smith
Emily	Sonneland
Amanda	Soto
April	Spangler
Todd	Spear
Christian	Spencer
Brittany	Spurbeck
Alyssa	St. Claire
Jim	St. George
Kealey	Stanich
Nicole	Stanley
Eric	Stapleton
David	Starkovich
Nicholas	Stephens
Kayleigh	Stubblefield
Denise	Studebaker
David	Stuhlberg
Elizabeth	Sturdivant
Carolina	Suarez-Purdum
Jolene	Sundheim
Anna	Tanner
Jody	Terris
Kevin	Terris
Daniel	Thiessen
Ryan	Thomas
Tiara	Thomas
Megan	Thompson
Sydney	Thompson
Emily	Thorpe
Janna	Thurston
Kim	Todd
Bruce	Todd
Kendall	Todd
Derek	Todd
Joshua	Torell
Kathryn	Troutman

Endorsed Teaching Areas
School Counseling
Special Education
Elementary
K-12 Health
Elementary Education Certification and Reading Endorsement
1st-5th
Secondary Social Studies
Mathematics
ELL World Languages
K-8 Literacy
Elementary Teacher
Elementary PE
K-12 Health & Fitness
History, Social Studies
Secondary Biology and General Science
Mathematics, Secondary Education
Secondary English
Health/Fitness
Health and Fitness
Social Studies
Elementary Education (Primary)
Science Teacher
Physics, Mathematics
Elementary Education, Mid Level Science, Focus in ESE
Secondary Social Studies
General Music
Teaching K-6
Elementary Education
K-8 Elementary Education
Elementary Education, Bilingual TESL
MIT Elementary Education
Secondary Chemistry
Elementary
Physcial Education Teacher
Mathematics Sec.
Elementary Teaching Position (K-5)
Secondary English Language Arts
Elementary Education
Social Studies, Psychology, Physical Ed., Principal, Superintendent
Chemistry
Elementary Education, Reading
Counselor
Mathematics
Health & Fitness
Elementary education
Elementary Education
Chemistry and Mathematics
Secondary English
Elementary Education Multi Subject K-8, English Language Learners K-12, Reading P-12
Special Education
PE/Health, Administration
Elementary and Special Education P-12
Art
K-8
Reading
Elementary Education, Reading
English
School Counseling
HS Biology
School Counseling
Elementry Education K-8
Elementary Education, Middle Level Science Education
Elementary Education, Special Education
Secondary English, Earth Space Science
K-8 Elementary; K-12 Reading; P-3 Early Childhood; 4-12 Psychology
Residency Administrator; K-12 Physical Education; 4-12 Health; 4-12 History
K-8, ELL, Reading
Counselor
Physical education
Special Education and Reading

First Name	Last Name
Jamie	Turner
Fiona	Turner
Hailey	Tye
David	Ulyanchuk
Christina	Van Dyke
Morgan	Van Slyke
Mara	Vlasic
Andrew	Vogel
Ryan	Wagner
Tanner	Walker
Jennifer	Walker
Morgan	Walker
Jennifer	Walther
Kristen	Wanner
Jerod	Ward
Lorray	Warnick-Shel
Nicole	Warren
Anne	Weisbeck
Taryn	Weller
Rick	Wernofsky
Nola	Wernofsky
Ashley	Westegaard
Elias	Whitefoot
Amy	Whitney
Hannah	Wiebe
Sarah	Wiesner
Shelby	Wiggs
Kari	Wilcox
Kyle	Wilfley
Drew	Williams
Andrew	Williams
Cris	Willmarth
Eva	Wilson
Bailey	Wilson
Kirsten	Witham
Lyndsey	Wood
Haley	Workman
Kyle	Wortley
Leah	Wurst
Marianne	Yahyaoui
Daniel	Yi
Taylor	Yoneyama
Morgan	Zaro
Kalli	Zenger
Yazmin	Zepeda
Jasmine	Zickefoose
M Mikell	Zimmerman
Marielle	



Endorsed Teaching Areas
School Counseling
General Music; Instrumental Music
Spanish Teacher
Social Studies, ELL, Administration
Administrator Certification Pending, Professional Teaching Certificate K-8
Elementary Education, English Language Learner, Reading
secondary Spanish, English Language Learners
Instrumental Music, Elementary Education
Biology
General and instrumental music
Mathematics
Literacy Readding and Writing
English/Language Arts
Mathematics, Elementary Education K-8
Teacher
Special Education
Elementary Education
Biology
Elementary Education
special ed k-12, elementary ed, history 8-12
RN
Literacy
Health and Fitness
Social Studies
Middle Level Science (k-8)
Science; ELL
Biology (5-12), General Science (5-12)
Reading, Writing, and Literacy
Secondary Mathematics
Administration (June 2017 Completion), Social Studies
Elementary Education
English, LA, Social Studies, Instructional Technology
Elementary and Special Education
6-12, History
K-2
K-12 Special Education
Literacy, Reading, & Writing
Secondary English/Language Arts
Secondary Mathematics
Secondary Mathematics
Biology
Elementary Education (K-8)
EC/EL and ESOL
Middle Level Math
General Elementary Education
Washington State
School Counseling
NA

**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** Automatic reply: Washington Educator Career Fair - Candidate Database  
**Date:** Sunday, April 16, 2017 2:29:00 PM

---

Thank you for your email. I will be out of the office Monday, April 17 and may not have access to email. If your need is urgent, please contact HR office manager Manal Tirhi at 253-945-2072 or [mtirhi@fwps.org](mailto:mtirhi@fwps.org).

**From:** [admin@wspace.net](mailto:admin@wspace.net)  
**To:** [ellyn.papenfuse@vansd.org](mailto:ellyn.papenfuse@vansd.org); [jhodson@fwps.org](mailto:jhodson@fwps.org); [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us)  
**Subject:** WSPA reimbursement form  
**Date:** Monday, April 17, 2017 3:18:33 PM  
**Attachments:** [WSPA Reimbursement Form UPDATED 2017.pdf](#)

---

Ellyn, Janet, and Sonja

I don't believe you picked up a reimbursement form before you left – I am so sorry I did not catch that! Please complete and scan/email/mail back to me and we will get you taken care of!

Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspace.net/>



## Reimbursement Detail



Summary of travel and incidental expenses must be detailed on next page.

Meals \_\_\_\_\_

Hotel Rooms \_\_\_\_\_

Transportation \_\_\_\_\_

Stipend \_\_\_\_\_

Other Expenses \_\_\_\_\_

**Total** \_\_\_\_\_

Subscribed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Name (please print) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me, and that no payment has been received by me on account thereof.

Signature: \_\_\_\_\_

**Please submit all reimbursement requests to:**

**WSPA**

**PO Box 1600 Anacortes, WA 98221**

**Phone: 360-825-1415**

**Fax: 253-736-0333**

For office use:

Check # \_\_\_\_\_ Initial: \_\_\_\_\_

Date \_\_\_\_\_

## Reimbursement Detail

(Car mileage is paid at the current IRS rate by the most direct route. Receipts are required for expense items. Claims must be submitted within the current fiscal year (September 1 to August 31) in order to be paid.)

### Meals and Lodging

Date	Breakfast \$	Lunch \$	Dinner \$	Hotel \$	Location	Committee/Reason
<b>\$Totals</b>						

### Car Mileage and/or Commercial Fares

Date	To	From	Airline	Car Mileage 2017 IRS Rate ( 53.5 cents per mile)	Cost
					<b>Total \$</b>

### Other Necessary Expenditures/STIPEND

Date	Payee	For	Cost
			<b>Total \$</b>

(If more space is needed, please make another copy of this form to add the additional items, then total each section's costs on one page only.)

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** Re: WSPA reimbursement form  
**Date:** Monday, April 17, 2017 8:59:27 PM  
**Attachments:** [WSPA Reimbursement Form UPDATED 2017.pdf](#)

---

Jennifer, I am in the area. I do not need to be reimbursed. Thanks for the offer.

Get [Outlook for iOS](#)

On Mon, Apr 17, 2017 at 3:18 PM -0700, "admin@wspsa.net" <[admin@wspsa.net](mailto:admin@wspsa.net)> wrote:

Ellyn, Janet, and Sonja

I don't believe you picked up a reimbursement form before you left – I am so sorry I did not catch that! Please complete and scan/email/mail back to me and we will get you taken care of!

Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspsa.net/>



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<http://www.wspa.net/>



## Reimbursement Detail



Summary of travel and incidental expenses must be detailed on next page.

Meals \_\_\_\_\_

Hotel Rooms \_\_\_\_\_

Transportation \_\_\_\_\_

Stipend \_\_\_\_\_

Other Expenses \_\_\_\_\_

**Total** \_\_\_\_\_

Subscribed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Name (please print) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me, and that no payment has been received by me on account thereof.

Signature: \_\_\_\_\_

**Please submit all reimbursement requests to:**

**WSPA**

**PO Box 1600 Anacortes, WA 98221**

**Phone: 360-825-1415**

**Fax: 253-736-0333**

For office use:

Check # \_\_\_\_\_ Initial: \_\_\_\_\_

Date \_\_\_\_\_

## Reimbursement Detail

(Car mileage is paid at the current IRS rate by the most direct route. Receipts are required for expense items. Claims must be submitted within the current fiscal year (September 1 to August 31) in order to be paid.)

### Meals and Lodging

Date	Breakfast \$	Lunch \$	Dinner \$	Hotel \$	Location	Committee/Reason
<b>\$Totals</b>						

### Car Mileage and/or Commercial Fares

Date	To	From	Airline	Car Mileage 2017 IRS Rate ( 53.5 cents per mile)	Cost
					<b>Total \$</b>

### Other Necessary Expenditures/STIPEND

Date	Payee	For	Cost
			<b>Total \$</b>

(If more space is needed, please make another copy of this form to add the additional items, then total each section's costs on one page only.)

**From:** [admin@wspa.net](mailto:admin@wspa.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** RE: WSPA reimbursement form  
**Date:** Tuesday, April 18, 2017 1:23:59 PM

---

Thank you, Janet!

---

**From:** Janet Hodson [mailto:[jhodson@fwps.org](mailto:jhodson@fwps.org)]  
**Sent:** Monday, April 17, 2017 8:59 PM  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** Re: WSPA reimbursement form

Jennifer, I am in the area. I do not need to be reimbursed. Thanks for the offer.

Get [Outlook for iOS](#)

On Mon, Apr 17, 2017 at 3:18 PM -0700, "[admin@wspa.net](mailto:admin@wspa.net)" <[admin@wspa.net](mailto:admin@wspa.net)> wrote:

Ellyn, Janet, and Sonja

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Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

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Ellyn, Janet, and Sonja

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PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspa.net/>



**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** HELP Spring Workshop: Clock Hours and Conference Survey  
**Date:** Tuesday, April 18, 2017 2:53:25 PM  
**Attachments:** [HELP Spring Clock Hours APRIL 2017.pdf](#)

---

Hello,

Thank you for your participation in the Spring HELP Workshop: Job Descriptions.

We encourage you to please take a moment to complete our conference survey. Your feedback is important to us – thank you!

**The conference survey may be found online at:** <https://www.surveymonkey.com/r/HLPSPRING17>

**For those of you who signed in for clock hours,** the clock hour form is attached for you to complete and to keep for your records.

Thank you,

Jennifer

Jennifer Tottenham

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wsps.net/>





PO Box 1600 ● Anacortes, Washington 98221 ● 360-825-1415

## WASHINGTON STATE CLOCK HOUR REGISTRATION FORM

Use this form to verify your attendance at an approved clock hour offering outlined in Section II below. This form must be retained by the individual as verification of attendance. It is the individual's responsibility to maintain accurate records for compliance with certification regulations. DO NOT USE THIS FORM IF YOU ARE RECEIVING COLLEGE CREDIT FOR THIS PROGRAM.

**PARTICIPANTS MUST SIGN THE CLOCK HOUR ATTENDANCE LIST IN ORDER TO RECEIVE CLOCK HOURS.**

Section 1 - Information - Participant			Please Print and Use Pen	
Legal Name (Last, First, Middle)			Maiden or Former Name	
Date of Birth (m,d,y)	Social Security No. (optional)	Washington Certificate No.	(optional) <input type="checkbox"/> Female <input type="checkbox"/> Male	
Home Address (Street, City, State, Zip Code)			Telephone Numbers	
			Home	
			Business	

Section II - Clock Hour Provider		
Clock Hour Class Title: <b>Job Descriptions</b>		Name of Instructors: Kurt Schonberg, Darrell Heisler
Total Number of Clock Hours Available <b>6.75</b>	First Day of Class/Offering <b>4/17/2017</b>	Last Day of Class/Offering <b>4/17/2017</b>
Sponsoring Provider Name (Agency Granting Clock Hours) <b>Washington School Personnel Association</b>		Business Telephone Number <b>360-825-1415</b>
Provider Address <b>PO Box 1600, Anacortes, Washington, 98221</b>		
Sponsoring Provider Contact Person <b>Jennifer Tottenham, Program Coordinator</b>		Telephone Number <b>360-825-1415</b>

Section III - Affidavit of Participant	
I, _____, swear/affirm that I earned _____ clock hours for actual attendance at the above Clock Hour Class Title. I am not applying for college/university credit for this program. I also certify (declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The intentional misrepresentation of a material fact in this form subjects the holder to revocation of his/her certificate pursuant to Chapter 181-85 WAC.	
Original Signature of Participant	Date

Section IV - Clock Hour Provider - Verification	
When signed by the approved class sponsor or instructor, this form serves as a transcript or letter documenting eligible credits as required by WAC 392-121-280(3).	
Original Signature of Class Sponsor/Instructor	Date

This form should be retained by the holder for possible dispute (WAC 181-85-085)

000537

**From:** [jrausch@wsps.net](mailto:jrausch@wsps.net)  
**To:** [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [kellyg@wapatosd.org](mailto:kellyg@wapatosd.org);  
[gavigan@riverview.wednet.edu](mailto:gavigan@riverview.wednet.edu); [jhodson@fwps.org](mailto:jhodson@fwps.org); Linda Krininger; [lmctay@cloverpark.k12.wa.us](mailto:lmctay@cloverpark.k12.wa.us);  
[ellyn.papenfuse@vansd.org](mailto:ellyn.papenfuse@vansd.org); [cs Sheridan@asd103.org](mailto:cs Sheridan@asd103.org); [steinerjk@mukilteo.wednet.edu](mailto:steinerjk@mukilteo.wednet.edu); [cstolz@everettsd.org](mailto:cstolz@everettsd.org)  
**Subject:** Advisory Committee Meeting  
**Date:** Wednesday, April 19, 2017 5:17:36 PM

---

Greetings!

Summer will be here before we know it, so I wanted to give all of you the head's up and let you know that I am planning on an advisory committee meeting on Sunday, July 9th at the DoubleTree.

More information will come as we approach that day, but calendars are filling up fast so I wanted to let you know now.

Also, if any of you are still having problems logging into BlackBoard please let me know so that I can assist in getting the issues resolved. We have a lot of HELP participants who have submitted reports and are anxious to have them graded.

Thank you.

Jane Rausch



**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [cleonard@wspsa.net](#); [laurasu@spokaneschools.org](#)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, April 21, 2017 7:46:39 AM

---

Laura

FWPS does allow them to begin working before results are back, however, they also know continued employment is pending the results. The fingerprints come back within the 90 day probationary period so it is usually not a problem.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [mailto:[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)]  
**Sent:** Friday, April 21, 2017 7:13 AM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** MEMBER REQUEST

WSPA MEMBERS:

A few member requests for the end of the week.

Request #1

Laura Sumner from Spokane Public Schools is wondering if District's allow new hires to begin working prior to their fingerprint results clearing? If no, what does your district's process look like and is it the same process for all types of employees/hires? And, what is the impact of making the person wait to begin work until fingerprint results have been received?

Please send your response directly to: [laurasu@spokaneschools.org](mailto:laurasu@spokaneschools.org)

Also, cc your response to: [cleonard@wspsa.net](mailto:cleonard@wspsa.net)

Thanks,

Curtis

---

This email was sent to [jhodson@fwps.org](mailto:jhodson@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

[Unsubscribe or Manage Preferences](#) • [Privacy Policy](#)



**From:** [Laura Sumner](#) on behalf of [Laura Sumner <LauraSu@SpokaneSchools.org>](#)  
**To:** [Hodson, Janet](#); [cleonard@wspsa.net](#)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, April 21, 2017 9:22:59 AM

---

Thank you Janet!

Laura Sumner  
Employee Relations Manager, HR  
Spokane Public Schools  
200 N Bernard St  
Spokane, WA 99201  
(509)354-7285  
(509)354-5963 - fax  
[laurasu@spokaneschools.org](mailto:laurasu@spokaneschools.org)

>>> Janet Hodson <jhodson@fwps.org> 4/21/2017 7:46 AM >>>

Laura

FWPS does allow them to begin working before results are back, however, they also know continued employment is pending the results. The fingerprints come back within the 90 day probationary period so it is usually not a problem.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [mailto:[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)]  
**Sent:** Friday, April 21, 2017 7:13 AM  
**To:** Janet Hodson <jhodson@fwps.org>  
**Subject:** MEMBER REQUEST

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Please send your response directly to: [laurasu@spokaneschools.org](mailto:laurasu@spokaneschools.org)

Also, cc your response to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

---

This email was sent to [jhodson@fwps.org](mailto:jhodson@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

[Unsubscribe or Manage Preferences](#) • [Privacy Policy](#)

powered by  MemberClicks

**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [lenaburgm@lynden.wednet.edu](mailto:lenaburgm@lynden.wednet.edu)  
**Cc:** [cleonard@wspa.net](mailto:cleonard@wspa.net)  
**Subject:** FW: MEMBER REQUEST  
**Date:** Monday, May 1, 2017 8:01:18 AM  
**Attachments:** [HVAC Service Technician 9.2016.docx](#)

---

Mandi,

Attached is our job description for HVAC Technician. They are at the highest salary level on our IUOE schedule, \$29.78-\$31.60/hour.

Liz

Liz McFarland  
Talent & Systems Manager  
Federal Way Public Schools  
253-945-2021  
Follow us on Twitter: @FWPSCareers  
[Click here to learn about FWPS Career Opportunities](#)



---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Friday, April 28, 2017 7:34 AM  
**To:** Liz McFarland <lmcfarla@fwps.org>  
**Subject:** MEMBER REQUEST

Request #2

Mandi Lenaburg from Lynden School District is looking for salary information and job description for a newly created position, a skilled HVAC technician.

Please send your response directly to: [lenaburgm@lynden.wednet.edu](mailto:lenaburgm@lynden.wednet.edu)

Also, cc your response to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

---

This email was sent to [lmcfarla@fwps.org](mailto:lmcfarla@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

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## Position Description

### HVAC Service Technician

**POSITION SUMMARY:** Provides routine HVAC maintenance services with specific responsibility for cleaning, greasing, and replacing belts and filters throughout the district.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Cleans air conditioning and heating units (e.g. coils, condensation pans, drain lines, cooling towers, etc.) for the purpose of ensuring units are operating correctly and within safety guidelines.
- Disposes of used filters, belts, etc. properly.
- Tracks replacement of filters and maintains replacement schedule.
- Assists in removal, repair and installation of HVAC equipment.
- Coordinates with other maintenance staff for the purpose of completing projects and work orders efficiently.
- Diagnoses causes of minor problems in heating/air conditioning systems for the purpose of identifying equipment and/or systems repair and/or replacement needs.
- Informs personnel regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with building and safety regulations.
- Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Monitors HVAC systems and their components (e.g. heating units, building exhaust fans, ventilation units, etc.) for the purpose of evaluating condition, identifying necessary repairs and recommending preventive maintenance.
- Participates in meetings, workshops, training, and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Performs routine and preventive maintenance for the purpose of ensuring the ongoing functioning of HVAC systems.
- Prepares written materials (e.g. maintenance reports, activity logs, etc.) for the purpose of documenting activities and/or conveying information.
- Replaces filters, belts, etc for the purpose of ensuring that HVAC equipment is maintained in a proper working order.
- Requests filters and other related supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary preventative maintenance.
- Responds to emergency situations during or after hours for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.
- Complies with all applicable health and safety regulations, policies and established work practices.

## **JOB DESCRIPTION: HVAC Service Technician**

### **OTHER RESPONSIBILITIES:**

- Perform other duties as directed by District policies.

### **REQUIRED QUALIFICATIONS:**

#### **Education and Experience**

High school diploma or equivalent

Six (6) months' work experience in building maintenance, building construction or related area

### **ADDITIONAL REQUIREMENTS:**

Must be able to explain and demonstrate HVAC tools, materials, and safe work practices

Knowledge of air filter products

Must be able to work in confined spaces

### **PREFERRED QUALIFICATIONS:**

Work experience with HVAC systems

HVAC certification

### **CONDITION OF EMPLOYMENT:**

Criminal background clearance

Work Scheduled hours on a consistent basis

Valid Washington State Driver's License

### **KNOWLEDGE OF:**

HVAC tools, materials, and safe work practices

Air filter products

### **ABILITY TO:**

Practice effective safety and security within individual work routines.

Provide support and sustain positive moral with District Maintenance personnel.

Organize and perform job responsibilities efficiently and independently without close supervision and able to pay strict attention to detail

Speak, read and follow written or verbal communications

Work collaboratively with District staff and promote teamwork with co-workers

Practice ethical and professional standards of conduct including the requirements of confidentiality

Demonstrate proficiency using an e-mail system

Demonstrate basic knowledge modern technology and willingness and ability to increase knowledge to proficiency

Demonstrate exemplary customer service and have the ability to effectively interact with administrators, office, support and teaching staff, applicants and other community members

Remain flexible; able to cope with frequent interruptions and shift priorities to meet required deadlines

Perform the essential functions of the job with or without reasonable accommodations

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES RELATED TO CULTURAL COMPETENCE AND EQUITY:**

Knowledge/awareness of own cultural identity and how this influences behavior, and desire to learn about the cultural identity of others.

Ability to establish and nurture an environment that promotes cultural competence and equitable treatment of staff, students, and patrons of the District.

Ability to understand and hold self and others accountable for promoting the Federal Way Public Schools' commitment to "Each Scholar: A Voice. A Dream. A Bright Future."



## JOB DESCRIPTION: HVAC Service Technician

Ability to recognize that each person is a unique individual even as we celebrate their group cultural heritage.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will constantly stand and walk, bend neck and back, use hands for repetitive grasping and pushing/pulling. The employee is frequently required to squat, kneel, climb stairs/ladder, lift and reach overhead, crawl, and lift/carry. The employee must constantly lift/carry up to 10 pounds and must frequently lift /carry up to 20 pounds. The employee will occasionally lift/carry a maximum of 80 lbs. and push/pull up to 100 lbs.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoors and outdoors conditions and often in confined spaces. The employee occasionally may be exposed to outdoor weather conditions. This position regularly works near a video display. The noise level in the work environment is usually moderate. The employee is required to properly wear any personal protection equipment supplied by the District.

### WORK SCHEDULE

This position typically works, Monday through Friday, 8 hours per day (1-9:30 pm.), 260 days per year. 12 Holidays per year.

### REPORTING RELATIONSHIP

This position reports to, and is evaluated by Maintenance and Operations Manager

### REPRESENTATION

IUOE

### LEVEL OF COMPENSATION

Level K Skilled Maintenance

### CLASSIFICATION HISTORY

Created 9.2016

### DISCLAIMER

The preceding list is not exhaustive and may be supplemented as necessary. The statements contained herein reflect general details as necessary to describe the principal functions of this job, the scope of responsibility and the level of knowledge and skills typically required, but should not be considered an all-inclusive listing of work requirements, skills or duties so classified. All personnel may be required to perform duties outside their normal responsibilities from time to time as needed.

All employment open positions are made available on a nondiscriminatory basis without regard to race, color, creed, religion, sexual orientation, national origin, gender, age, disability or veteran status.

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*

**From:** [Nancy Moffatt](#) on behalf of [Nancy Moffatt <Nancy@wasbo.org>](#)  
**To:** [Alan Burke](#); [Bill Keim](#); [Cal Brodie](#); [Corine Pennington](#); [Curtis Leonard \(cleonard@wsps.net\)](#); [Dan Steele](#); [Dana Anderson](#); [Darcy Weisner](#); [David Bond](#); [Donna Morey](#); [Doug A. Matson](#); [Duggan Harman](#); [Frank Ashby](#); [Frank Hewins](#); [Gary Cohn](#); [Gary Kipp](#); [Gavin Hottman](#); [Greg Lynch](#); [Heidi Hietpas](#); [Jan Hutton](#); [Jeff Moore](#); [Jennifer Farmer](#); [Jennifer M. Priddy](#); [Jerry Bender \(jerry@awsp.org\)](#); [Jessica Vavrus](#); [Jim Frey](#); [John Deeder](#); [John Welch](#); [JoLynn Berge](#); [Kate Davis](#); [Kevin Chase \(kevin.chase@esd105.org\)](#); [Kim Scott](#); [Kim. brodie \(kbrodie@fwps.org\)](#); [Larry Francois](#); [Linda McDermott](#); [Marie Telecky](#); [Marla Miller](#); [Melissa de Vita](#); [Michael Dunn](#); [Michael Merlino](#); [Michael Nelson](#); ["Michelle Matakas"](#); [Michelle Price](#); [Mike Brophy](#); [Mitch Denning](#); [Monica Hunsaker](#); [Nancy Moffatt](#); [Rich McBride](#); [Rich Puryear](#); [Rick Jones](#); [Rosalind Medina](#); [Ruth Russell](#); [Sally McLean](#); [Scott Izutsu](#); [Shelley Redinger](#); [Sheryl Moore](#); [Stephen Nielsen](#); [Steve McIntire](#); [Susan Smith Leland](#); [T.J. Kelly](#); [Teresa Main](#); [Tim Garchow](#); [Tim Merlino](#); [Tim Mills](#); [Tim Yeomans](#); [Vic Roberts](#)  
**Subject:** FW: Hybrid model from Office of Superintendent of Public Instruction (OSPI)  
**Date:** Friday, May 5, 2017 3:16:42 PM  
**Attachments:** [Hybrid\\_model.pdf](#)  
[image002.png](#)

---

Please see the message from Dan Steele below.

Nancy

---

**From:** Dan Steele [<mailto:dsteeler@wasa-oly.org>]  
**Sent:** Friday, May 05, 2017 1:53 PM  
**To:** Bill Keim; Nancy Moffatt; Nielsen, Stephen J  
**Cc:** Execs  
**Subject:** FW: Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Check out the attached document from OSPI—a proposed melding of the Prototypical Funding Model (as a base) and a Per Student Model (for categorical programs). It's a concept that is pretty consistent with what we have been discussing.

Dave Mastin and Chris Reykdal have been shopping this around with Ed Funding Task Force members, Budget-writers and Leg Leaders. It's unclear how receptive legislators have been; however, it has apparently sparked some conversation, along with questions, which this document attempts to address. The document does not provide a lot of background detail, but hopefully will continue to force a dialogue.

-d

Dan Steele  
360.489.3642



---

**From:** Stella Lugalía [<mailto:Stella.Lugalía@k12.wa.us>]  
**Sent:** Friday, May 05, 2017 1:02 PM  
**To:** [jerry@awsp.org](mailto:jerry@awsp.org); [LYoung@WashingtonEA.org](mailto:LYoung@WashingtonEA.org); Jessica Vavrus <[Jessica.Vavrus@k12.wa.us](mailto:Jessica.Vavrus@k12.wa.us)>; Dan

Steele <[dsteele@wasa-oly.org](mailto:dsteele@wasa-oly.org)>; Melissa Gombosky ([melissagombosky@gmail.com](mailto:melissagombosky@gmail.com))  
<[melissagombosky@gmail.com](mailto:melissagombosky@gmail.com)>; [medenning@comcast.net](mailto:medenning@comcast.net); Justin Montermini  
<[Justin.Montermini@k12.wa.us](mailto:Justin.Montermini@k12.wa.us)>; [JSalvi@WashingtonEA.org](mailto:JSalvi@WashingtonEA.org); [Inoahr@washingtonea.org](mailto:Inoahr@washingtonea.org); Wendy  
Rader-Konofalski [WA] <[WRader-Konofalski@WashingtonEA.org](mailto:WRader-Konofalski@WashingtonEA.org)>; Kaaren Heikes  
<[Kaaren.Heikes@k12.wa.us](mailto:Kaaren.Heikes@k12.wa.us)>; Jack Daray <[jdaray@aol.com](mailto:jdaray@aol.com)>

**Subject:** Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Good afternoon everyone,

Attached is an electronic copy of the Hybrid model. As you will see, there are some revisions, mostly based on feedback.

Your patience waiting for an electronic copy is greatly appreciated.

Have a great weekend!

**Stella Lugalía**

Government Relations & Policy Assistant  
Office of Superintendent of Public Instruction (OSPI)  
P.O. Box 47200 | Olympia, WA 98504-7200  
office: 360-725-6181  
[stella.lugalía@k12.wa.us](mailto:stella.lugalía@k12.wa.us)  
[www.k12.wa.us](http://www.k12.wa.us)

*Every student ready for career, college, and life*

**The Purpose of this Document**

- \* This document responds to two legislative inquiries:
  - What is the cost of replacing local levy dollars used to supplement state salaries of school employees? (Step 1)
  - What are some weighted student options and costs for the categorical programs? (Step 2)
- \* This document does **NOT**:
  - Represent a McCleary solution
  - Define basic education
  - Address local levy authority

**Step 1: Replacing local levy dollars**

**Description**

- \* Identify state's maintenance level funding for *School Year* (SY) 2018-19.
- \* Identify the total amount of local levy funds used to supplement the state salaries of school employees.

SY 2018-19			
Staff Salaries	Current Law State Funding for Salaries	Levy Funds Spent on Salaries for Allocated Staff Units	Total State Funds Required for Salaries
Instructional Staff	\$ 4,001,480,000	\$ 902,243,000	\$ 4,903,723,000
Administrative Staff	\$ 323,494,000	\$ 284,274,000	\$ 607,768,000
Classified Staff	\$ 965,465,000	\$ 348,326,000	\$ 1,313,791,000
<b>Grand Total</b>	<b>\$ 5,290,439,000</b>	<b>\$ 1,534,843,000</b>	<b>\$ 6,825,282,000</b>

Recalculate Base Salaries to Deliver Levy Replacement Dollars <sup>1</sup>		
SY 2018-19	Current Law Base Salary	Revised Base Salary
Instructional Staff	\$ 56,359	\$ 68,742
Classified Staff	\$ 34,991	\$ 51,200
Administrative Staff	\$ 64,860	\$ 120,000

<sup>1</sup>Uses current average state staff mix and \$45,100 as beginning teacher salary.

- \* New base salaries will not cover actual costs in all districts.
- \* Increases in the base salary will drive increases in the funding for categorical programs.

SY 2018-19			
Categorical Programs	Current Law Maintenance Level	Increases Due to Change in Base Salaries	Revised State Funding for Categorical
Learning Assistance	\$ 249,577,000	\$ 49,771,000	\$ 299,348,000
Bilingual	\$ 137,549,000	\$ 27,397,000	\$ 164,946,000
Highly Capable	\$ 11,001,000	\$ 2,195,000	\$ 13,196,000
Special Education	\$ 964,982,000	\$ 358,041,000	\$ 1,323,023,000
<b>Totals</b>	<b>\$ 1,363,109,000</b>	<b>\$ 437,404,000</b>	<b>\$ 1,800,513,000</b>

CONVERT TO FISCAL YEAR (FY) FUNDING <sup>2</sup>		
	SY 2018-19	FY 2019
Levy Replacement	\$ 1,534,843,000	\$ 1,227,874,400
Revised Categorical	\$ 437,404,000	\$ 349,923,200
<b>Totals</b>	<b>\$ 1,972,247,000</b>	<b>\$ 1,577,797,600</b>

<sup>2</sup>FY costs = 80% of SY costs

<b>Step 2: Weighted student funding options and costs</b>
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Description

- \* Three options are provided for student weighted amounts.
- \* Each option requires funding enhancement cost in order to partially maintain current funding levels.

Summary of Options for Converting Categorical Programs to Weighted Student Allocation (Excluding Special Ed)

Categorical Program	Current law	Option #1	Option #2	Option #3
Learning Assistance	\$ 501	\$ 603	\$ 623	\$ 633
Bilingual	\$ 916	\$ 1,124	\$ 1,194	\$ 1,229
Highly Capable	\$ 453	\$ 544	\$ 574	\$ 589
<b>Cost of options</b>	\$ -	\$ 9,581,000	\$ 26,837,000	\$ 36,987,000

Detail of Options for Converting Categorical Programs to Weighted Student Allocation (Excluding Special Ed)

Option #1	New Baseline <sup>3</sup>	Option #1 Increase	Hold Harmless (HH)	Option #1 + HH	Totals	Per Pupil
Learning Assistance	\$ 299,348,000	\$ 1,194,000	\$ 3,434,000	\$ 4,628,000	\$ 303,976,000	\$ 603
Bilingual	\$ 164,946,000	\$ 3,692,000	\$ 1,066,000	\$ 4,758,000	\$ 169,704,000	\$ 1,124
Highly Capable	\$ 13,196,000	\$ 26,000	\$ 169,000	\$ 195,000	\$ 13,391,000	\$ 544
<b>Totals</b>	<b>\$ 477,490,000</b>	<b>\$ 4,912,000</b>	<b>\$ 4,669,000</b>	<b>\$ 9,581,000</b>	<b>\$ 487,071,000</b>	

<sup>3</sup>New Baseline includes increases caused by increases in the base salary

Option #2	New Baseline <sup>3</sup>	Option #2 Increase	Hold Harmless	Option #2 + HH	Totals	Per Pupil
Learning Assistance	\$ 299,348,000	\$ 11,157,000	\$ 696,000	\$ 11,853,000	\$ 311,201,000	\$ 623
Bilingual	\$ 164,946,000	\$ 14,199,000	\$ 22,000	\$ 14,221,000	\$ 179,167,000	\$ 1,194
Highly Capable	\$ 13,196,000	\$ 754,000	\$ 9,000	\$ 763,000	\$ 13,959,000	\$ 574
<b>Grand Total</b>	<b>\$ 477,490,000</b>	<b>\$ 26,110,000</b>	<b>\$ 727,000</b>	<b>\$ 26,837,000</b>	<b>\$ 504,327,000</b>	

<sup>3</sup>New Baseline includes increases caused by increases in the base salary

Option #3	New Baseline <sup>3</sup>	Option #3 Increase	Hold Harmless	Option #3 + HH	Total	Per Pupil
Learning Assistance	\$ 299,348,000	\$ 16,140,000	\$ 267,000	\$ 16,407,000	\$ 315,755,000	\$ 633
Bilingual	\$ 164,946,000	\$ 19,452,000	\$ 8,000	\$ 19,460,000	\$ 184,406,000	\$ 1,229
Highly Capable	\$ 13,196,000	\$ 1,119,000	\$ 1,000	\$ 1,120,000	\$ 14,316,000	\$ 589
<b>Grand Total</b>	<b>\$ 477,490,000</b>	<b>\$ 36,711,000</b>	<b>\$ 276,000</b>	<b>\$ 36,987,000</b>	<b>\$ 514,477,000</b>	

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<b>CONVERT TO FISCAL YEAR (FY) FUNDING<sup>4</sup></b>		
	<b>SY 2018-19</b>	<b>FY 2019</b>
Option #1	\$ 9,581,000	\$ 7,664,800
Option #2	\$ 26,837,000	\$ 21,469,600
Option #3	\$ 36,987,000	\$ 29,589,600

<sup>4</sup>FY costs = 80% of SY costs

<b>Step 3: Comparison of Budget Proposals to Hybrid Model Costs (in billions)<sup>5</sup></b>
---

State Fiscal Year	Maintenance Level	Cost to Fund New Base Salary	Cost to Fund Option #3 Costs	Hybrid Model Costs (Maintenance + New Base Salary + Option 3)	House Budget	Senate Budget
2018	\$ 9.89	\$ -	\$ -	\$ 9.89	\$ 10.51	\$ 9.90
2019	\$ 10.26	\$ 1.57	\$ 0.03	\$ 11.86	\$ 11.51	\$ 12.04
<b>Biennial Totals</b>	<b>\$ 20.15</b>	<b>\$ 1.57</b>	<b>\$ 0.03</b>	<b>\$ 21.75</b>	<b>\$ 22.02</b>	<b>\$ 21.94</b>

<sup>5</sup>2017-19 Maintenance Level, House and Senate Biennial Totals represent General Fund State + Education Legacy + Opportunities Pathways. Appropriations are based on documents available on the LEAP website.

\* Both House and Senate budgets appropriate sufficient state funds to meet the new policy requirements (Reallocation of funds to the corresponding salary designations and categorical programs would be needed.)

Hybrid Systems In Other States
--------------------------------

\* There are several states that use a hybrid system that use a foundational base with weighted student components. They are as follows:

California	Kansas	New York	Pennsylvania
Delaware	Louisiana	North Carolina	Vermont
Florida	Michigan	North Dakota	Virginia
Idaho	Nebraska	Oklahoma	South Carolina
Indiana	New Hampshire	Oregon	South Carolina

- \* The student weighted component typically applies to some or all of the following categories:
- Grade level
  - Students receiving special education services
  - English language learner/bilingual education
  - At-risk (typically based on free and reduced lunch counts)
  - Career, vocational, or technical education programs
  - Gifted/talented education
  - Pre-school
  - Wealth/region/size

**From:** [Nancy Moffatt](#) on behalf of [Nancy Moffatt <Nancy@wasbo.org>](#)  
**To:** [Alan Burke](#); [Bill Keim](#); [Cal Brodie](#); [Corine Pennington](#); [Curtis Leonard \(cleonard@wsps.net\)](#); [Dan Steele](#); [Dana Anderson](#); [Darcy Weisner](#); [David Bond](#); [Donna Morey](#); [Doug A. Matson](#); [Duggan Harman](#); [Frank Ashby](#); [Frank Hewins](#); [Gary Cohn](#); [Gary Kipp](#); [Gavin Hottman](#); [Greg Lynch](#); [Heidi Hietpas](#); [Jan Hutton](#); [Jeff Moore](#); [Jennifer Farmer](#); [Jennifer M. Priddy](#); [Jerry Bender \(jerry@awsp.org\)](#); [Jessica Vavrus](#); [Jim Frey](#); [John Deeder](#); [John Welch](#); [JoLynn Berge](#); [Kate Davis](#); [Kevin Chase \(kevin.chase@esd105.org\)](#); [Kim Scott](#); [Kim. brodie \(kbrodie@fwps.org\)](#); [Larry Francois](#); [Linda McDermott](#); [Marie Telecky](#); [Marla Miller](#); [Melissa de Vita](#); [Michael Dunn](#); [Michael Merlino](#); [Michael Nelson](#); ["Michelle Matakas"](#); [Michelle Price](#); [Mike Brophy](#); [Mitch Denning](#); [Monica Hunsaker](#); [Nancy Moffatt](#); [Rich McBride](#); [Rich Puryear](#); [Rick Jones](#); [Rosalind Medina](#); [Ruth Russell](#); [Sally McLean](#); [Scott Izutsu](#); [Shelley Redinger](#); [Sheryl Moore](#); [Stephen Nielsen](#); [Steve McIntire](#); [Susan Smith Leland](#); [T.J. Kelly](#); [Teresa Main](#); [Tim Garchow](#); [Tim Merlino](#); [Tim Mills](#); [Tim Yeomans](#); [Vic Roberts](#)  
**Subject:** FW: Hybrid model from Office of Superintendent of Public Instruction (OSPI)  
**Date:** Friday, May 5, 2017 3:16:46 PM  
**Attachments:** [Hybrid\\_model.pdf](#)  
[image002.png](#)

---

Please see the message from Dan Steele below.

Nancy

---

**From:** Dan Steele [<mailto:dsteale@wasa-oly.org>]  
**Sent:** Friday, May 05, 2017 1:53 PM  
**To:** Bill Keim; Nancy Moffatt; Nielsen, Stephen J  
**Cc:** Execs  
**Subject:** FW: Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Check out the attached document from OSPI—a proposed melding of the Prototypical Funding Model (as a base) and a Per Student Model (for categorical programs). It's a concept that is pretty consistent with what we have been discussing.

Dave Mastin and Chris Reykdal have been shopping this around with Ed Funding Task Force members, Budget-writers and Leg Leaders. It's unclear how receptive legislators have been; however, it has apparently sparked some conversation, along with questions, which this document attempts to address. The document does not provide a lot of background detail, but hopefully will continue to force a dialogue.

-d

Dan Steele  
360.489.3642



---

**From:** Stella Lugalía [<mailto:Stella.Lugalía@k12.wa.us>]  
**Sent:** Friday, May 05, 2017 1:02 PM  
**To:** [jerry@awsp.org](mailto:jerry@awsp.org); [LYoung@WashingtonEA.org](mailto:LYoung@WashingtonEA.org); Jessica Vavrus <[Jessica.Vavrus@k12.wa.us](mailto:Jessica.Vavrus@k12.wa.us)>; Dan

Steele <[dsteele@wasa-oly.org](mailto:dsteele@wasa-oly.org)>; Melissa Gombosky ([melissagombosky@gmail.com](mailto:melissagombosky@gmail.com))  
<[melissagombosky@gmail.com](mailto:melissagombosky@gmail.com)>; [medenning@comcast.net](mailto:medenning@comcast.net); Justin Montermini  
<[Justin.Montermini@k12.wa.us](mailto:Justin.Montermini@k12.wa.us)>; [JSalvi@WashingtonEA.org](mailto:JSalvi@WashingtonEA.org); [Inoahr@washingtonea.org](mailto:Inoahr@washingtonea.org); Wendy  
Rader-Konofalski [WA] <[WRader-Konofalski@WashingtonEA.org](mailto:WRader-Konofalski@WashingtonEA.org)>; Kaaren Heikes  
<[Kaaren.Heikes@k12.wa.us](mailto:Kaaren.Heikes@k12.wa.us)>; Jack Daray <[jdaray@aol.com](mailto:jdaray@aol.com)>

**Subject:** Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Good afternoon everyone,

Attached is an electronic copy of the Hybrid model. As you will see, there are some revisions, mostly based on feedback.

Your patience waiting for an electronic copy is greatly appreciated.

Have a great weekend!

**Stella Lugalía**

Government Relations & Policy Assistant  
Office of Superintendent of Public Instruction (OSPI)  
P.O. Box 47200 | Olympia, WA 98504-7200  
office: 360-725-6181  
[stella.lugalía@k12.wa.us](mailto:stella.lugalía@k12.wa.us)  
[www.k12.wa.us](http://www.k12.wa.us)

*Every student ready for career, college, and life*



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  - Gifted/talented education
  - Pre-school
  - Wealth/region/size

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [cleonard@wspa.net](mailto:cleonard@wspa.net)  
**Subject:** Question for you  
**Date:** Wednesday, May 10, 2017 1:54:05 PM

---

Curtis

I know the only required contract issuance for school district employees is for certificated employees. I can't recall the RCW. I do remember that Sherry Evans preached to all WSPA members at several workshops and regional meetings back in the 80's that districts should not be providing classified employees with a contract to sign each year. I believe most districts stopped the practice if they are doing it, PSD was one of them. I believe the rationale is that

- 1) RCW requirement
- 2) Financial risk to the district

Your thoughts? Any other information?

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

**From:** [cleonard@wspsa.net](mailto:cleonard@wspsa.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** Re: Question for you  
**Date:** Friday, May 12, 2017 9:20:45 AM

---

Janet:

I believe that you are correct. I think the rational was the we were treating classified employees like certificated employees when they are not the same. I don't believe that there is an RCW that states that you can't provide a contract, but it goes back to providing an additional right or protection that is not required. If you are providing a contract, then you don't have the same flexibility. As a general rule, I would not provide a contract where one is not legally required.

---

**From:** Janet Hodson <jhodson@fwps.org>  
**Sent:** Wednesday, May 10, 2017 1:54 PM  
**To:** cleonard@wspsa.net  
**Subject:** Question for you

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[jhodson@fwps.org](mailto:jhodson@fwps.org)

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [cleonard@wspsa.net](mailto:cleonard@wspsa.net)  
**Subject:** RE: Question for you  
**Date:** Saturday, May 13, 2017 12:04:11 AM

---

Thanks Curtis. I appreciate your quick response.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [cleonard@wspsa.net](mailto:cleonard@wspsa.net) [mailto:[cleonard@wspsa.net](mailto:cleonard@wspsa.net)]  
**Sent:** Friday, May 12, 2017 9:21 AM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** Re: Question for you

Janet:

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253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

**From:** [admin@wspace.net](mailto:admin@wspace.net)  
**To:** [admin@wspace.net](mailto:admin@wspace.net)  
**Subject:** WSPA Board Retreat: June 8-9 RSVP needed  
**Date:** Tuesday, May 16, 2017 11:56:05 AM

---

Hello WSPA Board,

First, please join me in welcoming our incoming board members and thanking our outgoing members for their time, service, and contribution to the success of WSPA. Thank you!

Our board retreat is scheduled for June 8-9, 2017 in Leavenworth

**WSPA Board Retreat**  
**June 8-9, 2017**  
**Sleeping Lady Resort, Leavenworth**

If you could please provide the following, it would be greatly appreciated. I have created a shared Google doc for your convenience – please indicate your preferences/RSVP:

<https://docs.google.com/spreadsheets/d/16ljLWZbMBf8O01JB8AeiUAIYIUz7GRvMGAc9SFRtyeM/edit?usp=sharing>

1. RSVP that you are able to attend
2. Confirmation of accommodations needed – please note if you do not need accommodations
  - a. WSPA will provide your room, meals, and reimburse your mileage to/from the retreat.
  - b. Spouses are welcome to join you, however please note that their meals will not be covered by WSPA; please indicate if you plan to have spouse/family attend.
3. Please list any dietary accommodations and I would be happy to share with the resort

I have also created a list of our 2017-2018 board members and their contact information. Please indicate any changes on the shared document.

[https://docs.google.com/spreadsheets/d/1iKd9uemAcUtqmc94set3\\_LM3DOU1M6dV65VEuWqD3s/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1iKd9uemAcUtqmc94set3_LM3DOU1M6dV65VEuWqD3s/edit?usp=sharing)

I have also sent invitations to the shared drive – please let me know if you have any trouble accessing either document.

Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator  
Washington School Personnel Association  
PO Box 1600 Anacortes, Washington 98221  
Phone: 360-825-1415/Fax: 253-736-0333  
<http://www.wspa.net/>





**From:** [admin@wspace.net](mailto:admin@wspace.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org); [kimha@spokaneschools.org](mailto:kimha@spokaneschools.org); [tneidhold@psd1.org](mailto:tneidhold@psd1.org); [marilyn.boerke@camas.wednet.edu](mailto:marilyn.boerke@camas.wednet.edu); [dlong@nthurston.k12.wa.us](mailto:dlong@nthurston.k12.wa.us); [chellel@cksd.wednet.edu](mailto:chellel@cksd.wednet.edu); [jason\\_thompson@msvl.k12.wa.us](mailto:jason_thompson@msvl.k12.wa.us)  
**Subject:** WSPA vest order  
**Date:** Wednesday, May 17, 2017 7:02:40 PM  
**Attachments:** [Ladies Vest Sizes.pdf](#)  
[Mens Vest Sizes.pdf](#)

---

Hello new board members!

I will be ordering WSPA vests for each of you; if you could please let me know your size it would be greatly appreciated. I have attached a copy of the sizing chart for your reference.

Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspace.net/>



Ladies Glacier® Soft Shell Vest L796

PRODUCT MEASUREMENTS

	XS	S	M	L	XL	XXL	3XL	4XL
Bust	19	20	21	22 1/2	24	25 1/2	28	30 1/2
Body Length	22 1/2	23 1/2	24 1/2	25 1/2	26 1/2	27 1/2	28 1/2	29 1/2

BUST

Measured one inch below armhole.

BODY LENGTH

Measured from high point of shoulder to hem.

PRODUCT MEASUREMENTS

	XS	S	M	L	XL	2XL	3XL	4XL
Chest	19	21	22 1/2	24	25 1/2	27	28 1/2	30
Body Length	26	26 1/2	27 1/2	28 1/2	29 1/2	30 1/2	31	31 1/2

CHEST

Measured across the chest one inch below armhole when laid flat.

BODY LENGTH

Measured from high point of shoulder to hem.

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: WSPA vest order  
**Date:** Wednesday, May 17, 2017 8:25:46 PM

---

Jennifer

I would like a ladies medium.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [admin@wspa.net](mailto:admin@wspa.net) [mailto:[admin@wspa.net](mailto:admin@wspa.net)]  
**Sent:** Wednesday, May 17, 2017 7:03 PM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>; [kimha@spokaneschools.org](mailto:kimha@spokaneschools.org); [tneidhold@psd1.org](mailto:tneidhold@psd1.org); [marilyn.boerke@camas.wednet.edu](mailto:marilyn.boerke@camas.wednet.edu); [dlong@nthurston.k12.wa.us](mailto:dlong@nthurston.k12.wa.us); [chellel@cksd.wednet.edu](mailto:chellel@cksd.wednet.edu); [jason\\_thompson@msvl.k12.wa.us](mailto:jason_thompson@msvl.k12.wa.us)  
**Subject:** WSPA vest order

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Program Coordinator  
Washington School Personnel Association  
PO Box 1600 Anacortes, Washington 98221  
Phone: 360-825-1415/Fax: 253-736-0333  
<http://www.wspa.net/>



**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** RE: WSPA vest order  
**Date:** Thursday, May 18, 2017 6:00:52 AM

---

Thank you, Janet. Have a great day!

---

**From:** Janet Hodson [mailto:[jhodson@fwps.org](mailto:jhodson@fwps.org)]  
**Sent:** Wednesday, May 17, 2017 8:26 PM  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** RE: WSPA vest order

Jennifer  
I would like a ladies medium.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [admin@wsps.net](mailto:admin@wsps.net) [mailto:[admin@wsps.net](mailto:admin@wsps.net)]  
**Sent:** Wednesday, May 17, 2017 7:03 PM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>; [kimha@spokaneschools.org](mailto:kimha@spokaneschools.org); [tneidhold@psd1.org](mailto:tneidhold@psd1.org); [marilyn.boerke@camas.wednet.edu](mailto:marilyn.boerke@camas.wednet.edu); [dlong@nthurston.k12.wa.us](mailto:dlong@nthurston.k12.wa.us); [chellel@cksd.wednet.edu](mailto:chellel@cksd.wednet.edu); [jason\\_thompson@msvl.k12.wa.us](mailto:jason_thompson@msvl.k12.wa.us)  
**Subject:** WSPA vest order

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*Jennifer Tottenham*

Program Coordinator  
Washington School Personnel Association  
PO Box 1600 Anacortes, Washington 98221  
Phone: 360-825-1415/Fax: 253-736-0333  
<http://www.wsps.net/>



**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** Change to job posting  
**Date:** Thursday, May 18, 2017 2:29:59 PM

---

Hi Jennifer,

I had to updated our job posting for Learning Improvement Officer because I was given the wrong salary 😊

I think I remember from last time something like this happens that I just need to re-submit the posting, correct? But you'll need to take down the current one?

Thanks,  
Liz

Liz McFarland  
Talent & Systems Manager  
Federal Way Public Schools  
253-945-2021  
Follow us on Twitter: @FWPSCareers  
[Click here to learn about FWPS Career Opportunities](#)



**From:** [admin@wspa.net](mailto:admin@wspa.net)  
**To:** [Liz McFarland](#)  
**Subject:** RE: Change to job posting  
**Date:** Thursday, May 18, 2017 3:55:46 PM

---

Hi Liz,

Did only the salary change? If you can send me a PDF of the new posting, I can easily swap it out for you.

Thank you,

Jennifer

---

**From:** Liz McFarland [mailto:lmcfarla@fwps.org]  
**Sent:** Thursday, May 18, 2017 2:30 PM  
**To:** admin@wspa.net  
**Subject:** Change to job posting

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I think I remember from last time something like this happens that I just need to re-submit the posting, correct? But you'll need to take down the current one?

Thanks,  
Liz

Liz McFarland  
Talent & Systems Manager  
Federal Way Public Schools  
253-945-2021  
Follow us on Twitter: @FWPSCareers  
[Click here to learn about FWPS Career Opportunities](#)



**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: Change to job posting  
**Date:** Thursday, May 18, 2017 4:15:27 PM  
**Attachments:** [LIO posting 05.2017.pdf](#)

---

Wonderful! Yes, only the salary changed. Thank you ☺

---

**From:** admin@wspa.net [mailto:admin@wspa.net]  
**Sent:** Thursday, May 18, 2017 3:56 PM  
**To:** Liz McFarland <lmcfarla@fwps.org>  
**Subject:** RE: Change to job posting

Hi Liz,

Did only the salary change? If you can send me a PDF of the new posting, I can easily swap it out for you.

Thank you,

Jennifer

---

**From:** Liz McFarland [<mailto:lmcfarla@fwps.org>]  
**Sent:** Thursday, May 18, 2017 2:30 PM  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** Change to job posting

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Thanks,  
Liz

Liz McFarland  
Talent & Systems Manager  
Federal Way Public Schools  
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[Click here to learn about FWPS Career Opportunities](#)





## Openings as of 5/18/2017

### ***Learning Improvement Officer***

**JobID: 2625****Position Type:**

Central Office Leadership

0

[Email To A Friend](#)[Print Version](#)**Date Posted:**

5/16/2017

**Location:**

Educational Service Center

**Date Available:**

07/01/2017

**Hours per Day:**

8.0

**Days of the Week:**

Monday, Tuesday, Wednesday, Thursday, Friday

**Days per Year:**

260

**This position will remain open until filled; however, first consideration will be given to complete applications submitted by May 30, 2017. To be considered complete, an application includes:**

- **a complete and submitted online application**
- **cover letter**
- **resume**
- **two letters of recommendation**
- **two confidential reference forms**

**POSITION SUMMARY:** The Federal Way Public Schools system is committed to helping all of its students learn at high levels. While many factors affect student learning, the District's ability to support high-quality teaching in every classroom is essential to realizing that goal. Research indicates that principals play a primary role in the improvement of teaching at scale. To that end, FWPS is intensively focusing its central office on improving how it recruits, selects, and develops the highest quality principals. A hallmark of this initiative involves assigning each principal a senior-level central office leader who is responsible for their development as an instructional leader. This marks the District's transition from a heavy emphasis on supervising and monitoring principal performance to one of teaching and coaching as the primary mode of improving performance.

Federal Way Public Schools seeks experienced and successful instructional leaders to serve as **Learning Improvement Officers**. This senior executive-level cabinet level position is designed to be a master teacher of principals, helping them increase their instructional leadership capacities as a means of improving teaching and learning in each school. A Learning Improvement Officer's main charge is to utilize best practices in developing instructional leaders by working with principals both one on one and in groups. Performance in this position will be measured through growth in principal performance and student learning.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable

000572

accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Work as a designee of the superintendent to align building practices with the District strategic plan and theory of action in service of student achievement.
2. Ensure that schools leaders identify barriers to achievement and address existing achievement gaps.
3. Work one on one with principals as partners, teaching, modeling and coaching a variety of instructional leadership skills and behaviors based on principal needs in order to develop their instructional leadership capacity.
4. Systematically use formative and summative evidence of student learning, teaching practice and principal performance to determine goals and success measures when working with principals as instructional leaders.
5. Engage in teaching practices while developing and leading principal communities of practice (e.g., professional learning communities and networks) to help principals grow as instructional leaders.
6. Provide and broker professional development for principals based on individual and group learning needs.
7. Collaborate with a team of Learning Improvement Officers to share ideas and provide coherent and calibrated support to principals.
8. Collaborate and serve as a liaison between schools and other divisions/departments in the central office to provide necessary resources to support principals' instructional leadership.
9. Analyze principals' observations of teachers and hold principals accountable for meaningful feedback that accurately reflects the performance of all teachers.
10. Conduct learning walkthroughs to ensure calibration to the instructional framework within and across schools.
11. Utilize a principal evaluation process to support principals' growth as instructional leaders.
12. Ensure that schools are safe environments in which effective teaching and learning to take place.

The preceding list of responsibilities is not exhaustive and will be supplemented as necessary.

#### **REQUIRED QUALIFICATIONS:**

##### **Education and Experience**

Master's degree or higher required in educational administration or related field

Three to five years of successful principalship including recruiting, hiring, supporting and holding staff accountable for results-preferably at the high school level

#### **DESIRED QUALIFICATIONS:**

1. Proven ability as a master teacher of adults, especially in K-12 environments, including modeling effective teaching and leadership practices; articulating a vision for effective instruction; creating learning networks; and inviting critique of own practice and reflecting upon it.
2. Expert in using evidence of principal and school performance to drive feedback to and teaching of principals, including observing and analyzing principal practice; using data on student, teacher, and principal performance to determine underlying causes; and providing differentiated support based on evidence.
3. Highly skilled at organizing and prioritizing in a demanding context to maximize teaching time with principals, including time management skills and an ability to schedule based on short- and long-term principal learning needs.
4. Proven ability in collaborating and negotiating with central office colleagues in support of principals' instructional leadership efforts, including an understanding of the key roles and responsibilities in the central office; knowledge of how resources are allocated to schools; and an ability to communicate principals' needs to a variety of stakeholders.

#### **ADDITIONAL REQUIREMENTS:**

1. Demonstrated successful, recent leadership experience in a medium to large size school district or similar public educational institution, including significant experience with district-wide programs as a school administrator.
2. Successful experience working with and teaching adults.
3. Demonstrated experience-closing gaps in student achievement.
4. Successful experiences collecting, organizing and using student and teacher data.

000573

5. Demonstrated skill and fluency in the use of the teacher evaluation system and the principal evaluation system.
6. Proven successful experience in implementing and directing a variety of large-scale instructional programs and/or operations in a medium/large district.
7. Proven successful experience as a leader for equity and cultural responsive practices.

**PREFERRED QUALIFICATIONS:**

Doctoral degree or currently enrolled in a doctoral program

Secondary experience: High School

**CONDITION OF EMPLOYMENT:**

Work scheduled hours on a consistent basis

Valid Washington State driver's license

**KNOWLEDGE OF:**

Proficient knowledge and excellent skills regarding grammar, spelling, proofreading and oral and written communication

Proficient knowledge of basic bookkeeping/accounting procedures

Proficient with Microsoft Word, Microsoft Excel, Microsoft Publisher and PowerPoint

Proficient with the District's student information systems and finance systems

Proficient with an e-mail system and willingness and ability to reach a high level of proficiency with the District's current e-mail system

Proficient with operating personal computer systems

Expert knowledge of district discipline policies, procedures, operations and processes

Expert knowledge of secretarial procedures

**ABILITY TO:**

Demonstrate a high degree of initiative, judgment, discretion and ability to carry out assigned duties.

Demonstrate aptitude and ability for successful performance of the responsibilities listed.

Demonstrate aptitude and ability to effectively serve as a communication link with various organizations, employees, departments and the public.

Excellent and proven customer service skills and communication skills are a requirement of this position.

Structure and format reports and graphs on a variety of software systems.

Demonstrate skill in operating a variety of office machines.

Be flexible in work schedule.

Demonstrate technology oriented aptitude.

Cope with interruptions as part of a daily routine.

Work effectively under pressure and meet multiple deadlines.

Work independently and timely initiate appropriate projects.

Calmly cope with and assist angry or distraught staff, parents and other community members.

Maintain strict confidentiality.

Demonstrate customer service oriented attitude and have the ability to establish and maintain positive and effective working relationships with staff, parents, principals, administrators, vendors, outside agencies and the general public.

Relate effectively with parents, staff, students, vendors and the public in a multicultural and multiracial community.

Routinely resolve problems and make decisions based on good judgment.

Work collaboratively and work as a team member.

Demonstrate proficiency at multi-tasking and organization skills.

Accomplish work with absolute accuracy.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES RELATED TO CULTURAL COMPETENCE AND EQUITY:**

Knowledge/awareness of own cultural identity and how this influences behavior, and desire to learn about the cultural identity of others.

Ability to establish and nurture an environment that promotes cultural competence and equitable treatment of staff, students, and patrons of the District.

Ability to understand and hold self and others accountable for promoting the Federal Way Public Schools' commitment to "Each Scholar: A Voice. A Dream. A Bright Future."

Ability to recognize that each person is a unique individual celebrating his or her group cultural heritage.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will constantly sit, stand and walk, bend neck and back, use hands for fine manipulation, repetitive grasping and pushing/pulling. The employee will occasionally be required to climb stairs/ladder, lift and reach overhead, and lift/carry. The employee must constantly lift/carry up to 5 pounds and must frequently lift /carry up to 10 pounds. The employee will occasionally lift/carry a maximum of 20 lbs. The employee is occasionally required to push/pull a maximum weight of 100 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is an exempt executive secretarial/administrative support position with expectations for maximum confidentiality due to the sensitive nature of the work and works with minimum supervision. Employee is expected to accomplish work of high quality and accuracy under time pressure, frequent interruptions and inflexible deadlines. All standard office skills are required while performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate. The position constantly deals with frequent interruptions, demanding deadlines, and occasionally deals with angry and distraught employees and community members.

#### **WORK SCHEDULE**

This is a twelve (12) month, 260 day a year position. Some evening work may be required.

#### **REPORTING RELATIONSHIP**

This position reports to and is evaluated by the Superintendent and the Deputy Superintendent

#### **REPRESENTATION**

Non-Represented

#### **LEVEL OF COMPENSATION**

\$147,680, Cabinet level

#### **Disclaimer**

The preceding list is not exhaustive and may be supplemented as necessary. The statements contained herein reflect general details as necessary to describe the principal functions of this job, the scope of responsibility and the level of knowledge and skills typically required, but should not be considered an all-inclusive listing of work requirements, skills or duties so classified. All personnel may be required to perform duties outside their normal responsibilities from time to time as needed.

All employment open positions are made available on a nondiscriminatory basis without regard to race, color, creed, religion, sexual orientation, national origin, gender, age, disability or veteran status.

#### **CLASSIFICATION HISTORY**

Update with physical demands/working conditions 11/2015

Updated with secondary preferences for posting 05/2017

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*

**Powered by applicant tracking, a product of Frontline Education.**

**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [Liz McFarland](#)  
**Subject:** RE: Change to job posting  
**Date:** Thursday, May 18, 2017 4:28:05 PM

---

Done!

---

**From:** Liz McFarland [mailto:[lmcfarla@fwps.org](mailto:lmcfarla@fwps.org)]  
**Sent:** Thursday, May 18, 2017 4:15 PM  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** RE: Change to job posting

Wonderful! Yes, only the salary changed. Thank you ☺

---

**From:** [admin@wsps.net](mailto:admin@wsps.net) [mailto:[admin@wsps.net](mailto:admin@wsps.net)]  
**Sent:** Thursday, May 18, 2017 3:56 PM  
**To:** Liz McFarland <[lmcfarla@fwps.org](mailto:lmcfarla@fwps.org)>  
**Subject:** RE: Change to job posting

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Thank you,

Jennifer

---

**From:** Liz McFarland [mailto:[lmcfarla@fwps.org](mailto:lmcfarla@fwps.org)]  
**Sent:** Thursday, May 18, 2017 2:30 PM  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** Change to job posting

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Thanks,  
Liz

Liz McFarland

Talent & Systems Manager

Federal Way Public Schools

253-945-2021

Follow us on Twitter: @FWPSCareers

[Click here to learn about FWPS Career Opportunities](#)





**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** RE: Change to job posting  
**Date:** Thursday, May 18, 2017 4:40:54 PM

---

Thanks Jennifer!

---

**From:** admin@wspsa.net [mailto:admin@wspsa.net]  
**Sent:** Thursday, May 18, 2017 4:28 PM  
**To:** Liz McFarland <lmcfarla@fwps.org>  
**Subject:** RE: Change to job posting

Done!

---

**From:** Liz McFarland [<mailto:lmcfarla@fwps.org>]  
**Sent:** Thursday, May 18, 2017 4:15 PM  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** RE: Change to job posting

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**Sent:** Thursday, May 18, 2017 3:56 PM  
**To:** Liz McFarland <[lmcfarla@fwps.org](mailto:lmcfarla@fwps.org)>  
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Liz McFarland  
Talent & Systems Manager  
Federal Way Public Schools  
253-945-2021  
Follow us on Twitter: @FWPSCareers  
[Click here to learn about FWPS Career Opportunities](#)



**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [cleonard@wspa.net](#); [rhuggins@swsd.k12.wa.us](#)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, May 19, 2017 8:54:15 AM

---

Rhonda,  
FWPS does not have a set number of days. Currently our Guest Employee Services Specialist is out on medical so I don't know what criteria she uses when she reviews the candidates to see if she needs to drop someone from the pool.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [mailto:[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)]  
**Sent:** Friday, May 19, 2017 7:49 AM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** MEMBER REQUEST

Request #3

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

Rhonda Huggins from Sedro Woolley School District is asking the number of days a substitute needs to work in order to remain active in your Substitute Pool. This would be Certificated and Classified.

Please send your response directly to: [rhuggins@swsd.k12.wa.us](mailto:rhuggins@swsd.k12.wa.us)

Also, cc your response to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

---

This email was sent to [jhodson@fwps.org](mailto:jhodson@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

[Unsubscribe or Manage Preferences](#) • [Privacy Policy](#)



**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [dickinsonj@monroe.wednet.edu](mailto:dickinsonj@monroe.wednet.edu)  
**Cc:** [cleonard@wspsa.net](mailto:cleonard@wspsa.net)  
**Subject:** FW: MEMBER REQUEST  
**Date:** Friday, May 19, 2017 9:23:30 AM  
**Attachments:** [FWPS Parent Survey - elementary principal.docx](#)

---

Jeanne,

Federal Way surveys parents using the eight criteria in the AWSP framework – attached is a sample of the results. The question just asks them to choose three areas that are important to them.

Similarly, the staff is invited to an information-gathering session with an HR representative. We use nine 'stations' aligning to the same AWSP criteria, plus an 'Other' category, evenly divide the attendees by 9, and rotate the groups through each station, asking for priorities that fall into that category. So, not a formal survey, but gathering information that is used in the placement process.

Liz McFarland  
Talent & Systems Manager  
Federal Way Public Schools  
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**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Friday, May 19, 2017 7:48 AM  
**To:** Liz McFarland <lmcfarla@fwps.org>  
**Subject:** MEMBER REQUEST

Request #2

Joanne Dickinson from Monroe School District would like to find out if any districts use a survey prior to a new principal being placed in a school with the staff of the school and the parents of students to gauge their priorities for the hiring committee to consider. If so, I would like a copy of the survey.

Please send your response directly to: [dickinsonj@monroe.wednet.edu](mailto:dickinsonj@monroe.wednet.edu)

Also, cc your response to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

---

This email was sent to [lmcfarla@fwps.org](mailto:lmcfarla@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

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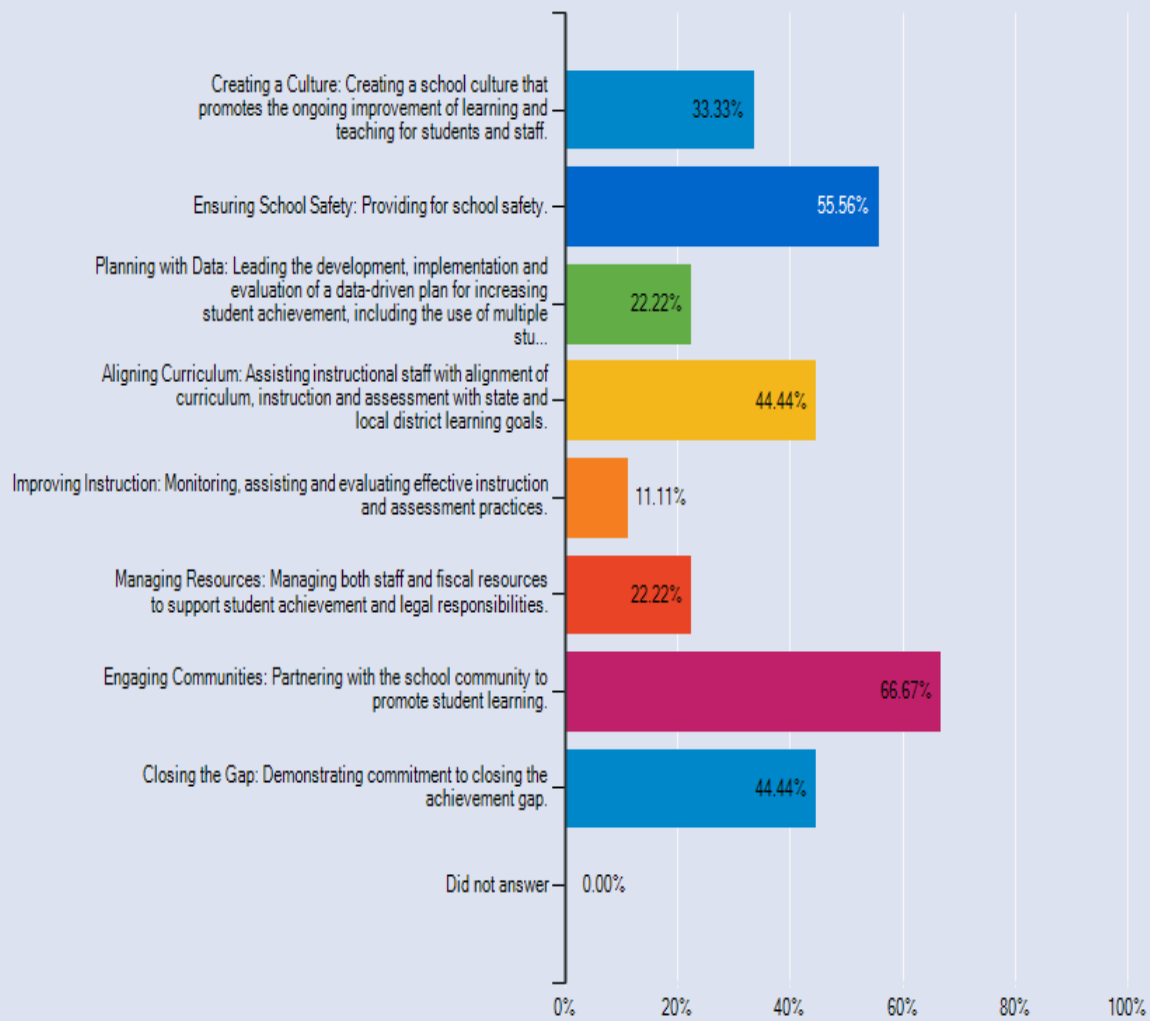
<b>Survey Title: Parent Survey - Mark Twain Principal</b>	
<b>Report Type: Advanced Pivot Table</b>	<b>Language: All</b>
Start Date: 26-Apr-16	
End Date: 31-Aug-16	
Invitations Sent: 0	
Delivered: 0	
Bounced: 0	
Completed Responses: 9	
Unique Access Response Rate: 0.00%	
Incomplete Responses: 0	
Incomplete responses included in this report: 0	

### Segment Question

No segmentation applied.

### Q1. The Eight Evaluation Criteria Please check three:

Ver. Hori.		
	Count	%
Creating a Culture: Creating a school culture that promotes the ongoing improvement of learning and teaching for students and staff.	3	33.33%
Ensuring School Safety: Providing for school safety.	5	55.56%
Planning with Data: Leading the development, implementation and evaluation of a data-driven plan for increasing student achievement, including the use of multiple student data elements.	2	22.22%
Aligning Curriculum: Assisting instructional staff with alignment of curriculum, instruction and assessment with state and local district learning goals.	4	44.44%
Improving Instruction: Monitoring, assisting and evaluating effective instruction and assessment practices.	1	11.11%
Managing Resources: Managing both staff and fiscal resources to support student achievement and legal responsibilities.	2	22.22%
Engaging Communities: Partnering with the school community to promote student learning.	6	66.67%
Closing the Gap: Demonstrating commitment to closing the achievement gap.	4	44.44%
Did not answer	0	0%





**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** POG  
**Date:** Tuesday, May 23, 2017 10:47:59 AM

---

Hi Jennifer,

So, let's say a member can't find their electronic copy of the POG. How would one get another one?  
Asking for a friend ☺

Thanks,  
Liz

Liz McFarland  
Talent & Systems Manager  
Federal Way Public Schools  
253-945-2021  
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**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [Liz McFarland](#)  
**Subject:** RE: POG  
**Date:** Tuesday, May 23, 2017 1:21:46 PM  
**Attachments:** [POG Notebook WSPA.pdf](#)

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Hi Liz,

The POG is attached! The board is meeting June 8-9 and will be discussing/making updates. Once I have those, I will be sending all members the updated version. I will also post to the shared drive once I have any changes.

Please let me know if you need anything else!

Jen

---

**From:** Liz McFarland [mailto:[lmcfarla@fwps.org](mailto:lmcfarla@fwps.org)]  
**Sent:** Tuesday, May 23, 2017 10:48 AM  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** POG

Hi Jennifer,

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Asking for a friend ☺

Thanks,  
Liz

Liz McFarland  
Talent & Systems Manager  
Federal Way Public Schools  
253-945-2021  
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# *Personnel Operations Guide*

Designed for  
School District Personnel/Human Resource Offices  
in Washington State

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**Revised July 2015**

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## Foreword Statement

Recognizing that the myriad of responsibilities assigned to school personnel/human resource (HR) functions is vast and widely-varied, the Washington School Personnel Association (WSPA) has produced this Personnel Operation Guide (POG) to assist HR staff by presenting responsibilities in an organized fashion by calendar dates and by presenting a variety of resources to expand staff knowledge in key human resource areas.

The guide was created to assist staff in large, medium, or small districts as it presents the standard HR operation requirements applicable to all school systems. Each school HR operation may treat the requirements and responsibilities differently and some may be assigned to areas outside of HR (such as payroll). In some systems HR and Payroll is just one person.

When using this document, remember that it is only a guide. While the POG is available for direct purchase, WSPA annually presents workshops where each participant will receive the POG in both handbook and electronic format. During the workshop participants have an opportunity to more fully understand the POG and key HR functions. It is vital that school HR staff realize the constant changes that occur in laws, rules and regulations. WSPA members have access to the WSPA web site, [www.wspa.net](http://www.wspa.net), for additional resources; and WSPA membership also provides electronic notification of updates in key areas.

The POG is intended to allow you to modify the contents to fit your district's needs, particularly the sections where responsibilities and tasks are outlined by months of the year. Keeping in the spirit of collaboration, WSPA welcomes your suggestions to further make the guide useful.

For membership, purchase of the POG, or POG workshop registration information, please contact the WSPA office: [info@wspa.net](mailto:info@wspa.net) or call at 360-825-1415.

## History of WSPA

The Washington School Personnel Association had its beginnings in the early 1970s with a handful of personnel administrators meeting informally in the Puget Sound area. WSPA has since grown to over 450 members throughout the state of Washington.

WSPA's commitment is the promotion of sound practices in personnel administration and employee relations in public education. The name of the organization recognized that successful personnel work is the result of a collaborative effort involving many players. WSPA knows that important tasks and decisions are carried out on all personnel desks. The organization not only fosters collaborative relationships between individual members, but is also active in nurturing those kinds of relationships between school districts, professional associations, and public agencies.

## *Our Mission Statement*

*WSPA is committed to providing leadership in promoting effective human resource practices to ensure quality education for learners by legislative involvement, by professional development activities and by a broad-based network.*

## **Operation Calendar – Introduction**

The responsibilities assigned to school Personnel/Human Resource offices are vast and complex. They typically include tasks associated with the following functions:

- Staffing and School District Budget Functions
- Recruitment and Selection
- New Employee Induction
- Employee Records Maintenance
- Classification, Job Descriptions
- Compensation and Leaves Management
- Benefits Management
- Certification and Licensing
- Professional Development, Staff Training
- Staff Retention
- Substitute and Temporary Staff Services
- Negotiations and Labor Relations
- Contract Administration and Management
- Discipline and Investigations
- Policy Development, Implementation and Maintenance
- Department Budget Management
- Technology Management
- Communications – Internal and External

Because of this complexity the first section of the POG presents the typical tasks associated with these functions in a calendar format, first identifying those tasks that are done on a regular-ongoing basis and then tasks by each month of the calendar year.



## Ongoing Tasks

What follows is a listing of the ongoing tasks that typically occur in Personnel/Human Resources offices on a daily/weekly basis rather than a specific monthly activity. These tasks are presented by function area.

### **Staffing, Recruitment and Selection**

- Updating staffing allocations and budget position control data sources.
- As applicable, maintain an electronic online application system, including web-based system for access to applicant data by HR and district administrators. Assist applicants and administrators with system functions.
- Prepare recruitment related materials. Communicate with recruitment sources related to district staffing needs.
- Post job openings and engage in ongoing recruitment activities.
- Prepare for the interview process (prepare qualified applicant lists, interview questions, set interview dates/times, etc).
- Train interview teams.
- Conduct pre-employment testing, as applicable. Record testing scores and maintain related testing data.
- Assist others with selection procedures to support the recommendation of candidates for open positions.
- Process fingerprints and background checks for new employees, new substitutes and volunteers, including processing of payments as appropriate.
- Conduct checks of prior employment and/or personal references, disclosure documents, fingerprint and sexual misconduct forms for new hires.



- Preparation of decline or “were not selected” communications to non-selected applicants.
- Preparation of Board Agenda for new hires, substitutes, changes and separations.
- Induction activities for new hires (orientation, required training, new hire paperwork: I-9, W-4, Benefits, etc).
- Prepare assignments for student teachers and practicum assignments (fall, winter, spring).
  - Process agreements with colleges and/or universities for student teacher placement, including approval by the Board of Directors.
  - Receive requests for placement from colleges and universities.
  - Communicate with principals or department administrators regarding placement requests.
  - Communicate with university supervisors, principals, site administrators and assigned cooperating teachers to confirm placements.
  - Maintain related documents.

### **Employee Records**

- Check position control systems to ensure adequate staffing exists for recommended position hire.
- Check required certification, licensing, work visas and required training expiration dates.
- Assure compliance with No Child Left Behind requirements for staff as appropriate.
- Process verifications of previous employment for new hires, both certificated and classified as appropriate.
- Process transcripts, clock hours, CEUs, experience verifications and other related records for salary schedule placement determination and S 275 reporting. This includes the review of educational records to ensure they are compliant with one of the six state criteria for 275 reporting, along with other 275 reporting requirements.

- Complete verifications of experiences and related requests from other employers for previous employees.
- Determine salary schedule placement and compensation authorization for new hires and existing employees as changes in records occur.
- Determine applicability of transfer of longevity for classified staff with prior experience in Washington educational systems.
- Issue pay authorization and/or contract documents. Ensure documents are signed, returned and filed appropriately.
- Process name and address changes.
- Determine benefit eligibility for new hires. Inform existing employees of changes in benefit options.
- Update database systems to reflect employee record changes.
- Preparation of Board Agenda for new substitutes, changes and separations.
- Establish evaluation cycles for new hires, notification to employee and supervisor.
- Update employee training records.
- Process leave requests, including shared leave and Family Medical Leave records. Maintain Leave without Pay data; adjusting certificated experience annually for LWOP hours.
- Process requests for Shared Leave, maintaining data for both donated and utilized Shared Leave.
- Process separations of employment and related paperwork, exit interviews, etc.
- Distribute and process COBRA notifications.
- Send list of new employees to Department of Social and Health Services.

- File documents into appropriate employee files (Personnel File, Confidential File).

### **Substitute and Temporary Staff Services**

- Recruit to ensure an adequate supply of substitute and temporary staff.
- Induction and orientation activities for new substitutes.
- Dispatch to meet the needs for substitute and temporary staff.
- Conduct check of prior employment and personal references, disclosure documents, fingerprint and sexual misconduct forms for new substitutes.
- Process substitute resignations.
- Preparation of Board Agenda for new substitutes, changes and separations.
- Induction activities for new substitutes (orientation, required training, new hire paperwork: I-9, W-4, Benefits).
- File documents into appropriate substitute employee files (Personnel File, Confidential File). This is NOT the applicant file. They should be separate and every substitute should have two (2) employee files just like a regular employee.
- Maintain automated substitute dispatching system, including updates to system data as changes occur.
- Regular communication with substitute and district employees related to substitute activities.
- Coordinate data for professional development substitute needs with a variety of departments and/or agencies to ensure appropriate scheduling, assignment and reimbursement to the district of substitute costs.
- Coordinate a process for the evaluation of substitute and temporary staff.

### **Extra Pay, Independent Contractors and Time Records**

- Process requests for supplemental and/or separate contracts for extra duties, including coaching authorizations. Determine and calculate appropriate pay. Submit for Board approval. Issue supplemental contract or pay authorization. Assure return of signature required documents.
- Review of time records for extra pay, including compensatory time records.
- Process requests for independent contractor agreements, reviewing requests to ensure the contractor meets the IRS rules for independent contractor agreements. Submit to the Board for approval as necessary. Issue independent contractor agreement. Assure return of signature required documents.
- Confer with payroll regarding discrepancies in leave records, substitute records and/or other time record data.

### **Job Classification – Job Descriptions**

- Process requests for changes in job classifications.
- Process requests for new job descriptions for new positions.
- Update job descriptions.

### **Negotiations, Labor Relations, Legal and Contract Management**

- Ongoing review of the Collective Bargaining Agreements (CBAs) to assist with contract management communications.
- Ongoing training with administrators and other key personnel regarding requirements of the CBAs.
- Meetings and other communication with union representatives.

- Handling employee discipline matters, including the conduct of investigations.
- Work with administrators and collective bargaining groups regarding staff absenteeism issues.
- Maintain a log of legal activities, particularly where that can assist the department in completing Sexual Misconduct reports from other school employers.
- Coordinate employee assistance program (EAP) functions.
- Review board policy book for updates.
- Monitor human relations and EEOC complaints for the district.
- Process grievances and arbitrations.
- Develop/conduct employee attitude and opinion surveys.

### **Risk Management Functions**

- Review Worker's Compensation claims and potential light-duty work opportunities to return employees to work.
- Monitor and review unemployment claims.
- Attend unemployment hearings as a district representative.
- Support and/or facilitate the district wellness program.
- Support and/or facilitate the district Employee Assistance Program.
- Meet and confer with district staff assigned safety responsibilities to review the District ADA plan. Review safety-related incidents.
- Develop and implement safety related communication and training.

- Monitor records for immunizations.
- Attend various meetings related to risk management.
- Prepare newsletters, informational pamphlets and other risk-management related communications.
- Work with Drug and Alcohol testing and Pre-Employment Physical Testing provider to coordinate testing and review results with appropriate district administrators. Take action as necessary where discipline or other legal action may be required.

### **Professional Development/Staff Training**

- Ongoing review of staff training requirements, needs and course offerings to ensure courses are available to meet district needs for both required and optional training.
- Coordinate the presentation of course offerings (dates, times, scheduling, instructors, etc.).
- Instruct in professional development and/or employee training programs.
- Reminders to staff and volunteers to enroll in courses to renew required training as appropriate (e.g. first-aid, sexual harassment, bullying, coaching-related training).
- Assist with registration functions, including receipt of monies.
- Maintain records of course activities, and where the course is offered as a Washington State Clock Hour, maintain required clock hour records.
- Review course completion information to ensure the accuracy of the records verifying training completion, including specific hours completed.
- Process payments related to employee training if applicable.
- Maintain records for courses, attendees and related documents.

## **Reporting and Communications Functions**

- Respond to telephones, emails and other inquiries for assistance or data.
- Prepare Board agenda documents (new hires, separations, leaves, changes)
- Prepare data to support negotiations activities.
- Prepare data to support budget and staffing functions.
- Conduct exit interviews.
- Prepare a variety of communications related to HR functions, such as HR Newsletter, Emails, communications to employees regarding the status of their employment, status of their compensation or benefits, leaves of absence, etc.
- Maintain data to support requirements for the State S-275 report and related reports for K-4 staffing.
- Calculate, prepare, and distribute monthly employee absence reports showing substitute usage, (1) by type of absence for prior month, and (2) comparison of current year versus prior year absence by month by certificated and classified.
- Communications to present and/or share HR related data with district administrators, employee, union representatives, community members, colleges/universities, state agencies and others.
- Respond to and/or prepare surveys to collect a variety of data.
- Prepare verifications of employment or experience documents for a variety of purposes.
- Respond to requests to complete Sexual Misconduct Forms from other school systems.
- Respond to reference requests for current and/or prior employees.

- Respond to requests for the disclosure of information, following the district and state guidelines for disclosure of public records. Maintain a record of requests for public disclosure in compliance with state law and district policy and procedures.
- Prepare reports for union representatives to support their requests to process dues and membership information.
- Prepare reports and/or other correspondence to report inappropriate or unprofessional conduct by employees to agencies (Office of the Superintendent of Public Instruction-Office of Professional Practices, police authorities, insurance agencies, Child Protective Services, etc.).
- Prepare and distribute seniority data, lists and reports (at various times depending on CBA or policy requirements).
- Communicate with employees, SPI, ESDs, colleges and universities regarding teacher and administrator certification and/or highly qualified issues.
- Create and maintain minutes and/or records of interviews, meetings, conferences and other events.
- Manage the daily work calendar for HR staff, including management of absences and scheduling of vacation and/or other time away from the job.
- Prepare travel-related requests and documents, including registration documents, rental car, airfare and other travel accommodations.
- Prepare binders, folders and other record maintenance tools.

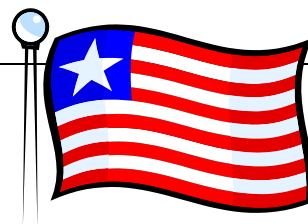
### **Personnel/Human Resource Department**

- Attend regional WSPA meetings to obtain up-to-date information.
- Attend other training events (conferences, workshops, meetings, webinars) to gain and/or maintain HR related knowledge as appropriate (AASPA, WASA, WASBO, WAMOA, WSPT, WSSFA, SPI, ESDs, presentations from legal firms, worker compensation presentations, and training provided by commercial vendors).



- Attend a variety of district meetings for the purpose of providing information related to HR operations.
- Open, date-stamp and distribute department mail.
- Review department budget.
- Order supplies and materials for personnel office. Prepare warehouse requests, print shop orders and purchase requisition documents. Where necessary request quotes and/or issue formal Requests for Proposals and participate in the bid process.
- Review and/or revise forms and order or discard as needed.
- Update the department personnel operation guide, operating calendar, and internal procedures.
- Maintain CBA books, policy manual, internal procedures, board agenda, training and legal data, etc.
- Participate in department meetings, including strategic planning and goals development or review events.
- Participate in special projects as identified (development of new materials, new processes, and new communication tools).

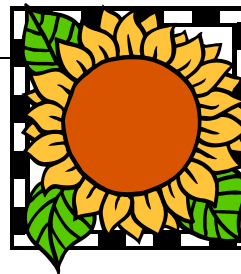
**The next pages display tasks by each month of the year.**



- 1 Conduct negotiation sessions with union representatives. Continue to prepare materials and/or information to support negotiation activities as necessary.
- 2 As bargaining concludes, update all CBAs and distribute to site administrators as appropriate. Update the CBA “time schedule” document as appropriate as well. Schedule meetings as appropriate to update administrators and key department officials (payroll) as to changes in the CBAs.
- 3 Final check to ensure that all certificated and administrator contracts are signed and filed.
- 4 Process sick-leave cash out for retirees/resignations as appropriate.
- 5 Finalize shared-leave donations and shared-leave reports.
- 6 Verify certification for new hires.
- 7 Review expiring certification for existing employees. Communicate with employees to ensure they are processing their renewals as appropriate.
- 8 Verify experience for new hires, both certificated and classified.
- 9 Check to ensure that all employee evaluations for the prior year are completed and filed. Prepare a report for the Superintendent to reflect this information.
- 10 Audit compensatory time records for the previous year.
- 11 Check all coaching records to ensure that coaches and volunteers are compliant with WIAA requirements to coach for the upcoming school year. Send reminder notices as appropriate for expiring First-Aid/CPR, Concussion Training, Dance/Stunt Training, Pole Vault Training, Rules Clinics, continuous coaching hours and other related WIAA training requirements. Update coaching status per training and experience records: Beginner, Experienced, Preferred, Grand parented).
- 12 Review Washington Educator Recruitment and Hiring Code of Ethics with staff involved in recruitment and selection procedures.
- 13 Prepare a list of supplemental contracts and coach authorizations from the prepared budget. Distribute to site administrators, principals and athletic administrators to review and correct as appropriate to determine the accurate issuance of contracts and pay authorizations for extra duties for the upcoming school year.
- 14 In consultation with Business Services, review staffing for the upcoming school year and estimate K-4 FTE need and planned staffing to prepare for K-4 compliance reporting. Review staffing needs with site administrators as changes occur.
- 15 Check return on Reasonable Assurance forms issued to employees. Process separations and requests for leaves of absence for the next school year.
- 16 Check return on Reasonable Assurance forms and/or other correspondence from substitutes to determine continued eligibility for substitute and/or temporary work.
- 17 Update the substitute database system as appropriate to reflect changes in substitute and/or temporary employees and their related data.

- 18 Continue update to database systems for completion of budget and/or preparation of September payroll.
- 19 Review any changes to the Washington State Records Retention Schedule.
- 20 Hold summer department staff meeting to review strategic plan, mission, and progress with prior year goals. Establish goals and projects for new year.
- 21 HR administrator conducts evaluations of HR staff as required.
- 22 Update district and/or department organization chart, directories, etc in preparation for August distribution.
- 23 Check the WSPA web site for updates to legal requirements that may be new and/or changed – [www.wspa.net](http://www.wspa.net).
- 24 Review school board policy and procedures manual for personnel section updates.
- 25 Update forms as appropriate to reflect changes for the new year.
- 26 Update the HR section of the district web site as appropriate to reflect changes for the new year.
- 27 Audit and review quarterly reports for workers' compensation and unemployment benefits. Take action as necessary to return workers to their positions and/or process claims.
- 28 Update orientation materials for new hires, including new substitute and/or temporary staff. Finalize orientation dates, schedule, location, presenters and materials. Prepare orientation announcement materials.
- 29 Update employee and/substitute handbooks.
- 30 Update the HR/Personnel section of the annual administrator training and/or orientation agenda. Prepare related materials for presentation.
- 31 Move terminated employee and substitute files to archived storage. Destroy files in accordance with the Washington State Records Retention rules. Employee files may be destroyed seven (7) years after the separation date. You should always, however, maintain a record of their employment service (year, dates, positions, hours/days, hourly or annual wage paid and leaves from any position).
- 32 Post Leave Without Pay for certificated staff. Obtain a report from Payroll displaying any leave without pay hours and/or days for certificated staff. Deduct this FTE from the employee's work experience record for this current year. You can do this before and/or after you post or roll the employee work experience for the year.
- 33 Print reports to reflect actual days worked by substitute and/or temporary staff to maintain as a permanent record.
- 34 Prepare "Welcome Back" information for all employees for August distribution. (news, updates, HR/Personnel reminders, policy reminders, training requirement notices, etc.)
- 35 Update HR Department internal procedures.
- 36 Review the District Americans with Disabilities Act (ADA) plan; as appropriate review progress on facility modifications. Review actions taken to accommodate employees during the prior year. Prepare a year-end report of ADA plan progress and accommodation actions.

- 37 Review the agreement with your Drug and Alcohol and/or Pre-Employment Physical testing providers. Determine if changes are needed and make arrangements for agreements for the upcoming school year.
- 38 Prepare a year-end HR/Personnel Department report that displays information related to the department goals and achievements, as well as data that supports the department functions (e.g. number of separation and reasons, number of job postings, sources of recruitment events, number of new hire and their status (new, transfer, rehire, etc), numbers of leaves; number of dispatched substitutes, numbers of legal cases – complaints, investigations, grievances, etc.
- 39 Review HR/Personnel Department POG to ensure that activities for the prior month have been completed and to prepare for the current and next month's responsibilities.
- 40 Review HIPPA requirements and adjust materials as necessary to provide accurate information to employees, administrators and/or update the Board policies and/or procedures.



- 1 Conduct negotiation sessions with union representatives. Continue to prepare materials and/or information to support negotiation activities as necessary.
- 2 As bargaining concludes, update all CBAs and distribute to site administrators as appropriate. Update the CBA “time schedule” document as appropriate as well. Schedule meetings as appropriate to update administrators and key department officials (payroll) as to changes in the CBAs.
- 3 Review expired certificates list. Communicate with employees as appropriate to determine the status of their renewal applications. Communicate with administrators as appropriate to ensure they are aware of the status of the expired certificate. BEFORE school starts, conduct a final check. If any certificated employee does not hold a valid certificate, take action to remove them from their assignment BEFORE the first day of school.
- 4 Continue recruiting activities to locate applicants for remaining vacancies and the substitute and temporary staff pool.
- 5 Final review of expired INS/work visa permits. Ensure that all employees working with temporary authorizations are legal and/or take action to remove the employee from their work assignment and/or separate employment as necessary.
- 6 Review Drug and Alcohol testing list. Send updated roster to Drug and Alcohol testing provider. Send policy reminder information to employees subject to Drug and Alcohol testing.
- 7 Review bus driver abstracts with Transportation to ensure all abstracts are clear. Review CDL or School Bus Endorsement license expirations for all employees required to hold a CDL or Bus Driver Endorsement. Take action as appropriate to assist the employees in renewing licenses and/or remove the employee from assignment or employment.
- 8 Request schedules and staff assignment rosters from all sites. For all sites check teacher certification and highly qualified requirements to the assignments noted on the roster. Take action as appropriate to reassign staff to appropriate assignments and/or create waivers and related documents as appropriate for reporting to the Board of Directors, parents and others. Remind principals of assignment rules and regulations, both for certification and Highly Qualified regulations.
- 9 Get data from Payroll as to any certificated employees who worked less than 1.0 FTE for the current school year to determine if they substituted or otherwise worked in a certificated capacity (summer school, extended school year) and post that FTE to their work records for the current school year.
- 10 Review evaluation status for all employees for the upcoming school year. If any employees are scheduled for probation status for the following school year, schedule meetings as appropriate to review status and resources needed.

- 11 Process final shared leave donations and prepare a final shared leave report for the current school year.
- 12 Prepare Board agenda, adding all new hires, separations and changes as appropriate.
- 13 Process classified and certificated new hires for the new school year. Create new hire personnel files. Work with new employees to complete required new hire documents. Ensure that all required documents are processed and on file (current disclosure form – reaffirmed or completed new upon hire, fingerprints taken, processed and/or cleared, I-9, W-4, Sexual Misconduct Forms from prior employers, internet use agreement, etc.) Update new hire checklists as items are completed.
- 14 Schedule and conduct orientation sessions for new hires.
- 15 Schedule and conduct required training sessions for new hires (Sexual Harassment, Bullying, Child Abuse Reporting, FLSA, FMLA, ADA Internet Use, Policy Review, etc.).
- 16 Participate in annual administrator training workshop activities. Advise administrators of changes in policies, procedures, rules and regulation related to HR (Highly Qualified, Certification, ADA, FMLA, FLSA, EEO rules, etc). Update administrators on negotiation activities and changes in CBAs as a result of negotiations. Update administrators on staffing, budgeting and related data.
- 17 Update list of employees who will be issued supplemental contracts for extra duties and/or coaching authorizations for the upcoming school year based on feedback from site administrators. Submit the list of employees who will be issued supplemental contracts for extra duties and/or pay authorizations for coaching to the Board of Directors for approval. This list should also include any volunteer coaches.
- 18 Print and distribute salary schedules and calendars to other offices and agencies as appropriate.
- 19 Distribute “Welcome Back” packet to employees. This packet typically includes a statement from the Superintendent and/or Board of Directors, policy reminders (Child Abuse Reporting, Sexual Harassment, Blood borne pathogens, Code of Conduct, FLSA, FMLA, ADA, Internet Use), notification of changes in compensation and/or benefits as a result of negotiations, policy changes or legislated actions, changes in processes or procedures, leave of absence and substitute request reminders, time record reminders and information from other departments (curriculum/instruction, transportation, maintenance, food services, etc.); and employee compensation, benefit and work calendar information. This packet is typically distributed and ready for staff the week prior to the start of school annually.
- 20 Send reports to evaluators listing the employees they will be responsible for evaluating and the evaluation cycle the employee will be on for the upcoming school year. This should include probationary evaluations and required observation dates for all new hires. Ask evaluators to review, make any corrections and return to HR for final distribution in September.

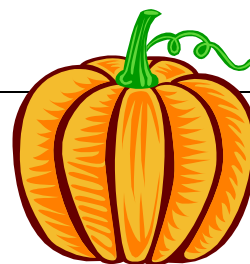
- 21 Assign new employee mentors working with site and/or department administrators, including coordination for the district Teacher Assistance Program (TAP) or related programs for new hires.
- 22 Check training requirements for all coaches and volunteer coaches to ensure compliance with WIAA standards.
- 23 Publish name, address, phone number of district Affirmative Action Officer, Title IX Officer, and Section 504 Coordinator. Coordinate with other mandated public disclosure notifications. This information is typically included in the District Calendar, published by the Superintendent's or Community Relations offices.
- 24 Update S-275 database system for final transmittal in September for the previous school year.
- 25 Update emergency/disaster information and emergency telephone trees.
- 26 Meet with payroll to review upcoming deadlines for September payroll. Review procedures and processes for September payroll processing.
- 27 Prepare reports to compare year-end staffing budgeted staffing, working with Business Services and other staff responsible for district staffing functions.
- 28 Review staffing for the upcoming school year with principals and department administrators to prepare for any potential changes.
- 29 Review enrollment reporting procedures with principals and secretaries.
- 30 Conduct a "welcome back" meeting for all substitute staff. Distribute updated substitute handbooks to substitute staff. Review changes as appropriate.
- 31 Continue updates and corrections to the substitute database as appropriate.
- 32 Conduct new substitute orientation dates.
- 33 Inform certificated employees/principals of professional leave guidelines, including rules for use of substitutes and limits to the number of substitutes per day for professional leave purposes.
- 34 Prepare for the Benefits Fair, usually held in September.
- 35 Coordinate student teacher and practicum placements for fall quarter.
- 36 Download the list of approved clock hour providers and approved private schools from the OSPI web site, [www.k12.wa.us](http://www.k12.wa.us), and add to your binder of previous information. This data is needed when checking clock hours and experience from private schools for the upcoming school year.
- 37 Adjust compensation for staff holding or obtaining National Board Certification.
- 38 Check Bus Driver records to ensure that all DOT physicals are current.
- 39 Check Immunization records for all employees Send reminders where immunization records are required by district policy and procedure.
- 40 Attend the annual WSPA/WASBO S 275 reporting workshop and/or webinar.



- 1 Conduct negotiation sessions with union representatives. Continue to prepare materials and/or information to support negotiation activities as necessary.
- 2 As bargaining concludes, update all CBAs and distribute to site administrators as appropriate. Update the CBA “time schedule” document as appropriate as well. Schedule meetings as appropriate to update administrators and key department officials (payroll) as to changes in the CBAs.
- 3 Prepare contracts, supplemental contracts and/or pay authorizations for new hires and/or issue updated contracts or pay authorizations for existing staff (certificated, classified, coaches and administrators) as employee schedule placement or other changes are processed.
- 4 Notify employees of Benefits Fair dates, Open Enrollment dates and processes for benefits enrollment.
- 5 Hold the Benefits Fair.
- 6 Prepare reports and otherwise coordinate September payroll data with Payroll to assist with their processing. Double check all data for September payroll.
- 7 Work with Payroll or Business Services to calculate the employee benefit pool amounts for September payroll.
- 8 Obtain first four (4) days and every Monday report of school enrollment reports/rosters/master schedules from schools. Prepare data reflecting the impact of actual enrollment on current year staffing. Attend meetings to adjust staffing as needed.
- 9 Collect staff rosters and master schedules from all sites to conduct a final check of appropriate assignment as related to certification and Highly Qualified requirements as assignments often change just before and after the start of the school year. Process waivers or take other actions as necessary to ensure compliance.
- 10 Review the evaluation reports distributed to administrators in August. Update as necessary. Redistribute to administrators so they will have an accurate list of employees they are required to evaluate, the evaluation type or cycle, and the due date of that activity, including probationary evaluations or required observations.
- 11 Provide evaluation/performance appraisal information updates and/or training for administrators. Check procedures for tracking administrator training related to evaluation processes as administrators are required to maintain teacher evaluation training on a current basis.
- 12 Advise supervisors to inform all employees of the evaluation process and tools that will be utilized for their evaluation for this year. Receive documentation from each site that this information has been distributed to all employees.
- 13 Review processes for any staff scheduled to be on probation. Meet with evaluators



- and review specific steps; establish specific timelines, processes, resources, assistance and responsibilities.
- 14 Continue processing new hires for the new school year. Create new hire personnel files. Work with new employees to complete required new hire documents. Ensure that all required documents are processed and on file (current disclosure form – reaffirmed or completed new upon hire, fingerprints taken, processed and/or cleared, I-9, W-4, Sexual Misconduct Forms from prior employers, internet use agreement, etc.) Update new hire checklists as items are completed.
  - 15 Continue new staff and new substitute orientation and required training sessions.
  - 16 Prepare reports of new hires and distribute to various other departments and/or administrators as appropriate, including to union representatives.
  - 17 Identify new hires eligible for the District New Hire Mentor Program. Work with others as appropriate to assign mentors and maintain appropriate documentation. Provide information and/or conduct orientation for assigned mentors.
  - 18 Submit final S-275 report for the previous year. Check all data prior to submitting to ensure data is correct, including reporting of salaries and K-4 FTE.
  - 19 Review HBV/HIV training records and information as to those employees eligible for inoculations pursuant to District policy and/or procedures. Provide notification of availability of inoculations, track employee decline or acceptance, track inoculation records. This task is often coordinated with school nursing staff.
  - 20 Check to ensure new year contracts/employment authorizations are all issued, signed, and returned.
  - 21 Review and prepare for the BEA 1497 report in coordination with other departments. Issue directions and information to principals or department administrators as appropriate.
  - 22 Review the S-275 reporting requirements for the new year. Schedule activities, including training events offered by WSPA, WASBO or the ESD.
  - 23 Distribute directory as appropriate (may be on web site and/or otherwise made available).
  - 24 Send updated staffing reports to site and department administrators. Ask administrators to double-check data and report any discrepancies.
  - 25 Prepare reports comparing actual staffing based on September data vs. budgeted staffing. Review with Business Services or others as appropriate to adjust budget as needed.
  - 26 Notify certificated employees of deadlines for submitting new educational records or experience verifications that would affect salary schedule placement.
  - 27 Process salary schedule placement changes based on data that has been received, reviewed and validated (transcripts, degrees, experience, changes in positions, FTE or contract status). Issue payroll authorization notices as appropriate.
  - 28 Present opening of schools report to board.
  - 29 Continue to recruit for vacancies and substitute employees as necessary.



- 1 October 1 is the first date for placing certificated employees on probation for the year. Ensure all procedures and notices are in place.
- 2 Prepare official October enrollment/staffing reports. Check sections for elementary PE, Music, Library staff that provide release time support for teachers. Utilize this data to update P, K, E, F, M, S codes for S 275 reporting and K-4 calculations.
- 3 Start activities for the S-275 report for the current year.
- 4 Remind evaluators or 90-day new-hire observations/evaluations and/or probationary evaluation requirements.
- 5 Prepare and distribute a report displaying the contract status for all certificated employees (Provisional Year 1, Provisional Year 2, Continuing, Leave Replacement and/or Retiree-Rehire). Double check all data prior to distribution.
- 6 Submit list to WIAA reflecting new coaches and coaching assignments.
- 7 Continue processing benefit changes during the specified open enrollment period.
- 8 Complete the BEA- 1497 report.
- 9 Continue processing salary schedule placement changes based on data that has been received, reviewed and validated (transcripts, degrees, experience, changes in positions, FTE or contract status). Issue payroll authorization notices as appropriate.
- 10 Review September and October payroll data with payroll one more time to ensure accuracy of data and changes.
- 11 Prepare reminder notices to any staff with expiring certification, licensing, work visas and/or required training as appropriate. Update employee records with completed training data. Continue to monitor to ensure that all employee-required training is current.
- 12 Continue processing new hires, including orientation and required training sessions.
- 13 Check department head sections and/or other data that would alter compensation amounts for supplemental contracts.
- 14 Working with Payroll and/or Business Services, review the benefit pool calculations used for September and adjust as necessary.
- 15 Review Highly Qualified requirements for staffing, including Para educators, to ensure final compliance for the year. Issue notification to parents and/or others as necessary where requirements are not met. Prepare waivers and/or other documentation as appropriate.
- 16 Update and distribute emergency and/or inclement weather procedures, including emergency telephone trees, to staff.
- 17 Review evaluation requirements with administrators.

- 18 Attend ESD workshop on S-275 reporting.
- 19 Audit and review quarterly reports for workers' compensation and unemployment benefits. Take action as necessary to return workers to their positions and/or process claims.
- 20 File all new contracts, supplemental contracts and pay authorizations prepared for the current year into the employees' personnel files.
- 21 Remind employees of timelines and procedures for requesting a change in job classification for the next school year, including required documentation.
- 22 Review list of job descriptions to be updated for the year. Schedule activities to complete this task.
- 23 Check district collective bargaining agreements for mandated deadlines. Update the CBA timeline document and distribute to administrators and others as appropriate.
- 24 Attend AASPA annual conference.
- 25 Attend the WSPA Law Conference.



- 1 Complete and transmit the initial State S-275 report. Continue to make corrections as necessary in preparation for the December submission.
- 2 Review Affirmative Action Plan/Program for next due date.
- 3 Begin preparation of annual Affirmative Action Report to the Board of Directors. Prepare data from prior year activities (openings/reasons and hires/status, including gender, ethnicity, and other required reporting data).
- 4 Prepare for second semester or trimester staffing. Request planned schedules to review certification, endorsements and Highly Qualified information to planned assignments.
- 5 Begin working on seniority lists to be published according to collective bargaining agreements.
- 6 Working with Payroll and/or Business Services, review the benefit pool calculations and adjust as necessary.
- 7 Meet with fall student teachers.
- 8 Review employee required training requirements. Conduct training to ensure all required training is completed by employees as applicable.
- 9 Begin preparations for next year recruitment functions. Schedule dates on calendars. Review recruitment materials in preparation for changes as necessary.
- 10 If applicable, review online application information and instructions for applicants. Update as necessary.
- 11 Conduct HR related training for administrators to continue updating administrators in key HR areas on a regular basis.
- 12 Work on updates to job descriptions.
- 13 Review staffing for the current year. Attend meetings as appropriate to make final adjustments for the current year and prepare reports comparing current year staffing to budget planned staffing.
- 14 Check to ensure that required observations and/or probationary evaluations are completed and on file in personnel as appropriate.
- 15 Work with transportation and food services to adjust employee work hours that may affect benefit calculations based on changes from the start of the school year.
- 16 Check coach requirements for upcoming winter coaching assignments.
- 17 Issue a report displaying all supplemental contracts and pay authorizations for extra duties and/or coaching assignments to site administrators. Ask the administrators to double check and verify the assignments. Adjust pay authorizations accordingly.
- 18 Continue to monitor progress of employees in probationary status.

# DECEMBER

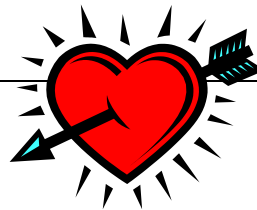


- 1 Continue data updates to the S-275 report.
- 2 Submit the December 275 report. This is the report that is typically utilized by SPI and legislators for this year's legislative session activities. Be as careful as possible to ensure that this report is accurate – for salaries, benefits and assignment reporting. Double check the K-4 FTE reported and K-4 FTE requirements.
- 3 Prepare a list of expiring teaching certificates, licenses, work visas and/or permits. Ensure that all staff are working with valid certification and/or licensing as required.
- 4 Check the master schedules from the high schools and the middle/junior high schools for correct teaching assignments with teaching certificates/endorsements and highly qualified requirements.
- 5 Prepare and/or review unemployment reports.
- 6 Continue to review recruitment plans and prepare recruitment materials and events for the upcoming recruitment season.
- 7 Prepare a report of the prior year applicant data and activities.
- 8 Archive inactive applicants. Store archived applicant data as appropriate.
- 9 Review winter vacation schedules from staff (personnel and district office).
- 10 Begin preliminary work on seniority reports as appropriate to the collective bargaining agreement requirements.
- 11 Review district policies for additional updates as necessary.
- 12 Review the HR department budget and expenditures.
- 13 Prepare historical data from prior year for storage (calendars, salary schedules, S 275 summary reports, substitute usage, leave usage, other data reports, etc).
- 14 Perform another check to ensure that required observations and/or probationary evaluations are completed and on file in personnel as appropriate.
- 15 Take time to review the CBAs with administrators to determine if any changes may be necessary or are desired for upcoming negotiations.
- 16 Review changes in laws to determine if new labor law posters are required at work sites. If so obtain new posters. Check each work site to ensure that all labor law posters are appropriately displayed.
- 17 Review minimum wage potential changes for the upcoming calendar year. If changes are required, submit changes to the Board of Directors and/or work with unions to ensure that all positions meet the new minimum wage requirements. Adjust pay as appropriate. Be sure to review hourly wage determination for coaching positions as part of this process.
- 18 Post annual workers compensation and unemployment reports as required.



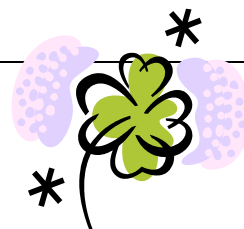
- 1 Review progress of employees in probationary status. Assist administrators as needed to provide resources and support. Ensure that all steps of the probationary process are being met.
- 2 Check second semester staffing for certification and Highly Qualified requirements to the planned assignment.
- 3 Continue to review staffing based on monthly enrollment reports. Work with other departments, principals and site administrators to adjust enrollment as necessary, particularly for second semester secondary staffing.
- 4 Prepare reports to compare planned second semester staffing and mid-year actual staffing to plan and budgeted staffing FTE.
- 5 Process sick leave cash out for employees. Modify the S 275 report data to reflect cash out data.
- 6 Begin review of budget guidelines and budget activities calendar for the upcoming school year.
- 7 Update forms as appropriate for the year.
- 8 Review Personnel/HR department budget and expenditures, particularly reviewing upcoming expenses for recruitment activities.
- 9 Send reminder letters on expiring certificates, licenses and required training to staff.
- 10 Make final plans for recruitment activities. Schedule Career Fair functions, process registrations, schedule, and make travel arrangements. Provide announcements to applicants and colleges/universities as appropriate.
- 11 Prepare and distribute initial seniority lists and/or reports according to collective bargaining agreement requirements.
- 12 Begin planning for pre-retirement seminars for employees. Coordinate with vendors or others to make presentations. Update information and prepare materials.
- 13 Audit and review quarterly reports for workers' compensation and unemployment benefits. Take action as necessary to return workers to their positions and/or process claims.
- 14 Continue to make changes to the S 275 report in preparation for February or March submission.
- 15 Send reminders to administrators of evaluation responsibilities, due dates, etc.
- 16 Conduct employee required training sessions. Ensure that employee required training is current.
- 17 Conduct an inventory of office supplies and equipment. Order as necessary and as budget funds are available to update supplies and equipment.

- 18 Check to ensure that all applicant data is appropriately archived.
- 19 Prepare for winter placement of student teachers.
- 20 Review substitute rosters to determine if additional recruitment activities are needed to add substitute and/or temporary staff to rosters to meet the typically heavier upcoming leave season.
- 21 Double check that all I-9 forms, fingerprint documents, background/disclosure documents and Sexual Misconduct forms are appropriately completed and filed.
- 22 Begin discussions with union representatives to determine work calendars for the upcoming school year if they are not already established by previous bargaining activities.
- 23 Check emergency materials and supplies (batteries, flashlights, supplies) to ensure operations are ready in the event of an emergency. Conduct an emergency drill.
- 24 Review performance progress of employees with all evaluators to determine if assistance is needed and/or employees are in need of notification of performance deficiencies. Prepare a report for the Superintendent of the status of employee performance.
- 25 Review the WSPA web site for upcoming training opportunities and/or additional new information. [www.wspa.net](http://www.wspa.net)



- 1 Review progress of employees in probationary status. Assist administrators as needed to provide resources and support. Ensure that all steps of the probationary process are being met.
- 2 Check planned third trimester staffing if applicable for certification and Highly Qualified requirements to the planned assignment.
- 3 Schedule recruitment events. Check schedules of all participants and travel accommodations. Final check of all materials, supplies and equipment.
- 4 Continue work with union to establish work calendars for the new school year.
- 5 Begin budget preparations for the upcoming school year. Obtain forecasted enrollments and prepare initial staffing allocation reports based on preliminary known data.
- 6 Communicate with principals/staff for potential transfers, intent to return, educational advancement, etc. for next year as part of the continued staffing planning work.
- 7 Submit reports related to Highly Qualified status as required (Note: this date has changed over the years so check report requirements on the OSPI web site: [www.k12.wa.us](http://www.k12.wa.us) annually).
- 8 Determine composition of district collective bargaining agreement team(s).
- 9 Determine if any data is needed to support upcoming negotiations, including preparation and completion of surveys to collect salary, benefits or other data.
- 10 Check performance of provisional contract employees to determine eligibility for continued employment.
- 11 Review the S 275 summary reports (1801, 1803) for accuracy. Obtain and review the 1159 K-4 compliance report. Make adjustments as necessary for submission of an updated 275 report.
- 12 Review any corrections to seniority reports, make adjustments and prepare final seniority reports as required by collective bargaining agreements.
- 13 Review departmental goals.
- 14 Review summer vacation schedules with HR department staff.
- 15 Attend WSPA Annual Conference.
- 16 Determine composition of district collective bargaining agreement team(s).
- 17 Attend WSSDA/WASA legislative conference.
- 18 This is a good month to review HR special projects for the year and make progress on those projects.
- 19 Pull a random set of certificated files. Review credit, degree and experience data to ensure it has been accurately calculated and reported on the 275 report.





- 1 Notify supervisors of upcoming evaluation deadlines. Make final preparations for processing status of employee in probationary status or provisional employees that may not be performing adequately.
- 2 Update the S 275 reporting data as necessary in preparation for the March submission.
- 3 Continue to prepare staffing allocations for the upcoming school year. Work with Business Services to begin data entry into the database systems to establish the upcoming budget data. Check for changes in account codes and make changes to database accordingly.
- 4 Send letters to staff on leave of absence to determine if they are returning (be sure to check CBA requirements if dates for this activity are different).
- 5 Distribute an announcement to staff regarding requests for leaves of absence for the upcoming school year and applicable deadlines.
- 6 Check certification, licensing or work visas for all staff. Send reminder communications to staff with expiring certificates, licenses or work visas.
- 7 Review retire/rehire employee list. Send letters to retiree-rehires thanking them for service but reminding them they are employed on a one-year only contract and their employment will end pursuant to the issued contract.
- 8 Meet with principals/supervisors to review next year's staffing projections and confirm forecasted enrollment and staffing allocations.
- 9 Attend recruitment events.
- 10 Finalize salary survey data. Complete SIRS salary and benefit report.
- 11 Begin collective bargaining for all open contracts.
- 12 Attend ESD meetings related to budget planning.
- 13 Prepare major equipment/supplies request for next year.
- 14 Distribute notice to certificated/classified employees regarding summer work opportunities.
- 15 Conduct pre-retirement seminars.
- 16 Observe Classified Staff Appreciation Week.
- 17 Review handbooks, policies, procedures, pamphlets and documents that are distributed to employees to determine if changes will be necessary for the upcoming year based on known information. Develop a plan to update materials as appropriate.
- 18 Coordinate student teacher placements for spring quarter.
- 19 Review hiring processes with administrators. Provide training as appropriate.
- 20 Process request for job classification changes.

- 21 Complete changes to job descriptions.
- 22 Review the annual resolution to employ staff. Submit to the attorney for review if appropriate in preparation for submission to the Board. This resolution is submitted to the Board in preparation of the issuance of annual contracts. Most districts attempt to issue contracts about the time staff return from spring vacation, but it is also dependent on legislative action and known budget status. Either way the resolutions should be reviewed and ready for submission to the Board.
- 23 Review requirements for spring coaches to ensure they are appropriately qualified.
- 24 Distribute the finalized Seniority Lists/Reports.



- 1 Submit the annual resolutions to employ certificated staff and administrators to the Board of Directors for approval.
- 2 Prepare certificated employee contracts for issuance, typically the week after spring break. Contracts may be delayed depending on budget information, legislative action and/or other CBA requirements. This is a good time however to issue contracts if possible to lock employees into the contract for staffing purposes. Administrator contracts may be issued at a later date but should be issued no later than June 30<sup>th</sup> of the year.  
  
If possible, send an experience record, credits/degree record report and salary schedule to the certificated staff along with their contract. This will help them understand their schedule placement, and what might be needed to advance for the next year.
- 3 Prepare Reasonable Assurance notices to less-than-12-month classified and substitute employees. If possible send an experience record to classified employees so they have an opportunity to review their work experience record with the district.
- 4 If necessary, prepare resolutions for approval by the Board of Directors to support a reduction in force (RIF) plan for the upcoming school year.
- 5 If necessary, prepare Reduction in Force (RIF) Adverse Affect or Non-Renewal letters to be hand-delivered to affected employees by May 15, if applicable.
- 6 Check progress of any probationary status employees; review with attorney. Prepare final documents and where applicable, notice of non-renewal.
- 7 Final check of employees on Provisional contract status to determine performance. If problems exist, review with legal counsel if appropriate, and issue non-renewal notice on or before May 15<sup>th</sup>.
- 8 Continue budget development and staffing planning for the upcoming school year, entering data into database systems as appropriate to reflect changes. Continue meeting with site and department administrators to review staffing needs and allocations.
- 9 Prepare preliminary staffing projections, estimate all FTE and budget costs, and check staffing allocations. (NOTE: Be aware of legislative changes.)
- 10 Notify supervisors of evaluation due dates.
- 11 Notify all temporary employees of the status of their temporary position. Hold a meeting for these staff to inform them of budget planning and the potential for posting positions for the next year, including application procedures.
- 12 Finalize list of those returning from leave of absence (LOA).
- 13 Prepare list of those approved LOAs for next school year. Match approved Leaves of Absence with issued Leave Replacement contracts. You can only have as many

- certificated FTE on Leave Replacement Contracts as you have certificated employees out on Leave of Absence.
- 14 Attend recruitment events as planned. Review data coming back from recruitment activities. Follow up with applicants and/or administrators to set site visits and/or interview schedules as appropriate.
  - 15 Depending on recruitment activities and budget availability, issue early contracts as a result of recruitment activities.
  - 16 Typically begin negotiation with various units as required by CBAs. Meet with the Board of Directors to establish bargaining parameters.
  - 17 Review involuntary transfer plans with supervisors. Meet with affected employees and complete transfer processes as necessary. Provide support to transferred staff to plan move of their classroom supplies and materials.
  - 18 Follow-up with employees that were notified of expiring certificates, licenses or work visas to ensure they are taking action to renew appropriately.
  - 19 Review hiring procedures with management team and appropriate staff.
  - 20 Review applicant pool, particularly for hard-to-fill positions. Conduct additional recruiting as necessary.
  - 21 Observe National Secretaries' Week.
  - 22 Observe Certificated Staff Appreciation Week.
  - 23 Work with other units to prepare and post summer school positions.
  - 24 Negotiate with providers of employee health insurance plans as to premium amounts and benefit offerings for the next year. This may be done in concert with a broker and/or a joint employee committee.
  - 25 Audit and review quarterly reports for workers' compensation and unemployment benefits. Take action as necessary to return workers to their positions and/or process claims.
  - 26 Review grievance actions to ensure that all steps have been taken appropriately to process the grievance in accordance with contract requirements.



- 1 Ensure that all letters of reasonable assurance are issued to less than 12-month classified and all substitute employees. Check for return of notices and follow-up as necessary.
- 2 Check to ensure that all required staff evaluations are complete by the applicable deadlines.
- 3 Finalize non-renewal notices for employees with unsatisfactory probation status and/or provisional status that will be non-renewed – no later than May 15.
- 4 Deliver (and sign for) certificated contract non-renewals before May 15 (performance related or RIF).
- 5 Follow-up to ensure that all issued contracts have been signed returned and filed.
- 6 Issue Letters of Intent to new hires.
- 7 Establish orientation dates for August and September for new hires and new substitutes. Begin planning for the agenda and being update of materials.
- 8 Send final reminder of certificate, license or work visa expirations.
- 9 Reminders to coaches of training requirements for the upcoming school year.
- 10 Review impact of new state legislation.
- 11 Remind supervisors to notify returning staff of next year's assignments.
- 12 Send letters of recognition to foreign country exchange teachers.
- 13 Review K-4 actual staffing with Business Services to determine if adjustments may be needed in the current year 275 reporting.
- 14 Post the current year experience data to the employee's record to determine schedule placement for the next year. Update budget database records to reflect experience changes. Prepare reports of the experience increment costs for the budget, including any planned impact to the average LEAP mix factor.
- 15 Prepare a list of current year retirees for distribution to Payroll and others as appropriate to support retirement celebration functions.
- 16 Prepare service award reports to support recognition of service activities.
- 17 Send letters to certificated staff hired on a leave replacement basis or classified staff hired on a temporary basis to confirm the end of their employment. Hold a meeting, inviting these staff, to review staffing plans for the upcoming year, the possibilities of postings and review application requirements.
- 18 Send reminder notice to certificated staff that all academic credits must be completed at regionally accredited institution, all clock hours must be completed from an approved clock hour provider; and all courses must meet one of the six state criteria for course approval.
- 19 Finalize work calendars for the upcoming school year. If complete, distribute to

- staff prior to the end of the current school year.
- 20 Review information for employees' in light-duty status to determine if additional action needs to be taken to return the employee to work.
  - 21 Remind employees of the processes for requesting a voluntary transfer for the upcoming school year.
  - 22 Prepare reminders to employees if required training will expire prior to or during the upcoming school year, along with notice of dates of available training.
  - 23 Conduct a Substitute Appreciation event and/or send thank you letters to substitute and temporary employees for their services.



- 1 Submit an update to the S-275 if needed.
- 2 Ensure that all administrator and classified evaluation are completed, submitted to HR and filed as appropriate.
- 3 Prepare administrator contracts for the upcoming school year. Ensure that the Board of Directors has previously approved the related Resolution.
- 4 Prepare and submit to the Board of Directors a motion and/or updates to policies and procedures to establish compensation, benefits and work schedules (holidays, vacations, leaves, etc) for non-represented employees.
- 5 Provide support to the Board of Directors for the review and/or issuance of the Superintendent's contract and/or other individual administrator contracts.
- 6 Continue negotiation as appropriate.
- 7 Continue budget preparation and staffing work for the upcoming school year, making final adjustments in preparation for adoption of the budget by the Board of Directors.
- 8 Process sick leave cash out for retirees.
- 9 Begin updates to handbooks, procedures, etc for the upcoming school year.
- 10 Distribute year-end substitute and leaves of absence reports to administrators and work sites as appropriate.
- 11 Develop plans for the summer administrative workshop, including HR related materials.
- 12 Provide input for budget preparation.
- 13 Update educational records for certificated employees and change schedule placement as appropriate for the upcoming school year.
- 14 Assist with plans for opening day ceremonies and activities.
- 15 Review orientation materials and agenda items. Establish schedules for presenters, locations, etc.
- 16 Submit Form 1977 for Bus Drivers to OSPI, Transportation.

## Tasks by Month – Summary View of Calendar Year

TASKS	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Review progress of employees in probationary status. Assist administrators as needed to provide resources and support. Ensure that all steps of the probationary process are being met.												
Check second semester staffing for certification and Highly Qualified requirements to the planned assignment.												
Continue to review staffing based on monthly enrollment reports. Work with other departments, principals and site administrators to adjust enrollment as necessary, particularly for second semester secondary staffing.												
Prepare reports to compare planned second semester staffing and mid-year actual staffing to planned and budgeted staffing FTE.												
Process sick leave cash out for employees. Modify the S 275 report data to reflect cash out data.												
Begin review of budget guidelines and budget activities calendar for the upcoming school year.												
Update forms as appropriate for the year.												
Review Personnel/HR department budget and expenditures, particularly reviewing upcoming expenses for recruitment activities.												
Send reminder letters on expiring certificates, licenses and required training to staff.												
Make final plans for recruitment activities. Schedule Career Fair functions, process registrations, schedule, and make travel arrangements. Provide announcements to applicants and colleges/universities as appropriate.												



WSPA  
Personnel Operations Guide

Tasks by Month

TASKS	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Prepare and distribute initial seniority lists and/or reports according to collective bargaining agreement requirements.												
Begin planning for pre-retirement seminars for employees. Coordinate with vendors or others to make presentations. Update information and prepare materials.												
Audit and review quarterly reports for workers' compensation and unemployment benefits. Take action as necessary to return workers to their positions and/or process claims.												
Continue to make changes to the S 275 report in preparation for February or March submission.												
Send reminders to administrators of evaluation responsibilities, due dates, etc.												
Conduct employee required training sessions. Ensure that employee required training is current.												
Conduct an inventory of office supplies and equipment. Order as necessary and as budget funds are available to update supplies and equipment.												
Check to ensure that all applicant data is appropriately archived.												
Prepare for winter placement of student teachers.												
Review substitute rosters to determine if additional recruitment activities are needed to add substitute and/or temporary staff to rosters to meet the typically heavier upcoming leave season.												
Double check that all I-9 forms, fingerprint documents, background/disclosure documents and Sexual Misconduct forms are appropriately completed and filed.												
Begin discussions with union representatives to determine work calendars for the upcoming school year if they are not already established by previous bargaining activities.												

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Check emergency materials and supplies (batteries, flashlights, supplies) to ensure operations are ready in the event of an emergency. Conduct an emergency drill.												
Review performance progress of employees with all evaluators to determine if assistance is needed and/or employees are in need of notification of performance deficiencies. Prepare a report for the Superintendent of the status of employee performance.												
Review the WSPA web site for upcoming training opportunities and/or additional new information. <a href="http://www.wspa.net">www.wspa.net</a>												
Review progress of employees in probationary status. Assist administrators as needed to provide resources and support. Ensure that all steps of the probationary process are being met.												
Check planned third trimester staffing if applicable for certification and Highly Qualified requirements to the planned assignment.												
Schedule recruitment events. Check schedules of all participants and travel accommodations. Final check of all materials, supplies and equipment.												
Continue work with union to establish work calendars for the new school year.												
Begin budget preparations for the upcoming school year. Obtain forecasted enrollments and prepare initial staffing allocation reports based on preliminary known data.												
Communicate with principals/staff for potential transfers, intent to return, educational advancement, etc. for next year as part of the continued staffing planning work.												
Submit reports related to Highly Qualified status as required (Note: this date has changed over the years so check report requirements on the OSPI web site: <a href="http://www.k12.wa.us">www.k12.wa.us</a> annually.												
Determine composition of district collective bargaining agreement team(s).												

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Determine if any data is needed to support upcoming negotiations, including preparation and completion of surveys to collect salary, benefits or other data.												
Check performance of provisional contract employees to determine eligibility for continued employment.												
Review the S 275 summary reports (1801, 1803) for accuracy. Obtain and review the 1159 K-4 compliance report. Make adjustments as necessary for submission of an updated 275 report.												
Review any corrections to seniority reports, make adjustments and prepare final seniority reports as required by collective bargaining agreements.												
Review departmental goals.												
Review summer vacation schedules with HR department staff.												
Attend WSPA Annual Conference.												
Determine composition of district collective bargaining agreement team(s).												
Attend WSSDA/WASA legislative conference.												
This is a good month to review HR special projects for the year and make progress on those projects.												
Pull a random set of certificated files. Review credit, degree and experience data to ensure it has been accurately calculated and reported on the 275 report.												
Notify supervisors of upcoming evaluation deadlines. Make final preparations for processing status of employee in probationary status or provisional employees that may not be performing adequately.												
Update the S 275 reporting data as necessary in preparation for the March submission.												
Continue to prepare staffing allocations for the upcoming school year. Work with Business Services to begin data entry into the												

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database systems to establish the upcoming budget data. Check for changes in account codes and make changes to database accordingly.												
Send letters to staff on leave of absence to determine if they are returning (be sure to check CBA requirements if dates for this activity are different).												
Distribute an announcement to staff regarding requests for leaves of absence for the upcoming school year and applicable deadlines.												
Check certification, licensing or work visas for all staff. Send reminder communications to staff with expiring certificates, licenses or work visas.												
Review retire/rehire employee list. Send letters to retiree-rehires thanking them for service but reminding them they are employed on a one-year only contract and their employment will end pursuant to the issued contract.												
Meet with principals/supervisors to review next year's staffing projections and confirm forecasted enrollment and staffing allocations.												
Attend recruitment events.												
Finalize salary survey data. Complete SIRS salary and benefit report.												
Begin collective bargaining for all open contracts.												
Attend ESD meetings related to budget planning.												
Prepare major equipment/supplies request for next year.												
Distribute notice to certificated/classified employees regarding summer work opportunities.												
Conduct pre-retirement seminars.												
Observe Classified Staff Appreciation Week.												
Review handbooks, policies, procedures, pamphlets and documents that are distributed to employees to determine if												

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changes will be necessary for the upcoming year based on known information. Develop a plan to update materials as appropriate.												
Coordinate student teacher placements for spring quarter.												
Review hiring processes with administrators. Provide training as appropriate.												
Process request for job classification changes.												
Complete changes to job descriptions.												
Review the annual resolution to employ staff. Submit to the attorney for review if appropriate in preparation for submission to the Board. This resolution is submitted to the Board in preparation of the issuance of annual contracts. Most districts attempt to issue contracts about the time staff return from spring vacation, but it is also dependent on legislative action and known budget status. Either way the resolutions should be reviewed and ready for submission to the Board.												
Review requirements for spring coaches to ensure they are appropriately qualified.												
Distribute the finalized Seniority Lists/Reports.												
Submit the annual resolutions to employ certificated staff and administrators to the Board of Directors for approval.												
Prepare certificated employee contracts for issuance, typically the week after spring break. Contracts may be delayed depending on budget information, legislative action and/or other CBA requirements. This is a good time however to issue contracts if possible to lock employees into the contract for staffing purposes. Administrator contracts may be issued at a later date but should be issued no later than June 30 <sup>th</sup> of the year.												
If possible, send an experience record, credits/degree record report and salary schedule to the certificated staff along with their contract. This will help them understand their schedule placement,												

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and what might be needed to advance for the next year.												
Prepare Reasonable Assurance notices to less-than-12-month classified and substitute employees. If possible send an experience record to classified employees so they have an opportunity to review their work experience record with the district.												
If necessary, prepare resolutions for approval by the Board of Directors to support a reduction in force (RIF) plan for the upcoming school year.												
If necessary, prepare Reduction in Force (RIF) Adverse Affect or Non-Renewal letters to be hand-delivered to affected employees by May 15, if applicable.												
Check progress of any probationary status employees; review with attorney. Prepare final documents and where applicable, notice of non-renewal.												
Final check of employees on Provisional contract status to determine performance. If problems exist, review with legal counsel if appropriate, and issue non-renewal notice on or before May 15 <sup>th</sup> .												
Continue budget development and staffing planning for the upcoming school year, entering data into database systems as appropriate to reflect changes. Continue meeting with site and department administrators to review staffing needs and allocations.												
Prepare preliminary staffing projections, estimate all FTE and budget costs, check staffing allocations. (NOTE: Be aware of legislative changes.)												
Notify supervisors of evaluation due dates.												
Notify all temporary employees of the status of their temporary position. Hold a meeting for these staff to inform them of budget planning and the potential for posting positions for the next year,												

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including application procedures.												
Finalize list of those returning from leave of absence (LOA).												
Prepare list of those approved LOAs for next school year. Match approved Leaves of Absence with issued Leave Replacement contracts. You can only have as many certificated FTE on Leave Replacement Contracts as you have certificated employees out on Leave of Absence.												
Attend recruitment events as planned. Review data coming back from recruitment activities. Follow up with applicants and/or administrators to set site visits and/or interview schedules as appropriate.												
Depending on recruitment activities and budget availability, issue early contracts as a result of recruitment activities.												
Typically begin negotiation with various units as required by CBAs. Meet with the Board of Directors to establish bargaining parameters.												
Review involuntary transfer plans with supervisors. Meet with affected employees and complete transfer processes as necessary. Provide support to transferred staff to plan move of their classroom supplies and materials.												
Follow-up with employees that were notified of expiring certificates, licenses or work visas to ensure they are taking action to renew appropriately.												
Review hiring procedures with management team and appropriate staff.												
Review applicant pool, particularly for hard-to-fill positions. Conduct additional recruiting as necessary.												
Observe National Administrative Professional's Week.												
Observe Certificated Staff Appreciation Week.												

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Work with other units to prepare and post summer school positions.												
Negotiate with providers of employee health insurance plans as to premium amounts and benefit offerings for the next year. This may be done in concert with a broker and/or a joint employee committee.												
Audit and review quarterly reports for workers' compensation and unemployment benefits. Take action as necessary to return workers to their positions and/or process claims.												
Review grievance actions to ensure that all steps have been taken appropriately to process the grievance in accordance with contract requirements.												
Ensure that all letters of reasonable assurance are issued to less than 12-month classified and all substitute employees. Check for return of notices and follow-up as necessary.												
Check to ensure that all required staff evaluations are complete by the applicable deadlines.												
Finalize non-renewal notices for employees with unsatisfactory probation status and/or provisional status that will be non-renewed – no later than May 15.												
Deliver (and sign for) certificated contract non-renewals before May 15 (performance related or RIF).												
Follow-up to ensure that all issued contracts have been signed, returned and filed.												
Issue Letters of Intent to new hires.												
Establish orientation dates for August and September for new hires and new substitutes. Begin planning for the agenda and being update of materials.												
Send final reminder of certificate, license or work visa expirations.												
Reminders to coaches of training requirements for the upcoming												



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school year.												
Review impact of new state legislation.												
Remind supervisors to notify returning staff of next year's assignments.												
Send letters of recognition to foreign country exchange teachers.												
Review K-4 actual staffing with Business Services to determine if adjustments may be needed in the current year 275 reporting.												
Post the current year experience data to the employee's record to determine schedule placement for the next year. Update budget database records to reflect experience changes. Prepare reports of the experience increment costs for the budget, including any planned impact to the average LEAP mix factor.												
Prepare a list of current year retirees for distribution to Payroll and others as appropriate to support retirement celebration functions.												
Prepare service award reports to support recognition of service activities.												
Send letters to certificated staff hired on a leave replacement basis or classified staff hired on a temporary basis to confirm the end of their employment. Hold a meeting, inviting these staff, to review staffing plans for the upcoming year, the possibilities of postings and review application requirements.												
Send reminder notice to certificated staff that all academic credits must be completed at regionally accredited institution, all clock hours must be completed from an approved clock hour provider; and all courses must meet one of the six state criteria for course approval.												
Finalize work calendars for the upcoming school year. If complete, distribute to staff prior to the end of the current school year.												
Review information for employees' in light-duty status to												

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determine if additional action needs to be taken to return the employee to work.												
Remind employees of the processes for requesting a voluntary transfer for the upcoming school year.												
Prepare reminders to employees if required training will expire prior to or during the upcoming school year, along with notice of dates of available training.												
Conduct a Substitute Appreciation event and/or send thank you letters to substitute and temporary employees for their services.												
Submit an update to the S-275 if needed.												
Ensure that all administrator and classified evaluation are completed, submitted to HR and filed as appropriate.												
Prepare administrator contracts for the upcoming school year. Ensure that the Board of Directors has previously approved the related Resolution.												
Prepare and submit to the Board of Directors a motion and/or updates to policies and procedures to establish compensation, benefits and work schedules (holidays, vacations, leaves, etc) for non-represented employees.												
Provide support to the Board of Directors for the review and/or issuance of the Superintendent's contract and/or other individual administrator contracts.												
Continue negotiation as appropriate.												
Continue budget preparation and staffing work for the upcoming school year, making final adjustments in preparation for adoption of the budget by the Board of Directors.												
Process sick leave cash out for retirees.												
Begin updates to handbooks, procedures, etc for the upcoming school year.												

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Distribute year-end substitute and leaves of absence reports to administrators and work sites as appropriate.												
Develop plans for the summer administrative workshop, including HR related materials.												
Provide input for budget preparation.												
Update educational records for certificated employees and change schedule placement as appropriate for the upcoming school year.												
Assist with plans for opening day ceremonies and activities.												
Review orientation materials and agenda items. Establish schedules for presenters, locations, etc.												
Submit Form 1977 for Bus Drivers to OSPI, Transportation.												
Conduct negotiation sessions with union representatives. Continue to prepare materials and/or information to support negotiation activities as necessary.												
As bargaining concludes, update all CBAs and distribute to site administrators as appropriate. Update the CBA "time schedule" document as appropriate as well. Schedule meetings as appropriate to update administrators and key department officials (payroll) as to changes in the CBAs.												
Final check to ensure that all certificated and administrator contracts are signed and filed.												
Process sick-leave cash out for retirees/resignations as appropriate.												
Finalize shared-leave donations and shared-leave reports.												
Verify certification for new hires.												
Review expiring certification for existing employees. Communicate with employees to ensure they are processing their renewals as appropriate.												

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Verify experience for new hires, both certificated and classified.												
Check to ensure that all employee evaluations for the prior year are completed and filed. Prepare a report for the Superintendent to reflect this information.												
Audit compensatory time records for the previous year.												
Check all coaching records to ensure that coaches and volunteers are compliant with WIAA requirements to coach for the upcoming school year. Send reminder notices as appropriate for expiring First-Aid/CPR, Concussion Training, Dance/Stunt Training, Pole Vault Training, Rules Clinics, continuous coaching hours and other related WIAA training requirements. Update coaching status per training and experience records: Beginner, Experienced, Preferred, Grand parented).												
Review Washington Educator Recruitment and Hiring Code of Ethics with staff involved in recruitment and selection procedures.												
Prepare a list of supplemental contracts and coach authorizations from the prepared budget. Distribute to site administrators, principals and athletic administrators to review and correct as appropriate to determine the accurate issuance of contracts and pay authorizations for extra duties for the upcoming school year.												
In consultation with Business Services, review staffing for the upcoming school year and estimate K-4 FTE need and planned staffing to prepare for K-4 compliance reporting. Review staffing needs with site administrators as changes occur.												
Check return on Reasonable Assurance forms issued to employees. Process separations and requests for leaves of absence for the next school year.												
Check return on Reasonable Assurance forms and/or other correspondence from substitutes to determine continued eligibility for substitute and/or temporary work.												
Update the substitute database system as appropriate to reflect												

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changes in substitute and/or temporary employees and their related data.												
Continue update to database systems for completion of budget and/or preparation of September payroll.												
Review any changes to the Washington State Records Retention Schedule.												
Hold summer department staff meeting to review strategic plan, mission, and progress with prior year goals. Establish goals and projects for new year.												
HR administrator conducts evaluations of HR staff as required.												
Update district and/or department organization chart, directories, etc in preparation for August distribution.												
Check the WSPA web site for updates to legal requirements that may be new and/or changed – <a href="http://www.wspa.net">www.wspa.net</a> .												
Review school board policy and procedures manual for personnel section updates.												
Update forms as appropriate to reflect changes for the new year.												
Update the HR section of the district web site as appropriate to reflect changes for the new year.												
Audit and review quarterly reports for workers' compensation and unemployment benefits. Take action as necessary to return workers to their positions and/or process claims.												
Update orientation materials for new hires, including new substitute and/or temporary staff. Finalize orientation dates, schedule, location, presenters and materials. Prepare orientation announcement materials.												
Update employee and/substitute handbooks.												

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Update the HR/Personnel section of the annual administrator training and/or orientation agenda. Prepare related materials for presentation.												
Move terminated employee and substitute files to archived storage. Destroy files in accordance with the Washington State Records Retention rules. Employee files may be destroyed seven (7) years after the separation date. You should always, however, maintain a record of their employment service (year, dates, positions, hours/days, hourly or annual wage paid and leaves from any position).												
Post Leave Without Pay for certificated staff. Obtain a report from Payroll displaying any leave without pay hours and/or days for certificated staff. Deduct this FTE from the employee's work experience record for this current year. You can do this before and/or after you post or roll the employee work experience for the year.												
Print reports to reflect actual days worked by substitute and/or temporary staff to maintain as a permanent record.												
Prepare "Welcome Back" information for all employees for August distribution. (news, updates, HR/Personnel reminders, policy reminders, training requirement notices, etc.)												
Update HR Department internal procedures.												
Review the District Americans with Disabilities Act (ADA) plan; as appropriate review progress on facility modifications. Review actions taken to accommodate employees during the prior year. Prepare a year-end report of ADA plan progress and accommodation actions.												
Review the agreement with your Drug and Alcohol and/or Pre-												

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Employment Physical testing providers. Determine if changes are needed and make arrangements for agreements for the upcoming school year.												
Prepare a year-end HR/Personnel Department report that displays information related to the department goals and achievements, as well as data that supports the department functions (e.g. number of separation and reasons, number of job postings, sources of recruitment events, number of new hire and their status (new, transfer, rehire, etc), numbers of leaves; number of dispatched substitutes, numbers of legal cases – complaints, investigations, grievances, etc.												
Review HR/Personnel Department POG to ensure that activities for the prior month have been completed and to prepare for the current and next month's responsibilities.												
Review HIPPA requirements and adjust materials as necessary to provide accurate information to employees, administrators and/or update the Board policies and/or procedures.												
Conduct negotiation sessions with union representatives. Continue to prepare materials/information to support negotiation activities.												
As bargaining concludes, update all CBAs and distribute to site administrators as appropriate. Update the CBA "time schedule" document as appropriate as well. Schedule meetings as appropriate to update administrators and key department officials (payroll) as to changes in the CBAs.												
Review expired certificates list. Communicate with employees as appropriate to determine the status of their renewal applications. Communicate with administrators as appropriate to ensure they are aware of the status of the expired certificate. BEFORE school starts, conduct a final check. If any certificated employee does not hold a valid certificate, take action to remove them from their assignment BEFORE the first day of school.												

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Continue recruiting activities to locate applicants for remaining vacancies and the substitute and temporary staff pool.												
Final review of expired INS/work visa permits. Ensure that all employees working with temporary authorizations are legal and/or take action to remove the employee from their work assignment and/or separate employment as necessary.												
Review Drug and Alcohol testing list. Send updated roster to Drug and Alcohol testing provider. Send policy reminder information to employees subject to Drug and Alcohol testing.												
Review bus driver abstracts with Transportation to ensure all abstracts are clear. Review CDL or School Bus Endorsement license expirations for all employees required to hold a CDL or Bus Driver Endorsement. Take action as appropriate to assist the employees in renewing licenses and/or remove the employee from assignment or employment.												
Request schedules and staff assignment rosters from all sites. For all sites check teacher certification and highly qualified requirements to the assignments noted on the roster. Take action as appropriate to reassign staff to appropriate assignments and/or create waivers and related documents as appropriate for reporting to the Board of Directors, parents and others. Remind principals of assignment rules and regulations, both for certification and Highly Qualified regulations.												
Get data from Payroll as to any certificated employees who worked less than 1.0 FTE for the current school year to determine if they substituted or otherwise worked in a certificated capacity (summer school, extended school year) and post that FTE to their work records for the current school year.												
Review evaluation status for all employees for the upcoming school year. If any employees are scheduled for probation status for the following school year, schedule meetings as appropriate to												



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review status and resources needed.												
Process final shared leave donations and prepare a final shared leave report for the current school year.												
Prepare Board agenda, adding all new hires, separations and changes as appropriate.												
Process classified and certificated new hires for the new school year. Create new hire personnel files. Work with new employees to complete required new hire documents. Ensure that all required documents are processed and on file (current disclosure form – reaffirmed or completed new upon hire, fingerprints taken, processed and/or cleared, I-9, W-4, Sexual Misconduct Forms from prior employers, internet use agreement, etc.) Update new hire checklists as items are completed.												
Schedule and conduct orientation sessions for new hires.												
Schedule and conduct required training sessions for new hires (Sexual Harassment, Bullying, Child Abuse Reporting, FLSA, FMLA, ADA Internet Use, Policy Review, etc.).												
Participate in annual administrator training workshop activities. Advise administrators of changes in policies, procedures, rules and regulation related to HR (Highly Qualified, Certification, ADA, FMLA, FLSA, EEO rules, etc). Update administrators on negotiation activities and changes in CBAs as a result of negotiations. Update administrators on staffing, budgeting and related data.												
Update list of employees who will be issued supplemental contracts for extra duties and/or coaching authorizations for the upcoming school year based on feedback from site administrators. Submit the list of employees who will be issued supplemental contracts for extra duties and/or pay authorizations for coaching to the Board of Directors for approval. This list should also include any volunteer coaches.												

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Print and distribute salary schedules and calendars to other offices and agencies as appropriate.												
Distribute “Welcome Back” packet to employees. This packet typically includes a statement from the Superintendent and/or Board of Directors, policy reminders (Child Abuse Reporting, Sexual Harassment, Blood borne pathogens, Code of Conduct, FLSA, FMLA, ADA, Internet Use), notification of changes in compensation and/or benefits as a result of negotiations, policy changes or legislated actions, changes in processes or procedures, leave of absence and substitute request reminders, time record reminders and information from other departments (curriculum/instruction, transportation, maintenance, food services, etc.); and employee compensation, benefit and work calendar information. This packet is typically distributed and ready for staff the week prior to the start of school annually.												
Send reports to evaluators listing the employees they will be responsible for evaluating and the evaluation cycle the employee will be on for the upcoming school year. This should include probationary evaluations and required observation dates for all new hires. Ask evaluators to review, make any corrections and return to HR for final distribution in September.												
Assign new employee mentors working with site and/or department administrators, including coordination for the district Teacher Assistance Program (TAP) or related programs for new hires.												
Check training requirements for all coaches and volunteer coaches to ensure compliance with WIAA standards.												
Publish name, address, phone number of district Affirmative Action Officer, Title IX Officer, and Section 504 Coordinator. Coordinate with other mandated public disclosure notifications.												

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This information is typically included in the District Calendar, published by the Superintendent's or Community Relations offices.												
Update S-275 database system for final transmittal in September for the previous school year.												
Update emergency/disaster information and emergency telephone trees.												
Meet with payroll to review upcoming deadlines for September payroll. Review procedures and processes for September payroll processing.												
Prepare reports to compare year-end staffing budgeted staffing, working with Business Services and other staff responsible for district staffing functions.												
Review staffing for the upcoming school year with principals and department administrators to prepare for any potential changes.												
Review enrollment reporting procedures with principals and secretaries.												
Conduct a "welcome back" meeting for all substitute staff. Distribute updated substitute handbooks to substitute staff. Review changes as appropriate.												
Continue updates and corrections to the substitute database as appropriate.												
Conduct new substitute orientation dates.												
Inform certificated employees/principals of professional leave guidelines, including rules for use of substitutes and limits to the number of substitutes per day for professional leave purposes.												
Prepare for the Benefits Fair, usually held in September.												
Coordinate student teacher and practicum placements for fall quarter.												
Download the list of approved clock hour providers and approved												

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private schools from the OSPI web site, <a href="http://www.k12.wa.us">www.k12.wa.us</a> , and add to your binder of previous information. This data is needed when checking clock hours and experience from private schools for the upcoming school year.												
Adjust compensation for staff holding or obtaining National Board Certification.												
Check Bus Driver records to ensure that all DOT physicals are current.												
Attend the annual WSPA/WASBO S 275 reporting workshop and/or webinar.												
Conduct negotiation sessions with union representatives. Continue to prepare materials and/or information to support negotiation activities as necessary.												
As bargaining concludes, update all CBAs and distribute to site administrators as appropriate. Update the CBA “time schedule” document as appropriate as well. Schedule meetings as appropriate to update administrators and key department officials (payroll) as to changes in the CBAs.												
Prepare contracts, supplemental contracts and/or pay authorizations for new hires and/or issue updated contracts or pay authorizations for existing staff (certificated, classified, coaches and administrators) as employee schedule placement or other changes are processed.												
Notify employees of Benefits Fair dates, Open Enrollment dates and processes for benefits enrollment.												
Hold the Benefits Fair.												
Prepare reports and otherwise coordinate September payroll data												

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with Payroll to assist with their processing. Double check all data for September payroll.												
Work with Payroll or Business Services to calculate the employee benefit pool amounts for September payroll.												
Obtain first four (4) days and every Monday report of school enrollment reports/rosters/master schedules from schools. Prepare data reflecting the impact of actual enrollment on current year staffing. Attend meetings to adjust staffing as needed.												
Collect staff rosters and master schedules from all sites to conduct a final check of appropriate assignment as related to certification and Highly Qualified requirements as assignments often change just before and after the start of the school year. Process waivers or take other actions as necessary to ensure compliance.												
Review the evaluation reports distributed to administrators in August. Update as necessary. Redistribute to administrators so they will have an accurate list of employees they are required to evaluate, the evaluation type or cycle, and the due date of that activity, including probationary evaluations or required observations.												
Provide evaluation/performance appraisal information updates and/or training for administrators. Check procedures for tracking administrator training related to evaluation processes as administrators are required to maintain teacher evaluation training on a current basis.												
Advise supervisors to inform all employees of the evaluation process and tools that will be utilized for their evaluation for this year. Receive documentation from each site that this information has been distributed to all employees.												
Review processes for any staff scheduled to be on probation. Meet with evaluators and review specific steps; establish specific												

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timelines, processes, resources, assistance and responsibilities.												
Continue processing new hires for the new school year. Create new hire personnel files. Work with new employees to complete required new hire documents. Ensure that all required documents are processed and on file (current disclosure form – reaffirmed or completed new upon hire, fingerprints taken, processed and/or cleared, I-9, W-4, Sexual Misconduct Forms from prior employers, internet use agreement, etc.) Update new hire checklists as items are completed.												
Continue new staff and new substitute orientation and required training sessions.												
Prepare reports of new hires and distribute to various other departments and/or administrators as appropriate, including to union representatives.												
Identify new hires eligible for the District New Hire Mentor Program. Work with others as appropriate to assign mentors and maintain appropriate documentation. Provide information and/or conduct orientation for assigned mentors.												
Submit final S-275 report for the previous year. Check all data prior to submitting to ensure data is correct, including reporting of salaries and K-4 FTE.												
Review HBV/HIV training records and information as to those employees eligible for inoculations pursuant to District policy and/or procedures. Provide notification of availability of inoculations, track employee decline or acceptance, track inoculation records. This task is often coordinated with school nursing staff.												
Check to ensure new year contracts/employment authorizations are all issued, signed, and returned.												
Review and prepare for the BEA 1497 report in coordination with other departments. Issue directions and information to principals												

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Tasks by Month

TASKS	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
or department administrators as appropriate.												
Review the S-275 reporting requirements for the new year. Schedule activities, including training events offered by WSPA, WASBO or the ESD.												
Distribute directory as appropriate (may be on web site and/or otherwise made available).												
Send updated staffing reports to site and department administrators. Ask administrators to double-check data and report any discrepancies.												
Prepare reports comparing actual staffing based on September data vs. budgeted staffing. Review with Business Services or others as appropriate to adjust budget as needed.												
Notify certificated employees of deadlines for submitting new educational records or experience verifications that would affect salary schedule placement.												
Process salary schedule placement changes based on data that has been received, reviewed and validated (transcripts, degrees, experience, changes in positions, FTE or contract status). Issue payroll authorization notices as appropriate.												
Present opening of schools report to board.												
Continue to recruit for vacancies and substitute employees as necessary.												
October 1 is the first date for placing certificated employees on probation for the year. Ensure all procedures and notices are in place.												
Prepare official October 1 enrollment/staffing reports. Check sections for elementary PE, Music, Library staff that provide release time support for teachers. Utilize this data to update P, K, E, F, M, S codes for S 275 reporting and K-4 calculations.												

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Tasks by Month

TASKS	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Start activities for the S-275 report for the current year.												
Remind evaluators or 90-day new-hire observations/evaluations and/or probationary evaluation requirements.												
Prepare and distribute a report displaying the contract status for all certificated employees (Provisional Year 1, Provisional Year 2, Continuing, Leave Replacement and/or Retiree-Rehire). Double check all data prior to distribution.												
Submit list to WIAA reflecting new coaches and coaching assignments.												
Continue processing benefit changes during the specified open enrollment period.												
Complete the BEA- 1497 report.												
Continue processing salary schedule placement changes based on data that has been received, reviewed and validated (transcripts, degrees, experience, changes in positions, FTE or contract status). Issue payroll authorization notices as appropriate.												
Review September and October payroll data with payroll one more time to ensure accuracy of data and changes.												
Prepare reminder notices to any staff with expiring certification, licensing, work visas and/or required training as appropriate. Update employee records with completed training data. Continue to monitor to ensure that all employee-required training is current.												
Continue processing new hires, including orientation and required training sessions.												
Check department head sections and/or other data that would alter compensation amounts for supplemental contracts.												
Working with Payroll and/or Business Services, review the benefit pool calculations used for September and adjust as necessary.												



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Tasks by Month

TASKS	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Review Highly Qualified requirements for staffing, including Para educators, to ensure final compliance for the year. Issue notification to parents and/or others as necessary where requirements are not met. Prepare waivers and/or other documentation as appropriate.												
Update and distribute emergency and/or inclement weather procedures, including emergency telephone trees, to staff.												
Review evaluation requirements with administrators.												
Attend ESD workshop on S-275 reporting.												
Audit and review quarterly reports for workers' compensation and unemployment benefits. Take action as necessary to return workers to their positions and/or process claims.												
File all new contracts, supplemental contracts and pay authorizations prepared for the current year into the employees' personnel files.												
Remind employees of timelines and procedures for requesting a change in job classification for the next school year, including required documentation.												
Review list of job descriptions to be updated for the year. Schedule activities to complete this task.												
Check district collective bargaining agreements for mandated deadlines. Update the CBA timeline document and distribute to administrators and others as appropriate.												
Attend AASPA annual conference.												
Attend the WSPA Law Conference.												
Complete and transmit the initial State S-275 report. Continue to make corrections as necessary in preparation for the December												

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Tasks by Month

TASKS	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
submission.												
Review Affirmative Action Plan/Program for next due date.												
Begin preparation of annual Affirmative Action Report to the Board of Directors. Prepare data from prior year activities (openings/reasons and hires/status, including gender, ethnicity, and other required reporting data).												
Prepare for second semester or trimester staffing. Request planned schedules to review certification, endorsements and Highly Qualified information to planned assignments.												
Begin working on seniority lists to be published according to collective bargaining agreements.												
Working with Payroll and/or Business Services, review the benefit pool calculations and adjust as necessary.												
Meet with fall student teachers.												
Review employee required training requirements. Conduct training to ensure all required training is completed by employees as applicable.												
Begin preparations for next year recruitment functions. Schedule dates on calendars. Review recruitment materials in preparation for changes as necessary.												
If applicable, review online application information and instructions for applicants. Update as necessary.												
Conduct HR related training for administrators to continue updating administrators in key HR areas on a regular basis.												
Work on updates to job descriptions.												
Review staffing for the current year. Attend meetings as appropriate to make final adjustments for the current year and prepare reports comparing current year staffing to budgeted												

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Tasks by Month

TASKS	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
planned staffing.												
Check to ensure that required observations and/or probationary evaluations are completed and on file in personnel as appropriate.												
Work with transportation and food services to adjust employee work hours that may affect benefit calculations based on changes from the start of the school year.												
Check coach requirements for upcoming winter coaching assignments.												
Issue a report displaying all supplemental contracts and pay authorizations for extra duties and/or coaching assignments to site administrators. Ask the administrators to double check and verify the assignments. Adjust pay authorizations accordingly.												
Continue to monitor progress of employees in probationary status.												
Continue data updates to the S-275 report.												
Submit the December 275 report. This is the report that is typically utilized by SPI and legislators for this year's legislative session activities. Be as careful as possible to ensure that this report is accurate – for salaries, benefits and assignment reporting. Double check the K-4 FTE reported and K-4 FTE requirements.												
Prepare a list of expiring teaching certificates, licenses, work visas and/or permits. Ensure that all staff are working with valid certification and/or licensing as required.												
Check the master schedules from the high schools and the middle/junior high schools for correct teaching assignments with teaching certificates/endorsements and highly qualified requirements.												
Prepare and/or review unemployment reports.												
Continue to review recruitment plans and prepare recruitment												

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Tasks by Month

TASKS	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
materials and events for the upcoming recruitment season.												
Prepare a report of the prior year applicant data and activities.												
Archive inactive applicants. Store archived applicant data as appropriate.												
Review winter vacation schedules from staff (personnel and district office).												
Begin preliminary work on seniority reports as appropriate to the collective bargaining agreement requirements.												
Review district policies for additional updates as necessary.												
Review the HR department budget and expenditures.												
Prepare historical data from prior year for storage (work calendars, salary schedules, S 275 summary reports, substitute usage, leave usage, other data reports, etc).												
Perform another check to ensure that required observations and/or probationary evaluations are completed and on file in personnel as appropriate.												
Take time to review the CBAs with administrators to determine if any changes may be necessary or are desired for upcoming negotiations.												
Review changes in laws to determine if new labor law posters are required at work sites. If so obtain new posters. Check each work site to ensure that all labor law posters are appropriately displayed.												
Review minimum wage potential changes for the upcoming calendar year. If changes are required, submit changes to the Board of Directors and/or work with unions to ensure that all positions meet the new minimum wage requirements. Adjust pay as appropriate. Be sure to review hourly wage determination for coaching positions as part of this process.												
Post annual workers compensation and unemployment reports as required.												

# *Appendices*

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# *Appendix A*

## *Acronym Glossary*

<b>Acronym</b>	<b>Definition</b>
1209	The original legislative bill that instituted into law the Washington State Educational Reform Act.
ADA	The Americans with Disabilities Act. Federal legislation that requires disabled individual's accessibility to programs and buildings.
AWSP	Association of Washington School Principals.
BEA	Basic Education Act.
BEACIS	Basic Education Act Certificated Instructional Staff. Defined as certificated employees whose assignments fall into programs 01, 21, 31, 45, or 97; duty roots 31 through 33, 40 through 49, or 63 through 64; and duty suffix 0.
BECCA Bill	A bill referred to extensive attendance requirement on the part of students. School districts are required to work closely with the court system and the juvenile department regarding poor attendance patterns.
CBA	Collective Bargaining Agreement.
CBAC	Citizens' Budget Advisory Committee. A committee that provides recommendations and guidance to the district which is comprised of selected individuals from the community.
CEL 5D+	University of Washington Teacher Evaluation Rubric
CEU	Continuing Education Unit. Certain, but not all, ESA staff can submit CEU credits for reporting on the 275 and advancement on the salary schedule. Requires a companion SP form to validate the CEU was required to maintain the employee's license for their position.
CIS	Certificated Instructional Staff. Defined as certificated employees whose assignments fall into duty roots 31 through 49 or 63 through 64 with suffix 0.
CTBS	See ITBS.
DRS	Department of Retirement System
EAP	Employee Assistance Program.
EALRs	Essential Academic Learning Requirements. This term refers to requirements developed by the state as part of the Washington State Educational Reform Act.
edTPA	Teacher Performance Assessment
EEOC	Equal Employment Opportunity Commission. The 1978 Equal Opportunity Guidelines still stand today as the most significant document regulating employment practices.
ERNN	Employee Relations and Negotiations Network.
ESA	Educational Staff Associate. A type of certificate issued to certificated support staff (e.g. counselors, nurses, psychologists, physical therapists, audiologists, speech and

	language therapists, occupational therapists).
ESD	Educational Service District. There are several ESDs strategically located throughout the state. These service districts provide a variety of services to their regional school district including staff development, grant processing, and technical assistance.
ESL	English as a Second Language. A program for students whose primary language is not English.
ELL	English Language Learners. Another term associated with programs for students whose primary language is not English.
ESPAW	Elementary School Principals' Association of Washington.
ESY	Extended School Year. Part of federal and state legislation pertaining to special education students requiring a school year beyond the normal 180 day school year, if necessary, as determined by the MDT.
FERPA	Family Educational Rights and Privacy Act.
FLSA	Fair Labor Standards Act. A federal law passed several years ago mandating certain types of payment to employees. Hourly rate of pay requirements usually refer to classified staff while most certificated employees are exempt from the FLSA.
FMLA	Family Medical Leave Act. The federal law passed outlining benefits and leave provisions for all employees.
Form 1497	An annual form that must be submitted to the Superintendent of Public Instruction's office to ensure district compliance with the Basic Education Act. (Previously the M 808)
FTE	Full Time Equivalent. This term refers to the percentage of time an individual and/or collective group of individuals are employed.
HQ	Highly Qualified
IA	Instructional Assistant.
IDEA	Individuals with Disabilities Education Act. The federal statute which provides programs for disabled students, ages 3 to 21.
IEP	Individualized Education Program. A document required by special education legislation which must be on file for each special education student.
IMC	Instructional Materials Committee. This is the local committee required by state law which approves instructional materials for use in the classroom.
ITBS	Iowa Test of Basic Skills. This is the mandated Washington State testing program which presently tests 4th and 8th grade students.
KCDA	King County Director's Association. A purchasing cooperative of districts throughout the state of Washington. This cooperative purchases materials on a volume basis and sells them to Washington State school districts.
L&I	Labor and Industries.
LAP	Learning Assistance Program. This program is similar to the federally funded Title 1 program. The essential difference is that this is a state-funded program.
LOA	Leave of Absence.
LWOP	Leave without Pay

M808	See Form 1497 on previous page.
MDT	Multi-Disciplinary Team. A team representing several certificated disciplines which meets to develop a special education IEP.
NWAAE	Northwest Association for Employment in Education.
OCR	Office of Civil Rights.
OPP	Office of Professional Practices.
OSPI (SPI)	Office of the Superintendent of Public Instruction.
OSPA	Oregon School Personnel Association.
PAC	Parent Advisory Committee.
PAC	Political Action Committee.
PERC	Public Employment Relations Commission.
PERS	Public Employees Retirement System for classified staff.
PIP	Primary Intervention Program. A program designed for early intervention with at-risk students. Eliminated by the Washington State Legislature in 1997.
Plan 1	Retirement system for employees who were employed in education prior to 1977.
Plan 2	Retirement system for employees who were employed in education after 1977.
Plan 3	An optional employee retirement plan for staff presently enrolled in Plan 2 which allows them to retire earlier than the eligibility age of 65 with reduced benefits.
POG	Personnel Operations Guide prepared by the Washington School Personnel Association.
PTA	Parent Teacher Association.
PTO	Parent Teacher Organization.
RCW	Revised Code of Washington. Represents essential elements of law developed by the legislature.
RIF	Reduction in Force.
S-275	A state report required annually for purposes of appropriations. It includes such things as: staffing by FTE, staff assignments, salary, benefit amounts, etc. Directions for this report should be received in your office annually. They can also be found on the internet at: <a href="http://www.k12.wa.us">www.k12.wa.us</a> .
SBE	State Board of Education.
Section 504	The section of the 1973 rehabilitation act passed by the federal government. This section requires school districts to provide appropriate programs for students and their parents who are not eligible for special education, however, require accommodation for an appropriate program.
SIRS	School Information Research Service. A research analysis by the state for salary comparisons.
SLIP	Student Learning Improvement Plan. Often used synonymously with the term SLIG (Student Learning Improvement Grant).
SPI(OSPI)	Superintendent of Public Instruction's office which is located in Olympia, Washington.
TAP	Teacher Assistance Program.
Title I	Federally funded program for academically disadvantaged students. Frequently, this



	program is still termed Chapter I since Chapter I and Title I are sections of the federal budgeting process.
TPEP	Teacher Principal Evaluation Project
TRS	Teacher Retirement System for certificated staff.
WAC	Washington Administrative Code. WACs are essentially the implementing procedures required by RCWs.
WASA	Washington Association of School Administrators.
WASL	Washington Assessment of Student Learning.
WASBO	Washington Association of School Business Officials.
WASSP	Washington Association of Secondary School Principals.
WSIPC	Washington School Information Processing Center. This is a computer center located in Lynnwood, Washington, which provides data processing services for school districts across the state of Washington. This center provides extensive budget information as well as issuing monthly payroll checks.
WSPA	Washington School Personnel Association.
WSSDA	Washington State School Directors' Association

## ***Appendix B***

### ***Glossary of Terms***

<b>Affirmative Action Officer</b>	The person responsible for the Affirmative Action Plan and activities in the district.
<b>Affirmative Action Plan</b>	A state-required plan of all school districts for the purpose of the retention and recruitment of diverse personnel.
<b>At-Risk Student</b>	Student who is at risk of failure.
<b>Background Check</b>	Inquiry of individual's work history, quality of work, etc., usually done prior to employment offer. Can be conducted either over the phone or in person.
<b>Basic Education Act (BEA)</b>	Funding definition for basic education.
<b>Benefit Fair</b>	An activity an employer provides to employees at a specific time wherein all benefit vendors are assessable to employees.
<b>Benefit Pool</b>	The average calculation of employees by bargaining group to determine the benefit costs to employees which are then disbursed to individual employees.
<b>Budget Guidelines</b>	The perimeters within the budget that determine the expenditures for the school year.
<b>Career Fair</b>	An activity organized by organizations, colleges, and universities for the purpose of recruiting and attracting potential employees as well as promoting individual districts.
<b>Certificate, Teaching</b>	State-issued certificate allowing an individual to provide instruction to students.
<b>Certificated Staff</b>	Staff holding educational certificates such as teachers, counselors, librarians, administrators, etc.
<b>Classified Staff</b>	Staff employed in the district who do not hold an educational certificate.
<b>Clock Hours</b>	Credits earned by an individual for workshops or seminars approved by Educational Service Districts.
<b>Co-Curricular</b>	Contracts given to individuals outside their major work assignment that is "co" to the curriculum, e.g. music, theater, drama, clubs.

<b>Employee Assistance Program (EAP)</b>	A service offered by an employer to provide various types of assistance to employees who may need professional help not offered by the district.
<b>Endorsement</b>	The only areas in which a certificated employee may teach. Information can be obtained at the OSPI website: <a href="http://www.k12.wa.us/cert">http://www.k12.wa.us/cert</a>
<b>Equal Employment Opportunity Commission (EEOC)</b>	An organization that services complaints of employees against an employer for discriminatory practices. Ensures equal employment opportunities.
<b>Evaluation</b>	Assessment of an individual's performance.
<b>Extra-curricular Authorizations</b>	Pay authorizations given to individuals outside their major work assignment, such as coaches, where the assignment is not "co" to the curriculum. See Co-Curricular for that definition.
<b>Family Medical Leave Act</b>	The federal law passed outlining benefits and leave provisions for all employees.
<b>HQ – Highly Qualified</b>	A designation used to identify the regulation required under the No Child Left Behind Act (NCLB) that requires certificated staff and Para educators to meet certain educational and experience requirements to determine that they are "HQ." If they are not, notices must be made to the parents of students in the classrooms. Refer to the full regulation that can be found on the OSPI web site at <a href="http://www.k12.wa.us">www.k12.wa.us</a>
<b>I-200</b>	Redefines state Affirmative Action requirements.
<b>I-728</b>	K-12 student achievement accountability. Provides additional funding per student FTE.
<b>I-732</b>	Provides cost of living increases for state-funded employees.
<b>I-9</b>	Immigration and Naturalization form required for all new employees.
<b>Job Description</b>	Listing of essential and nonessential job functions required for a particular position.
<b>K-4 Reporting</b>	A report required by the state of Washington which reflects the district's student/teacher ratio.
<b>Labor and Industry Claim</b>	Employee claim for compensation due to injury on the job.

<b>Leave of Absence</b>	Approved absence of an individual. Can be for one or many days up to one year.
<b>Letter of Intent</b>	Quasi contract given to a potential employee as part of the recruitment effort.
<b>NCLB</b>	No Child Left Behind Act. A major piece of legislation enacted by the federal government regulating requirements for staff to be Highly Qualified.
<b>Negotiated Agreement</b>	Document agreed upon by the respective unions and the school district.
<b>Non-represented Policy</b>	A policy required by law for employee not belonging to a recognized bargaining group.
<b>Office of Professional Practices</b>	The office in OSPI that is charged with enforcement, including discipline of educational practitioners for violation of the Professional Code of Conduct.
<b>Para educator</b>	Assists classroom teacher in the operation of the classroom. Other names: instructional assistant, teacher's aide, parapro, educational assistant, etc.
<b>Policy Book</b>	Book of rules and regulations established by the school board in the governance of the district. This book may also contain district procedures.
<b>Pre-employment Testing</b>	Testing of an individual which determines minimum competencies prior to offer of employment.
<b>Pre-retirement Seminar</b>	An opportunity to provide potential retirees with information in order to make good decisions about their retirement future.
<b>Probation</b>	The period of time in which an employee is assessed for possible nonrenewal.
<b>Professional Code of Conduct</b>	A set of behavioral codes expected of all certificated employees.
<b>Recruitment</b>	Activity which involves the attracting and hiring of potential employees.
<b>Reduction in Force (RIF)</b>	A process whereby a determination is made to reduce the employment force.
<b>Reference Check</b>	Inquiry of individual's work history, quality of work, etc., usually done prior to employment offer. Can be conducted either over the phone or in person.

<b>S 275 Report</b>	A state report required annually for purposes of appropriations. It includes such things as: staffing by FTE, staff assignments, salary, benefit amounts, etc. Directions for this report should be received in your office annually. They can also be found on the internet at: <a href="http://www.k12.wa.us/">http://www.k12.wa.us/</a>
<b>Section 504</b>	The section of the 1973 rehabilitation act passed by the federal government. This section requires school districts to provide appropriate programs for students and their parents who are not eligible for special education, however, require accommodation for an appropriate program.
<b>Seniority List</b>	Seniority lists may consist of the number of years of service by an employee, credits earned, and other experiences assigned to an employee's years of service.
<b>Shared Leave</b>	The ability for employees to donate leave for employees who have demonstrated hardship.
<b>Staffing</b>	A process for the assignment of staff for each building/program.
<b>Stipend</b>	A rate of pay different than hourly or daily rate agreed upon by practice and/or bargaining agreement.
<b>Substitute</b>	Temporary at-will employee.
<b>Summative Evaluation</b>	The culminating assessment of individuals who are on professional growth plans.
<b>Supplemental Contract</b>	Contracts given to individuals outside their major work assignment, such as: coaches, advisors, etc.
<b>Teacher Assistance Program (TAP)</b>	State-wide program that provides assistance to districts to work with new certificated staff.
<b>Teaching Permit</b>	Temporary teaching certificate for individuals whose certification is in process.
<b>Title IX</b>	The federal equity requirements involving students, especially in the area of athletics and activities.
<b>Title IX Officer</b>	Person responsible for equity issues involving students, especially in the area of athletics.
<b>Unemployment Report</b>	A report of former employees who have filed for unemployment compensation.
<b>Union Contract</b>	Collective bargaining agreement. Document agreed upon by the respective unions and the school district.

<b>Work Calendar</b>	Calendar of annually required and/or optional working days.
<b>Worker's Compensation</b>	Assessment of dollars for employees who have been injured on the job.

## *Appendix C*

### *Calculations and Formulas*

#### **Full Time Equivalent - FTE**

An FTE is the proportion of an individual's assignment to full time, with 1.0 equaling full time. The definition of 1.0 FTE is different for different groups of employees.

For classified employees, a 1.0 FTE for the position is based on 2,080 hours in a year (September to August annually). If an employee works less hours than that, they are less than a 1.0 FTE. For example, a Para educator might work 6.0 hours per day x 180 school days + 10 holidays.  $6.0 \times 190 = 1,140$  annual hours; divided by 2,080 equals an FTE of .548 for that position.

For benefits, however, the full time 1.0 FTE calculation for classified employees is not based on 2,080 hours. Rather it is based on 1,440 hours (180 days x 8 hours). So for the Para educator example above, divide the worked hours 1,140 by the benefit 1.0 FTE of 1,440 and the benefit FTE for this same person is .79.

For certificated instructional staff a 1.0 FTE is the contracted year for a full time teacher or certificated instructional staff for that year. For example until the 2009-10 school year, the most common number of days per year was 182 but the hours per day varied. If the scheduled calendar for certificated instructional staff in your district was 182 days for 7.5 hours, then a full time CIS FTE would be 1,365 hours ( $7.5 \times 182$ ). This data is used both for establishing the FTE for the contract to be issued to the staff member; and to establish FTE of previous experience for placement on the salary schedule.

When verifying or crediting experience for certificated staff, it is critical that you verify both 1) what the employee actually worked and 2) what constituted a full-time FTE for that year for that prior employer (or your district if applicable).

No more than 1.0 year of experience can be accumulated during any traditional nine-month academic year or during any 12-month period. T

This data is reported to the state on the S 275 report and it is important that it be highly accurate as it is subject to audit by the State Auditor's office.

Samples of calculations of experience FTE for certificated instructional staff:

Formula: Total number of hours worked in one year (or the numerator) divided by the total number of hours that constitute a full time FTE in that contract year for that employer (denominator) .

1. If a teacher's full-time assignment in a district requires 181 days at eight hours per day, an individual working 1448 hours is 1.0 FTE.

An individual who starts 10 days after the beginning of the year will work 171 days. The FTE calculation will be:  $171 \div 181 = .95$ .

If the same individual works half time, the calculation will be:  $171 \div 181 \times .5 = .47$ . (It is a .5 or half-time position, but the employee's FTE is .47.)

2. Following are several examples of FTE calculations for teachers who teach a portion of the day. Each period is one hour in length, and the school year is 181 days.

A. Teaches 4 periods of a possible 5 =  $724 \text{ hours} \div 905 \text{ hours} = .800 \text{ FTE}$

B. Teaches 5 periods of a possible 6 =  $905 \text{ hours} \div 1086 = .833 \text{ FTE}$

C. Teaches 4 periods of a possible 7 =  $724 \div 1267 = .571 \text{ FTE}$

If the total work day includes a conference and planning or preparation period, you will need to be aware of your district's practice for including or excluding that period in the above calculation. Commonly, only the actual teaching sections are considered in the formula, with an assumption that a portion of the planning period is "included" in each teaching section. In example A above, there would be six periods per day, one of which is for planning. The .800 teacher teaches 4 sections and has a .800 section for planning.

The actual calculation will absolutely depend on what your district has established as the work days and hours per day for a full time certificated instructional staff employee.

Calculations for individuals who have unique calendars need to be made on the basis of the proportion of hours worked to the total possible number of hours and adjusted appropriately, if needed. For example, an individual who works full time Monday, Tuesday, and Wednesday might work fewer or more hours than an individual working 3/5-time (60%) every day of the year. A determination would need to be made as to whether the M/T/W individual's assignment is for the actual total number of hours worked on Mondays, Tuesdays, and Wednesdays, or if the expectation is for 3/5 (60%) of the total hours in a full year.

Using sample numbers, if the full year is 180 days at seven hours per day, 1.0 FTE is 1,260 hours.  $.6 \times 7 \times 180 = 756.0 \text{ hours}$ .

If the M/T/W calendar included 109 days at seven hours per day, the hours worked would be 763.  $763 \div 1260 = .606 \text{ FTE}$ . The individual could be paid on the basis of a .606 FTE assignment, or



the calendar might be adjusted to include one less day to equal 756 hours, which is .6 FTE, depending on the practice of the district.

Calculations for classified employee FTE's are typically based on a full year of 2,080 hours (260 days at eight hours per day). Paid holidays and vacation days as well as work days may be used to determine the employee's FTE.

Examples:

1. An employee works six hours per day, is given 11 holidays and 16 vacation days per 180 day school year:

$$\frac{(180 + 11 + 16) \times 6}{2,080} = \frac{207 \times 6}{2,080} = \frac{1,242}{2,080} = .597$$

2. The same employee as in Example 1, but the assignment begins when there are 102 days remaining in the 180-day work year. In this case, the employee would be given six holidays and nine vacation days.

$$\frac{(102 + 6 + 9) \times 6}{2,080} = \frac{117 \times 6}{2,080} = \frac{702}{2,080} = .338$$

You will need to familiarize yourself with your district's practices and collective bargaining agreements, as well as the S-275 reporting regulations to properly calculate FTEs.

# ***Appendix C***

## ***Calculations and Formulas***

### **Credits/Clock Hours Calculations**

*It is highly recommended that all HR staff responsible for S-275 reporting and/or salary placement calculations attend workshops, webinars and conference session presented by WSPA annually in support of the calculation of credits and clock hours. The information presented here is a summary discussion of some of the important elements of the credits and clock hour calculation, but does not include the level of detail presented in the S-275 workshops.*

1. There are four categories of credits:
  - a. Academic credits earned since the highest degree.
  - b. Inservice credits, which are commonly referred to as clock hours but also include continuing education units (CEUs) for ESA staff and non-transfer courses (those courses completed 9/1/87 or thereafter that otherwise meet the requirements of an academic credit except they are not applicable or transferrable to a degree program). Note: Some Washington colleges that are approved clock hour providers will display clock hours as CEU unit (e.g. Seattle Pacific University).
  - c. Excess Credits. Credits in excess of 45 earned between the first Bachelor's degree and the first Master's degrees. (This may include a combination of academic and inservice credits).
  - d. Nondegree credits for Vocational Only or Special Degree staff as reported on the S 275.
2. Applicable WACs are referenced in the S-275 Reporting Process Instructions. The information provided here will pertain to the first three categories noted above. Refer to the S-275 instructions and the Rules for Placement of Vocational Instructors on the Salary Allocation Schedule of the appendix; page B8, for more information on the fourth category.
3. Documentation may be originals or copies per WAC 392-121-280. Copies are subject to school district acceptance or rejection; be aware of your district's policy on this issue. Because of requirements to ensure that the documentation is appropriate, most districts require official transcripts.
4. Academic and inservice clock hours should be converted to quarter credits. When evaluating a transcript in a format other than quarter credits, convert units and semester credits to quarter credits. Inservice classes must be a minimum of three (3) hours in length to be recognized.

5. Semester credits  $\times 1.5$  = quarter credits (Example: three (3) semester credits = 4.5 quarter credits).
6. Total inservice clock hours  $\div 10$  = quarter credits (Example 25 clock hours = 2.5 quarter credits). Please note with regard to rounding inservice hours. The Auditor has ruled that you can round up or down if the credit calculates to the 2<sup>nd</sup> place but you must be consistent. For example an inservice course of 37.5 hours divided by 10 = 3.75 quarter credits. For reporting, you may either record this course as 3.8 quarter credits or 3.7 quarter credits, so long as you are consistent with your practice.
7. When a transcript lists units, there is generally a formula provided for converting units to either semester or quarter credits. If the conversion formula is not stated or is unclear, contact the registrar of the school for clarification. Be very careful about reading the back of transcripts to ensure you are recording the correct credit type.
8. Review the back of the transcript to determine the credit type by the course number designation. Be careful of courses with odd numbers as it is likely that they are a non-transfer credit and cannot be credited unless it was completed on or after 9/1/87 as they are counted as inservice credits.
9. All credits earned after September 1, 1995, must meet at least one of the five criteria (formerly six criteria) established in WAC 293-121-262. This applies to inservice as well as academic credits. Also, if the post-September 1, 1995, credits were previously approved in another Washington school district, they are to be recognized by subsequent employers. Credits not recognized in one school year may be recognized in later school years. If an employee is hired who has credits earned after September 1, 1995, which have not been previously approved (such as an individual arriving from out of state or a recent master's in teaching graduate), the classes need to be evaluated in light of the criteria before recognizing them. You may stamp or otherwise note on the transcript that the designed district representative (HR staff member) has reviewed the course and it meets one of the criteria requirements.
10. If the individual has more than one bachelor's degree, begin counting credits after the first degree was awarded, regardless of whether it is education-related.
11. If the employee has a master's degree, total all credits (academic and inservice) earned between the first bachelor's degree and the date of conferring or awarding of the master's degree. Any credits in excess of 45 will be recorded as "excess." All credits earned after the awarding or conferring of the master's degree will be recorded as either "academic" or "inservice." The total of these three categories will determine placement in the appropriate master's column on the LEAP schedule.

- a. Example One. A teacher is hired who has a bachelor's degree and a master's degree. After the bachelor's degree but before the master's degree the teacher earned 98.0 academic credits and 66 inservice clock hours (the equivalent of 6.6 quarter credits). Since the master's degree, the teacher has earned three academic credits and 13 inservice clock hours. The appropriate transcripts and approval forms are on file to document all training. The credits would be calculated as follows:

$$98.0 + 6.6 = 104.6 - 45.0 = 59.6 \quad \text{excess credits}$$

$$3.0 \quad \text{academic credits}$$

$$1.3 \quad \text{inservice credits}$$

$$\text{Total} = \text{MA} + 63.9 \quad (\text{placement in the MA} + 45 \text{ column})$$

- b. Example Two. A teacher has provided appropriate documentation of 24.0 academic credits and 57 inservice clock hours after the bachelor's degree. The credits would be calculated as follows:

$$24.0 \quad \text{academic credits}$$

$$5.7 \quad \text{inservice credits}$$

$$\text{Total} = \text{BA} + 29.7 \quad (\text{placement in the BA} + 30 \text{ column})$$

The total of academic and inservice credits earned after the degree, plus credits in excess for those with a master's degree, result in placement on the LEAP schedule as follows:

High Degree	Number of Credits	Placement
BA	0.0 - 14.4	BA + 0
BA	14.5 - 29.4	BA + 15
BA	29.5 - 44.4	BA + 30
BA	44.5 - 89.4	BA + 45
BA	89.5 or more	BA + 90
BA	134.5 or more**	BA + 135
MA	0.0 - 44.4	MA + 0
MA	44.5 - 89.4	MA + 45
MA	89.5 or more	MA + 90
Doctorate	Record 0 Credits	D

\*\*At least 134.5 credits must have been earned prior to January 1, 1992.

## *Appendix C- Calculations and Formulas*

### NEW STAFFING MODEL

#### Substitute House Bill 2776

SHB 2776 was passed during the 2010 Legislative Session, and expands on or updates items that were introduced in ESHB 2261 (passed during the 2009 Legislative Session). Among the items included in SHB 2776 is a new formula for the allocation of general apportionment moneys to school districts.

- [Link to Substitute House Bill 2776](#) (pdf) (Added May 5, 2010)
- [Link to Final Legislative Bill Report for SHB 2776](#) (pdf) (Added May 5, 2010)
- [2776 Baseline - Decoded](#) (Excel) (Added May 20, 2010)

This model breaks down the funding formula in SHB 2776, showing staffing units funded under the prototypical school model.

- [CTE and Skills Center Funding Comparison to Governor's Proposed 2011-13 Budget](#) (PowerPoint) (Added February 1, 2011)

#### **Crosswalk Models - Beta Versions for Discussion Purposes**

The following models are beta version crosswalk models between the current funding formula and the new formula under SHB 2776.

- [School-Level Staffing Model Using S-275 Information](#) (Excel 2003 format) (Added May 20, 2010)

**WARNING!!!** This is a LARGE file! 31MB+ in size!

This model represents districts 2008-09 S-275 reported data for their schools, consistent with the SHB 2776 structure.

These models are beta version crosswalk models between the current funding formula and the new formula under SHB 2776. They are provided for illustration and discussion purposes only, as actual results will vary from the results presented in these models. These models will not be updated until the 2011-12 school year. Districts should perform their own projections for budget or planning purposes using the F-203 "X" option module now available on the EDS system.

For questions about these models, please e-mail [T.J. Kelly](#), or you may reach him by phone at (360) 725-6181 (360) 725-6181 .

***PowerPoint Training Presentations***

- [HB 2776 for the Business Manager](#) (PowerPoint) *(Added December 21, 2010)*
- [HB 2776 for the Superintendent](#) (PowerPoint) *(Added December 21, 2010)*

**LISTED BELOW ARE A FEW SAMPLES FROM THE POWER POINT. IT IS CRITICAL THAT HR STAFF FULLY UNDERSTAND THE NEW FUNDING MODEL. TAKE TIME TO FULLY REVIEW THE INFORMATION.**

## Funding Structure - Existing

- The current funding provides high level formula staff units solely at the district level.
  - Certificated Instructional 46/1000.
  - Certificated Administrative 4/1000.
  - Classified Staff Units 1 per 58.75 student FTE.
- No additional detail by job classification exists.

-

## 2776 - Functional Structure - NEW

- 2776 breaks out the funding structure into the three major functional areas of a school district:
  - Schools.
  - Districtwide Support.
  - Administration.

## 2776 - Class Size Assumption in Formula

Grade Level	Class Size (Basic Ed)	Class Size (High Poverty School)
Grades K-3	25.23	TBD
Grade 4	27.00	TBD
Grades 5-6	27.00	TBD
Grades 7-8	28.53	TBD
Grades 9-12	28.74	TBD
CTE 7-8	26.57	Same
CTE 9-12	26.57	Same
Skills Centers	22.76	Same
Lab Science	TBD	Same
Advanced Placement	TBD	Same
International Baccalaureate	TBD	Same

## 2776: School Level Other Staffing

School Level Staffing	Elementary (K-6)	Middle (7-8)	High (9-12)	Staff Type
Base Enrollment	400	432	600	Student
Principals	1.253	1.353	1.880	CAS
Teacher Librarians	0.663	0.519	0.523	CIS
Guidance Counselors	0.493	1.116	1.909	CIS
<u>Health &amp; Social Services:</u>				
School Nurses	0.076	0.060	0.096	CIS
Social Workers	0.042	0.006	0.015	CIS
Psychologists	0.017	0.002	0.007	CIS
Teaching Assistance	0.936	0.700	0.652	CLS
Office Support	2.012	2.325	3.269	CLS
Custodians	1.657	1.942	2.965	CLS
Student & Staff Safety	0.079	0.092	0.141	CLS
Parent Involvement Coordinators	0.0	0.0	0.0	TBD

# Appendix C

## *Calculations and Formulas*

### **Derived Base Salary-LEAP Mix Factor**

The State of Washington utilizes a Salary Allocation Model (SAM) to determine the allocation of monies for certificated instructional staff FTE in basic education positions. This model follows on the next pages, where first you see the model in the numeric LEAP mix factor format (where BA 0, Step 0 equals a factor of 1.00000); and then you see the model in the salary format where the factor is multiplied by the derived base for that year and salaries are calculated for each step on the schedule.

When salaries are calculated it is simply a multiplication of the mix factor for that step times the Derived Base Salary. The Derived Base Salary the amount set for the BA 0, 0 step by the legislature for each budget year. Example: BA 15, Step 7 has a Mix Factor of 1.13286. Multiply that by the Derived Base Salary for 2009-10 (BA 0, Step 0 = \$34,237) equals a salary of \$38,786 for BA 15, Step 7.

For funding purposes the state determines the average LEAP mix factor for each district and then uses a formula that multiplies the allocated staffing FTE times the average mix factor times the Derived Base Salary for that year to determine the allocation for certificated instructional staff salaries in basic education programs. There are other formulas for other programs.

**Note:** In past years, only certain BEACIS assignments/FTEs were used to calculate the average staff mix. (defined as programs 01, 21, 31, 45; duty root 31 through 49; duty suffix 0). Now all CIS staff salaries and LEAP data is used to calculate the average.

1.  $\text{Sum all BEACIS Assignment Salaries} \div \text{sum all BEACIS Assignment FTE} = \text{BEACIS Average Salary}$
2.  $\text{Sum (All CIS Employees' Mix Factors} \times \text{Employee's Assignment FTE(s))} \div \text{sum all BEACIS Assignment FTE} = \text{BEACIS Average Mix Factor}$
3.  $\text{BEACIS Average Salary} \div \text{BEACIS Average Mix Factor} = \text{Derived Base Salary}$

Due to the impact of the derived base salary on funding and compliance, it is imperative that salary, FTE, and assignment data be reported accurately on the S-275 report.



### STATE ALLOCATION MODEL – LEAP MIX FACTOR SCHEDULE

<u>Years</u>	<u>BA</u>	<u>BA+15</u>	<u>BA+30</u>	<u>BA+45</u>	<u>BA+90</u>	<u>BA+135</u>	<u>MA</u>	<u>MA+45</u>	<u>MA 90+ or Ph.D.</u>
0	1.00000	1.02701	1.05499	1.08304	1.17303	1.23099	1.19891	1.28891	1.34693
1	1.01346	1.04084	1.06918	1.09846	1.18939	1.24704	1.21224	1.30317	1.36079
2	1.02628	1.05393	1.08257	1.11411	1.20478	1.26303	1.22566	1.31632	1.37458
3	1.03950	1.06741	1.09636	1.12890	1.21940	1.27905	1.23838	1.32881	1.38850
4	1.05246	1.08160	1.11072	1.14439	1.23542	1.29551	1.25171	1.34274	1.40286
5	1.06585	1.09513	1.12454	1.16008	1.25077	1.31206	1.26526	1.35599	1.41728
6	1.07961	1.10825	1.13866	1.17597	1.26623	1.32785	1.27915	1.36942	1.43100
7	1.10379	1.13286	1.16367	1.20301	1.29461	1.35793	1.30517	1.39673	1.46008
8	1.13919	1.16984	1.20138	1.24398	1.33681	1.40246	1.34610	1.43896	1.50458
9		1.20814	1.24125	1.28538	1.38038	1.44826	1.38747	1.48253	1.55041
10			1.28158	1.32891	1.42517	1.49532	1.43104	1.52733	1.59744
11				1.37371	1.47207	1.54362	1.47584	1.57423	1.64574
12				1.41708	1.52023	1.59391	1.52240	1.62236	1.69607
13					1.56956	1.64544	1.57060	1.67169	1.74756
14					1.61913	1.69890	1.62022	1.72451	1.80105
15					1.66126	1.74310	1.66233	1.76934	1.84788
16 or more					1.69447	1.77794	1.69557	1.80472	1.88482

## STATE ALLOCATION MODEL – SALARY AMOUNTS SCHEDULE

2014-15

<b>YEARS OF Service</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>BA+45</b>	<b>BA+90</b>	<b>BA+135</b>	<b>MA</b>	<b>MA+45</b>	<b>Ma +90 OR Ph.D.</b>
0	34,048	34,968	35,920	36,875	39,939	41,913	40,820	43,885	45,860
1	34,506	35,439	36,403	37,400	40,496	42,459	41,274	44,370	46,332
2	34,943	35,884	36,859	37,933	41,020	43,004	41,731	44,818	46,802
3	35,393	36,343	37,329	38,437	41,518	43,549	42,164	45,243	47,276
4	35,834	36,826	37,818	38,964	42,064	44,110	42,618	45,718	47,765
5	36,290	37,287	38,288	39,498	42,586	44,673	43,080	46,169	48,256
6	36,759	37,734	38,769	40,039	43,113	45,211	43,552	46,626	48,723
7	37,582	38,572	39,621	40,960	44,079	46,235	44,438	47,556	49,713
8	38,787	39,831	40,905	42,355	45,516	47,751	45,832	48,994	51,228
9		41,135	42,262	43,765	46,999	49,310	47,241	50,477	52,788
10			43,635	45,247	48,524	50,913	48,724	52,003	54,390
11				46,772	50,121	52,557	50,249	53,599	56,034
12				48,249	51,761	54,269	51,835	55,238	57,748
13					53,440	56,024	53,476	56,918	59,501
14					55,128	57,844	55,165	58,716	61,322
15					56,563	59,349	56,599	60,242	62,917
16 or more					57,693	60,535	57,731	61,447	64,174
<b><i>For credits earned after the BA degree but before the MA degree: Any credits in excess of 45 may be counted after the MA degree.</i></b>									

## *Appendix C*

### *Calculations and Formulas*

#### **Blended Pay Calculations-FLSA**

Blended formulas may be used when an employee has multiple assignments which include varying classifications (job categories, union representation, lengths of assignments, etc.). Items for consideration include (but are not limited to) impacts on hourly pay rates, union dues and/or representation fees, benefits calculations, determination of overtime eligibility and calculations, and S-275 assignment reporting.

Following are some situations which might involve blended-rate calculations with possible solutions. You will need to follow YOUR district's policies and collective bargaining agreements as well as laws pertaining to such items as overtime calculations.

Examples:

1. An employee who is a three-hour-per-day Paraeducator for 180 days and a five-hour-per-day office assistant for 190 days. Both assignments are in the same bargaining unit.

$$\begin{aligned} \text{Salary is based on } & \frac{3 \times (180 + \text{holidays} + \text{vacation})}{2,080} = \text{FTE Paraeducator salary} \\ & + \frac{5 \times (190 + \text{holidays} + \text{vacation})}{2,080} = \text{FTE office assistant salary} \end{aligned}$$

$$\text{Hourly rate might be based on } \frac{3 \times (\text{IA hourly rate}) + 5 \times (\text{office assistant hourly rate})}{8}$$

2. A classified employee who works seven hours per day for 180 days who has been selected as an assistant football coach. In this district coaches are nonrepresented classified hourly employees.

Determine the total hours for which the employee is to be compensated in a week. Multiply the base assignment hourly rate by 35 and the number of coaching hours by the coaching hourly rate. Divide by the total hours worked. Hours in excess of 40 are to be paid at 1.5 × blended rate, and hours in excess of 48 are to be paid at 2 × blended rate. (NOTE: Overtime can be paid at 1.5 or 2 times the higher hourly rate of the two assignments. The calculation may be different if coaches are represented.)

Assume the employee's hourly rate for the regular position is \$15.00 per hour, and the assistant coach rate is \$10.00 per hour. This individual worked a normal 35-hour week plus 16 hours of coaching. The pay calculation might be as follows:

- 35 hours at \$15.00/hour (regular assignment)
- 5 hours at \$10.00/hour (coach hours not exceeding 40 hours per week)
- 8 hours at 1.5 × blended rate (first 8 hours in excess of 40)
- 3 hours at 2.0 × blended rate (hours in excess of 48)

The blended rate would be calculated 
$$\frac{(35 \times \$15.00) + (16 \times \$10.00)}{51} = \frac{\$525.00 + \$160.00}{51}$$

$\$685/51 = \$13.43/\text{hour}$       ( $\times 1.5 = \$20.15/\text{hour}$ )      ( $\times 2.0 = \$26.86/\text{hour}$ )

\$779.05 total for this week

# ***Appendix C***

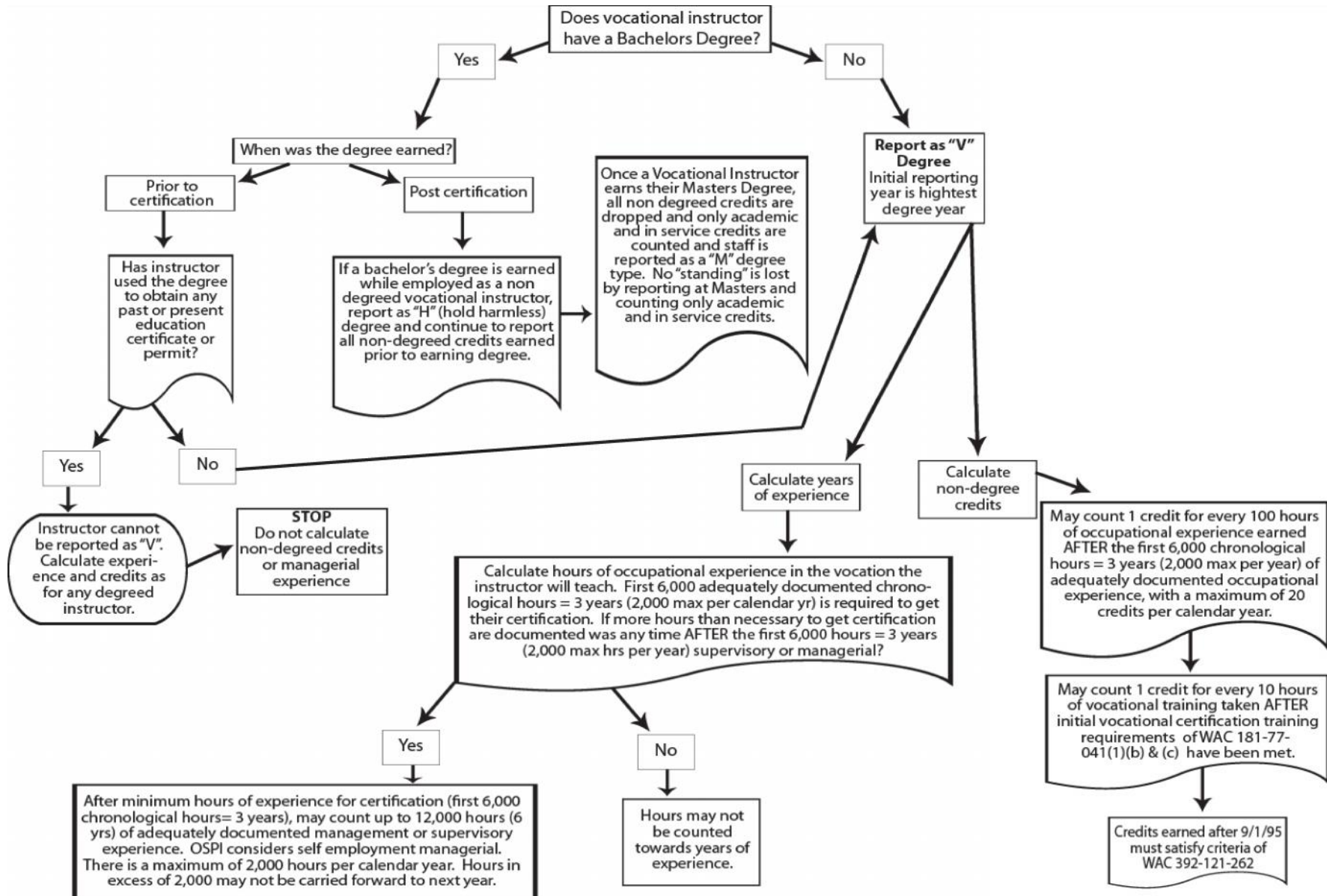
## ***Calculations and Formulas***

### **Rules for Placement of Vocational Instructors on the Salary Allocation Schedule**

Placement on the LEAP salary allocation schedule for vocational instructors is done for the purpose of funding education and must be done in accordance with the rules established for education funding. An individual's LEAP placement is determined by very specific rules for vocational instructors. This document is an abbreviated restatement of the information in the S-275 Reporting Process instructions regarding individuals who hold vocational certificates.

Note: A significant change for determining placement of Vocational instructors was made effective with the 2007-08 school year and S-275 reporting. These instructions reflect the current regulations.

The next page reflects a flow chart provided by the State Auditor's office displaying the steps in determining vocational staff placement and reporting. Following that, a step-by-step guide is provided.



## Steps to Place Vocational Instructors on the Salary Allocation Schedule

1. Determine if the instructor holds a Bachelors' degree.
  - 1.1. If NO, then report as high degree type V and treat as vocational degreed. Proceed to Step 3.
  - 1.2. If YES, then proceed to Step 2.
2. Determine when the degree was earned.
  - 2.1. If prior to certification being issued, then determine if the instructor used the degree to obtain any past or present education certificate or permit. This answer can only be provided by the Vocational Certification Office at OSPI. You will need to contact them for this response.
    - 2.1.1. If NO, then you may report as high degree type V and treat as vocational degreed. You may, however, report them and treat them as a regular BA degreed instructor if your district chooses to do so. In most cases they are reported as degree type V. Proceed to Step 3.
    - 2.1.2. If YES, then the instructor CANNOT be reported as degree type V. STOP. Calculate experience and credits as for any regular degreed CIS. Do NOT report any non-degreed experience or vocational management experience.
    - 2.1.3. Assign degree type "H" to vocational instructors previously assigned as degree type "V" who obtain(ed) a degree while employed in the state of Washington as a nondegreed vocational instructor.
3. If the highest degree type is "V:"
  - 3.1.1. Determine eligible certificated years of experience.
    - 3.1.1.1. Prior professional educational employment (i.e., teaching). [WAC 392-121-245(1)(a) through (d)]
    - 3.1.1.2. Up to a maximum of six years of **management** experience [WAC 392-121-245(1)(e)] AFTER meeting the minimum occupational years of experience (6000 hours – limited to 2000 hours per year).

Management experience is defined by WAC 180-77-003(6) as “...work as a supervisor, foreman, or manager in the occupational area in which the person will instruct.” Occupational experience is defined by WAC 180-77-003(7) as “...paid or unpaid work experience in the career field to be taught.” (Note that management experience is part of the universe of occupational experience.)

The “start point” for conversion of management experience into certificated years of experience is the date upon which the individual met the minimum occupational experience requirements for vocational certification. Management experience acquired after that date may be converted into certificated years of experience.

- The minimum occupational experience requirements for vocational certification are three years (six thousand hours) of paid occupational experience in the specific vocational field for which certification is sought. [WAC 180-77-041(1)(a)]

3.1.1.3. To calculate nondegree credits for employees with degree type “V:”

- Total all hours of related experience earned after meeting the minimum occupational experience requirement (no more than 2,000 hours may be considered in a one-year period).
- Divide the balance by 100 to convert experience to nondegree credits.

3.1.2. Determine eligible nondegree credits which are:

3.1.2.1. Vocational educator training earned after meeting the minimum requirements.

[WAC 392-121-259(3)(a), 180-77-041(1)(a) and (1)(b)]

- The “start point” for recognition of nondegree vocational educator training credits is the date upon which the individual met the six thousand hours (6000) hours of occupational experience in the field for which certification is sought.



- Completion of the vocational educator training and/or technical education/upgrading required to obtain the initial vocational certificate (two hundred fifty hours of vocational educator training and/or technical education/upgrading).

To determine if the hours for which recognition is requested qualify as vocational educator training, contact the OSPI Vocational-Technical Education office. Note that these requirements are generally more restrictive than those for regular certificated employees.

3.1.2.2. Converted occupational experience hours.  
[WAC 392-121-259(3)(b)]

The “start point” for conversion of occupational experience into nondegree credits is the date upon which the individual met the minimum experience requirements for initial vocational certification. The minimum experience requirements for initial vocational certification is three years (six thousand hours) of paid occupational experience in the specific vocational field for which certification is sought. [WAC 180-77-041(1)(a)]

Nondegree credits are determined as one credit for each 100 clock hours of occupational experience up to a maximum of 20 credits per calendar year. Note that management experience is also occupational experience and that all occupational experience should be converted to nondegree credits.

3.1.3. Individuals with degree type "V," are not eligible for academic, in-service, or excess credits. [WAC 392-121-261(3)]

3.2. If the highest degree type is “H:”

3.2.1. Continue to count nondegree credits and management experience as determined in 3.1.2 above which were [WAC 392-121-261(1)(b)]:

3.2.1.1. Earned prior to the awarding of a degree earned while employed in the state of Washington as a nondegreed vocational instructor.

3.2.1.2. Reported on Form S-275 prior to the awarding of the degree.

3.2.2. Assign no additional nondegree credits or management experience.

3.2.3. From the time of the degree onward treat the instructor as a degreed person (degree type is “H”).

4. Eligible credits and eligible experience must be properly documented.

**WAC 180-05-107 Documentation Requirement.**

Each certificate holder filing a report with the superintendent of public instruction shall be responsible for retaining records which document compliance with the continuing education requirements. Such documentation shall include:

- Inservice registration forms approved by the superintendent of public instruction and furnished by an approved inservice education agency.
- College and university grade sheets or transcripts which indicate completion of courses.
- Any official correspondence from an approved inservice agency which verifies completion of three or more clock hours.

4.1. Document assigned nondegree credits. [WAC 392-121-280(4)]

4.1.1. Assigned nondegree vocational teacher training credits must be supported by:

4.1.1.1. Documents meeting the standards established in WAC 180-85-107.

4.1.1.2. Evidence that the training was authorized pursuant to WAC 180-77-003(2), (9), or (12).

4.1.2. Assigned nondegree credits from converted occupational experience must be supported by:

4.1.2.1. The name and address of each industry employer.

- 4.1.2.2. The number of hours per year and dates of employment with each industry employer excluding unpaid leave.
  - 4.1.2.3. The district calculation of FTE (the quotient of 4.1.2.2 divided by 2,000 for each year of experience).
  - 4.1.2.4. Documents which provided evidence that the occupational experience meets the requirements of WAC 180-77-003(7).
  - 4.1.2.5. The district calculation of converted credits pursuant to WAC 392-121-259(3)(b). For each year of industry employment after the minimum requirements were met:
    - Determine the number of hours worked.
    - Divide those hours of experience by 100.
    - Up to 20 such credits per year of industry employment may be counted.
- 4.2. Districts shall document certificated years of experience.  
[WAC 392-121-280(5)]
- 4.2.1. Recognized management years of experience must be supported by:
    - 4.2.1.1. The name and address of each industry employer.
    - 4.2.1.2. The number of hours per year and dates of employment with each industry employer excluding unpaid leave.
    - 4.2.1.3. Documents which provided evidence that the management experience meets the requirements of WAC 180-77-003(6).
      - The experience was in the occupation to be taught.

- The person worked as supervisor or manager.

4.2.1.4. The district calculation of years of management experience (the quotient of 4.2.1.2 divided by 2,000 for each year of management experience worked after meeting the minimum occupational experience requirements for initial certification):

- No more than one year of experience may be earned in a year.
- Up to six such years of experience may be counted.

4.2.2. Assigned occupational experience must have on file the documentation identified in 4.1.2 above.

4.3. Summary tables of assigned experience and credits must be maintained by the school district and be available for audit.

5. Place the individual on the proper column of LEAP salary allocation schedule.

5.1. Individuals assigned as highest degree type “V” are placed on the BA columns of LEAP salary allocation schedule until 135 or more nondegree credits are reported at which time the person is placed on the MA + 0 column. [WAC 392-121-270(3)]

5.2. Individuals assigned highest degree type “H” are placed on the BA columns of LEAP salary allocation schedule unless 135 nondegree credits are reported in which case the person is placed on the MA + 0 column. [WAC 392-121-270(4)]

**This is a SAMPLE of a completed document to support calculation of a vocational experience and non-degree credits. You can submit your documentation to the State Auditor for review.**

**Career and Technical Salary Placement Calculation**

Year	From	To	Employer	Occupation	Hrs Day	Days Yr	Hours Worked	FTE	Cum Occup Exp =6000 Hrs Req'd	Mgt Hrs	Mgt FTE	Nondegree Credits Granted	Non-Degree Cum
1990	5/1/90	12/31/90	USA Vet Clinic	Vet Tech	7.6	175	1330	0.665	1330				
1991	1/1/91	12/31/91	USA Vet Clinic	Vet Tech	7.6	261	1983.6	0.992	3313.6				
1992	1/1/92	12/31/92	USA Vet Clinic	Vet Tech	7.6	262	1991.2	0.996	5304.8				
1993	1/1/93	12/31/93	USA Vet Clinic	Vet Tech	7.6	91.48	695.248	0.348	<b>6000.05</b>				
<b>Meets Occupational Minimum 6000 Hours Requirements</b>													
1993	1/1/93	12/31/93	USA Vet Clinic	Vet Tech	7.6	169.52	1288.35	0.644		0	0.000	12.88	12.88
1994	1/1/94	12/31/94	USA Vet Clinic	Vet Tech	7.6	260	1976.00	0.988		0	0.000	19.76	32.64
1995	1/1/95	12/31/95	USA Vet Clinic	Vet Tech	7.6	260	1976.00	0.988		0	0.000	19.76	52.40
1996	1/1/96	12/31/96	USA Vet Clinic	Vet Tech	7.6	262	1991.20	0.996		0	0.000	19.91	72.32
1997	1/4/97	12/31/97	NW Clinic	Clinic Manager	7.6	260	1976.00	0.988		1976.00	0.988	19.76	92.08
1998	1/1/98	12/31/98	NW Clinic	Clinic Manager	7.6	261	1983.60	0.992		1983.6	0.992	19.84	111.91
1999	1/1/99	12/31/99	NW Clinic	Clinic Manager	7.6	261	1983.60	0.992		1983.6	0.992	19.84	131.75
2000	1/1/00	12/31/00	NW Clinic	Clinic Manager	7.6	260	1976.00	0.988		1976	0.988	19.76	151.51
2001	1/1/01	12/31/01	NW Clinic	Clinic Manager	7.6	261	1983.60	0.992		1983.6	0.992	19.84	171.34
2002	1/1/02	12/31/02	NW Clinic	Clinic Manager	7.6	261	1983.60	0.992		1983.6	0.992	19.84	191.18
2003	1/1/03	12/31/03	NW Clinic	Clinic Manager	7.6	261	1983.60	0.992		1983.6	0.992	19.84	211.02
2004	1/1/04	8/14/04	ABC Vet Clinic	Clinic Manager	7.6	162	1231.20	0.616		1231.2	0.616	12.31	223.33
2004	10/4/04	12/31/04	ABC Vet Clinic	Practice Mgr	7.20	65	468.00	0.234		468.00	0.234	4.68	228.01
2005	1/1/05	12/31/05	ABC Vet Clinic	Practice Mgr	7.20	260	1872.00	0.936		1872.00	0.936	18.72	246.73
2006	1/1/06	12/31/06	ABC Vet Clinic	Practice Mgr	7.20	260	1872.00	0.936		1872.00	0.936	18.72	265.45
2007	1/1/07	12/31/07	ABC Vet Clinic	Practice Mgr	7.20	261	1879.20	0.940		1879.20	0.940	18.79	284.24
2008	1/1/08	4/3/08	ABC Vet Clinic	Practice Mgr	7.20	68	489.60	0.245		489.60	0.245	4.90	289.14
2008	5/1/08	12/31/08	Seattle CC	Cert Vet Tech Instructor	0.00	0	0.00	0.000		0.00	0.000	0.00	289.14
2009	1/1/09	1/31/09	Seattle CC	Cert Vet Tech Instructor	0.00	0	0.00	0.000		0.00	0.000	0.00	289.14

2009	1/1/09	4/30/09	Seattle CC	Student Recruiter	0.00	0	0.00	0.000		0.00	0.000	0.00	289.14
2009	4/1/09	10/31/09	Dunham Vet Hospital	Practice Manager	7.60	114	866.40	0.433		866.40	0.433	8.66	297.80
2010	1/1/10	8/31/10	Seattle CC	Cert Vet Tech Instructor	0.00	0	0.00	0.000		0.00	0.000	0.00	297.80
2010	4/1/10	6/30/10	Seattle CC	Faculty Member	0.00	0	0.00	0.000		0.00	0.000	0.00	<b>297.80</b>
			<b>TOTALS</b>							<b>22,548.40</b>	<b>11.27</b>	<b>297.80</b>	

MAX  
6.0

\*Minimum occupational experience requirement = 6,000 hours of paid occupational experience.

\*Years of experience and nondegree credits are not granted until after the minimum occupational experience requirement has been met.

**NOTES:**

1	2,000 hours paid occupational experience is the maximum allowed per year.
2	2,000 hours paid occupational experience equals one year of experience.
3	Annual hours worked (2,000 hours maximum) divided by 100 = nondegree credits.
4	Years of experience granted = annual management hours divided by 2000.

**PLACEMENT: MA 0 Step 6 as of 9/8/10**

**ONLY for Vocational Degreed instructors, IF the total non-degree credits are 134.5 or greater, this will place them in the MA 0 column. They cannot be placed any higher than that unless they are converted to an H degree type.**

## ***Appendix D***

### ***Specific Staff Position Requirements***

<b>Job</b>
Bus Driver
Certificated Instructional Staff and Administrators - Washington State Certification Requirements
Certificated Instructional Staff and Administrators and Paraeducators – Highly Qualified Requirements
Coaches – WIAA Requirements
Leave Replacement Contracts – Certificated Employees
Paraeducators - Washington State Core
Retiree-Rehire Guidelines

## **Bus Driver**

- Drug testing – subject to random and incident related testing.
- Driver Abstract must be clear.
- Physical ability certificate on file.
- Disclosure form completed.
- Sexual Misconduct Forms completed from prior employers.
- Department of Transportation physical certificate on file.
- First aid/CPR card on file.
- 1977 Form Report to OSPI in June annually

Legal Reference: WAC 180-20



# E-Certification

Goodbye paper trail! The E-Certification system is now open and ready for access.

You may access E-Certification through OSPI's [Education Data System \(EDS\) Portal](#). Once you create an account in EDS, **Select E-Certification**, then you are on your way!

All applications for **Teacher, Administrator, Educational Staff Associates, and Career and Technical Education** are available online **except** the following:

- Initial Teacher renewal or Continuing Application  
(These are available only to individuals who hold or have held an Initial Teacher Certificate that expired after 08/31/2000)
- First Peoples Language, Culture, and Oral Traditions
- Non-Immigrant Exchange Teacher
- Verification of Active Duty Military Service
- CTE Counselor
- Occupational Information Specialist
- Continuing ESA school counselor, psychologist  
(To apply for this you must hold valid Initial ESA Counselor, Psychologist Certificate)

Beginning January 1, 2015, applications will only be accessed through E-Certification except the above.

We apologize if you do not currently see your certificate information in the “My Credentials” page. If you do not see your certificate information or if you have technical difficulties submitting an application online please contact the [Professional Certification Office](#).

**For more information visit <http://www.k12.wa.us/Certification/e-Cert/default.aspx>**

**Washington Certification Handbook May 2009 Appendix E-1**  
**ENDORSEMENT-RELATED ASSIGNMENTS**

<b>Endorsement-Related Assignment Table If You Hold This Endorsement</b>	<b>You May Be Assigned to Teach Courses with Content Related to:</b>
Bilingual	No other appropriate content assignments
<b>Designated Arts:</b>	
Dance	No other appropriate content assignments
Music: Choral	No other appropriate content assignments
Music: General	Instrumental Music; Choral Music
Music: Instrumental	No other appropriate content assignments
Theatre Arts	No other appropriate content assignments
Visual Arts	Computer Graphics*
<b>Designated CTE*:</b>	*See note below
Agriculture Ed.	Environmental Science; Horticultural Science
Business Education	Information Technology; Web Development Digital media; Network Systems; Technical writing
Family & Cons.Sci.Ed.	Nutrition*
Marketing Ed.	No other appropriate content assignments
Technology Ed.	No other appropriate content assignments
<b>Designated Science:</b>	
Biology	Life Science; Pre-algebra; Algebra; Integrated Sciences (incorporation of other sciences with biology) Nutrition*; General Mathematics; Environmental science
Chemistry	Basic Mathematics; Pre-algebra; Algebra; Pre-calculus; Calculus; Safety, Storage, Disposal of hazardous waste products; Integrated Sciences (incorporation of other; sciences with chemistry); Basic Physics; Genetics; Physical Science; Environmental Science
Earth and Space Science (Formerly Earth Science)	Basic Mathematics; Pre-algebra; Algebra; Geology; Oceanography; Environmental Science; Meteorology; Astronomy
Physics	Basic Mathematics; Pre-algebra; Algebra; Pre-calculus; Calculus; Environmental Science; Physical Science
English Language Arts	Literature (history, theory, elements); Language acquisition and development; History of English language; Grammar; Speech; Creative writing/composition; Journalism; Poetry; Technical writing; Media; Drama
English Language Learner (ELL) Formally ESL	English composition; Grammar; Linguistics
Designated World Language	No other appropriate content assignments
Early Childhood Ed.	No other appropriate content assignments
Early Childhood Special Ed	No other appropriate content assignments
Elementary Education	No other appropriate content assignments
Health/Fitness	Anatomy and Physiology; Nutrition; Safety/First Aid/CPR; Disease Prevention; Substance Abuse; Family Life; Human Sexuality; Adaptive PE
History	Political Science; Geography; Civics

<b>If You Hold This Endorsement</b>	<b>You May Be Assigned to Teach Courses with Content Related to:</b>
Library Media	No other appropriate content assignments
Mathematics	No other appropriate content assignments
Middle Level- Humanities	Social Studies; History; Geography; Civics; Economics; English; Language Arts; Political Science; Anthropology; Sociology; Psychology; Literature; Journalism; Technical Writing; Media; Speech
Middle Level Math/Science	No other appropriate content assignments
Reading	No other appropriate content assignments
Science	Integrated Science; Life Science; Biology; Chemistry; Physics; Physical Science; Earth Science; Environmental Science; Ecology; General mathematics; Pre-Algebra; Algebra; Pre-calculus; Calculus; Astronomy; Meteorology; Oceanography; Geology
Social Studies	History; Geography; Political Science; Sociology; Economics; Anthropology; Civics; Psychology
Special Education	No other appropriate content assignments
Traffic Safety	No other appropriate content assignments

\*Note: These subjects may be assigned in a general education classroom, but are usually associated with career and technical education (CTE) curriculum. Any courses involving use of CTE (vocational) funds require that the teacher hold a CTE certificate.

## NEWS AND UPDATES FROM THE CERTIFICATION OFFICE

Significant changes in certification procedures and regulations have occurred this year. David E. Kinnunen, Associate Director, has shared the following list of important issues. HR offices should be mindful of this information. Questions can be directed to the OSPI Office. David has also been asked to present at regional WSPA meetings.



- Due to ESHB 1449 a \$33 OSPI processing fee for all application actions on certificates and subsequent actions
- \$33 to build, maintain and eventually replace state funding to support the state certification office. (state funding will end on July 1, 2011 to run the certification office)
- e-Certification will create applications totally online
- There is one application total online now (payment and logging clock hours which is the continuing cert. renewal)
- OSPI automatic notice to districts on residency cert holders need and timeline to apply to reissuance of dated residency certificate.
- Automatic S-275 eligibility for residency cert holders with at least 1.5 years of experience eligible for Pro Teach enrollment
- HQT system in pilot and current feedback
- <http://www.k12.wa.us/Certification/e-Cert/default.aspx> - the web site for the E-Cert program

## HIGHLY QUALIFIED RULES

### TITLE II PART A

The best source of information and resources related to the Highly Qualified rules is the OSPI web site at [www.k12.wa.us](http://www.k12.wa.us) as shown below where you can download multiple resource documents.

#### *Title II Part A - Teacher and Principal Quality*



#### HQT Improvement/Accountability Plan

- [EDS Collection Tool For HQT Improvement and Accountability Plans for 2009-10](#) (Word)
- [Guidance to Complete HQT Improvement and Accountability Plans 2009-10](#) (Word)
- [Individual Teacher Plan for Achieving HQT Status 2009-10](#) (Word)
- [Procedures for Hiring a Teacher Not Yet Highly Qualified 2009-10](#) (Word)

#### NCLB Highly Qualified Teacher Requirements

##### Highly Qualified Teacher Forms

#### Resources

- [Highly Qualified Teacher Resource Manual-April 2009](#) (pdf)
- [Equitable Distribution of Qualified, Experienced Teachers State Plan](#) (Word)
- [Washington State-approved WEST-E/Praxis II Assessments](#)
- [Washington State NCLB Highly Qualified Teacher Revised Plan, September 28, 2006](#)
- [Qualified Teachers for At-Risk Schools: A National Imperative](#) (pdf)
- Parents Right-to-Know Letters
  - [Sample Letter to Parents Regarding Instruction Provided by Non-Highly Qualified Teacher](#) (Word)
  - [Sample Parent Request Form for Information About Teacher Qualifications](#) (Word)
  - [Sample Parent's Right-to-Know Letter](#) (Word)
  - [Sample Response Letter to Parents Regarding Teacher Qualifications](#) (Word)

## EXCERPT FROM THE WIAA HANDBOOK COACHES REQUIREMENTS 2014-2015

### 23.0.0 COACHES

**PHILOSOPHY OF COACHES:** *Coaches are primarily for imparting valuable educational experiences to student participants. Therefore, the WIAA believes that all coaches should have training in at least the essential areas of study required for a physical education teacher's endorsement in Washington secondary schools and the NFHS Coaches Education Program.*

*AFFIRMATION OF GOALS 2.2.1 AND 2.2.2 OF THE ASSOCIATION. THEREFORE:*

**23.1.0 EMPLOYEE OF THE DISTRICT** - No school team or individual contestant shall be eligible to represent a school in an athletic contest unless the coach is an employee of the school district in which he/she coaches. This requirement applies to all paid and/or volunteer coaches. Volunteers become representatives of the District, and may serve as coaches, only upon registration, approval and authorization of the school district Board of Directors.

23.1.1 Coaching stipends and all gifts to a coach exceeding a total of \$500 in a season must be approved by the school's board of directors.

**23.2.0 SUPERVISION** - A school appointed coach, or another appointed member of the school faculty, must accompany any school team (or individual) at any time in connection with school sponsored interscholastic competition.

**23.3.0 TRAINING** - Interscholastic coaches, paid and/or volunteer, shall have training in at least the essential areas of study required for a physical education teacher's endorsement in Washington secondary schools and the NFHS Coaches Education Program. For initial employment as a paid and/or volunteer interscholastic coach, an individual must meet the following requirements:

**23.3.1 COACHING REQUIREMENTS** - Described below are the minimum standards for a paid and/or volunteer interscholastic coach for employment, progressive employment, and continuous employment.

A. Hold a valid current First Aid Certification or have completed a School District approved Athletic Training/Sports Medicine course equivalent to the Red Cross First Aid Card training or be enrolled in a First Aid class. A Sports Medicine course is to include prevention of injuries, recognition of injuries, emergency on-site procedures including transporting the injured, and rehabilitation of injuries. If a Sports Medicine course is used to fulfill this requirement, it must be renewed every three (3) years.

B. Hold a valid current "hands-on" CPR Certification or be enrolled in a "hands-on" CPR Course.

C. Red Cross Safety Training for Swim Coaches or Lifeguard Certification is required for all swim coaches. Red Cross Safety Training for Swim Coaches or U.S. Diving Safety certification is required for diving coaches.

D. “Hands on” Pole Vault Coaches Training is required for Pole Vault Coaches. Coaches must be recertified every three (3) years with “hands on” training to be required the first year and either the “hands on” training or completion of WIAA-approved online courses in subsequent years.

E. Stunt Certification is required for Cheer Coaches and dance/drill coaches who intend to have their cheer or dance/drill squad(s) perform stunts. The certification program must be approved by the Washington State Cheer Coaches Association, the Washington State Dance/Drill Coaches Association, and the WIAA. Coaches must be recertified every three (3) years with “hands on” training to be required the first year and either the “hands on” training or completion of WIAA-approved courses in subsequent years.

F. The Employing School District will require for paid and/or volunteer coaches:

1. Washington State Patrol Criminal History Information Form required by RCW 43.43.830 on file.
2. The OSPI Moral Character Supplement Form 4020B be completed.

G. The Coach Must Satisfy the Following Requirements:

1. Be a high school graduate or have completed a graduation equivalency diploma (GED) program, except as in d. below

- a. Be at least 21 years of age to be a head coach.

- b. Be at least 19 years of age to be an assistant coach except as in d. below.

- c. Hold a valid current First Aid Certification and “hands-on” CPR Certification or be enrolled in a First Aid Certification and “hands-on” CPR Course.

- d. High school students may serve as middle level volunteer assistant coaches during the designated middle school season when under the direct supervision of the middle level coach. These high school students must meet WIAA coaches standards minimum requirements to hold a valid First Aid Certification and a valid CPR card.

2. **Head Coach - High School** - Annually attend the WIAA general rules clinic and the WIAA approved rules clinic for the sport being coached, or pass the WIAA approved sports rules test required of officials for the sport being coached prior to the end of the third week of the sports season.

- a. **DEFINITION OF A HEAD COACH** - A head coach is that person in charge of the highest level team for that building (e.g.), the person responsible for the highest level (varsity) team in a building that houses grades 10-12 is the head coach; the person who is responsible for the highest level team in a building that houses grades 7-9 is the head coach.

3. **Head Coach - Middle Level** - The WIAA recommends, but does not require, that the head coach at the middle level or junior high level and the assistant

coaches at both the high school and middle level or junior high level annually complete the WIAA general rules clinic and the WIAA approved rules clinic for the sport being coached prior to the end of the third week of the sports season.

**23.3.2 ENTRY LEVEL COACH REQUIREMENTS (Paid and/or Volunteer Coaches)** – An entry level coach is in his/her first two (2) years of coaching employment.

**A. Paid Coaches:** Before the beginning of the third year of coaching employment, a member school coach (paid or volunteer) must meet the beginning level coaching standard by either completing the class and successfully passing the test of the ASEP Coaching Principles Course or the NFHS Coaches Fundamentals Course, or attending all sessions of the WIAA Coaches School or other Coaches Schools as approved by the WIAA or must have completed a total of at least thirty (30) hours of coaches education courses. A paid coach remains at the beginning level and earns an additional fifteen (15) hours of coaching education courses within the next three (3) years of coaching and then advances to the continuous training level. (NOTE: Volunteer coaches are exempt from the continuous training standard.)

**B. Volunteer Coaches:** Must complete a coaching effectiveness training class as provided by the WIAA or a school district approved coaching course equivalent to the ASEP Coaching Principles Course or the NFHS Coaches Fundamentals Course and approved by the WIAA, or complete a total of at least thirty (30) coaches education hours. Training must be completed before the beginning of the third year of coaching. Volunteer coaches are encouraged to obtain a minimum of fifteen (15) clock hours of coaching standard courses during any three (3) year period of coaching.

**23.3.3 CONTINUOUS TRAINING LEVEL REQUIREMENTS–(Paid Coaches)**

After completion of the entry coach level, during each subsequent three (3) year period of coaching, must obtain a minimum of fifteen (15) coaches education hours of approved coaches standards courses selected or prescribed by the employing school district shall be completed by all coaches.

A. An individual who has earned a Physical Education major or minor and/or a Coaching major or is considered to have completed the WIAA Entry Coach Level requirements and shall only be required to meet the Continuous Training Level.

B. An individual who coached 5 of 7 years prior to the 1994-95 school year, a cheer coach prior to the 1996-97 school year, or a dance-drill coach prior to the 1998-99 school year, shall be grand-fathered and is considered to have completed the WIAA Entry Coach level requirements shall only be required to meet the Continuous Training level.



**23.4 .0 PROGRESSIVE LEVELS OF COACHING STANDARDS- (OPTIONAL STATUS)** Should an individual wish to work toward professional fulfillment in the coaching profession, he/she must earn 60 coaches education hours and have four (4) years of interscholastic coaching experience for the experienced coach level, and 90 clock hours and have six (6) years of interscholastic coaching experience for the preferred coach level.

**23.4.1 EXPERIENCED COACH STANDARD (Optional status)\**

- A. Four years of interscholastic coaching, and a total of sixty (60) coaches education hours shall be completed from three (3) or more of the Coaching education areas. (Additional 30 course hours beyond Beginning Coach Standards).
- B. Demonstrate understanding and knowledge of School District and WIAA Interscholastic Activities policies.

**23.4.2 PREFERRED COACH STANDARD (Optional status)**

- A. Six (6) years of interscholastic coaching and a total of ninety (90) coaches education hours shall be completed with a minimum of six (6) hours from each of the five coaches education categories listed below. (Additional 30 hours beyond the Experienced Coach level.)
- B. Demonstrate understanding and knowledge of School District and WIAA Interscholastic Activities policies.

**23.5.0 COACHES EDUCATION CATEGORIES (Knowledge and Skills)**

- A. Medical aspects of coaching - Health and Welfare
  - 1. Care and Prevention of student injury
    - a. First Aid
    - b. CPR Certification
    - c. Athletic Training/Sports Medicine
    - d. Chemical and Substance Abuse
    - e. Injury Rehabilitation
  - 2. Kinesiology
  - 3. Exercise Physiology
- B. Legal Aspects of Coaching - Litigation, Liability
  - 1. School Physical Education, Sports, or Athletic Law
  - 2. Annual review of rule changes and application of rules
  - 3. School Board Policies, WIAA Rules, School Law
- C. Psycho/Social Foundations
  - 1. Sociology and Psychology of Sports (adolescent psychology, sports sociology and psychology, motivation, dealing with substance abuse.)
  - 2. Philosophy of Interscholastic Activities Programs
- D. Coaching Techniques
  - 1. Instructional methods in physical education/activities
  - 2. Instructional methods in physical education for handicapped

3. Instructional methods in interscholastic sports

E. Philosophy/Sports Management/Pedagogy

23.5.1 Providers of clock hours - Upon WIAA approval of course outline and instructor, coaching education clock hours may be obtained from an accredited university or college, WIAA approved offering or an OSPI named provider.

**23.6.0 COACHES EDUCATION COMPLIANCE** – Only paid and/or volunteer coaches who have met the coaches standards are eligible to coach or be involved in a practice or competition.

**23.6.1 If a school district has more restrictive coaching standards, the coach will be held to the more restrictive standard.**

**23.7.0 SHARED COACHING** - The WIAA Executive Director may approve shared coaching in diving, pole vaulting and gymnastics that have been determined to pose a safety or health concern for student athletes due to the qualifications or lack thereof of available coaching staff. Prior to approval the following criteria must be documented or verified to the Executive Director by the requesting member school:

A. The requesting school district has determined no qualified coaching is available, and the shared coach is qualified and approved (employed) by the local school district in compliance with Coaching Standards as set forth by the WIAA.

B. The "specialized" program must be made available to all athletes in that event (e.g., under the safety purposes of this permissive rule, if a school sends one pole vaulter to a shared coach, the school must send all pole vaulters from the school).

C. Coaching will be only during the WIAA adopted season for the sport.

D. Approval must be requested with each two (2) year classification period.

**23.8.0 NEGATIVE COMMENTARY/BY COACHES AND/OR OFFICIALS** - The WIAA prohibits negative commentary or statements to the media or general public in any form relative to officiating prior to, during, or following any interscholastic activity or athletic event. This rule applies equally to members of the Washington Officials Association relative to coaching tactics or administrative responsibilities.

# Leave Replacement Contracts – Certificated Staff

## RCW 28A.405.900

### **Certain certificated employees exempt from chapter provisions.**

Certificated employees subject to the provisions of RCW [28A.310.250](#), [28A.405.100](#), [28A.405.210](#), and [28A.405.220](#) shall not include those certificated employees hired to replace certificated employees who have been granted sabbatical, regular, or other leave by school districts, and shall not include retirees hired for postretirement employment under the provisions of chapter 10, Laws of 2001 2nd sp. sess.

It is not the intention of the legislature that this section apply to any regularly hired certificated employee or that the legal or constitutional rights of such employee be limited, abridged, or abrogated.

[2002 c 26 § 1; 2001 2nd sp.s. c 10 § 2; 1990 c 33 § 404; 1972 ex.s. c 142 § 3. Formerly RCW [28A.67.900](#).]

***Pursuant to the provisions of this RCW, Districts may employ individuals on a limited or leave replacement contract when another employee is on a leave of absence.***

***Pursuant to multiple PERC rulings, a district can only have as many staff FTE on leave replacement contracts as are on leave. There is no such contract as “temporary” for certificated staff. The only other limited contract is the Retiree-Rehire contract.***

## Washington State Core Competencies for Paraeducators

### **To work in education and related services programs for children and youth with disabilities, paraeducators will demonstrate:**

- Understanding the value of providing instructional and other direct services to all children and youth with disabilities.
- Understanding the roles and responsibilities of certificated/licensed staff and paraeducators.
- Knowledge of (a) patterns of human development and milestones typically achieved at different ages, and (b) risk factors that may prohibit or impede typical development.
- Ability to practice ethical and professional standards of conduct, including the requirements of confidentiality.
- Ability to communicate with colleagues, follow instructions, and use problem solving and other skills that will enable the paraeducator to work as an effective member of the instructional team.
- Ability to provide positive behavioral support and management.
- Knowledge of the legal issues related to the education of children and youth with disabilities and their families.
- Awareness of diversity among the children, youth, families, and colleagues with whom they work.
- Knowledge and application of the elements of effective instruction to assist teaching and learning as developed by the certificated/licensed staff in a variety of settings.
- Ability to utilize appropriate strategies and techniques to provide instructional support in teaching and learning as developed by the certificated/licensed staff.
- Ability to motivate and assist children and youth.
- Knowledge of and ability to follow health, safety, and emergency procedures of the agency where they are employed.
- Awareness of the ways in which technology can assist teaching and learning.
- Awareness of personal care and/or health related support.

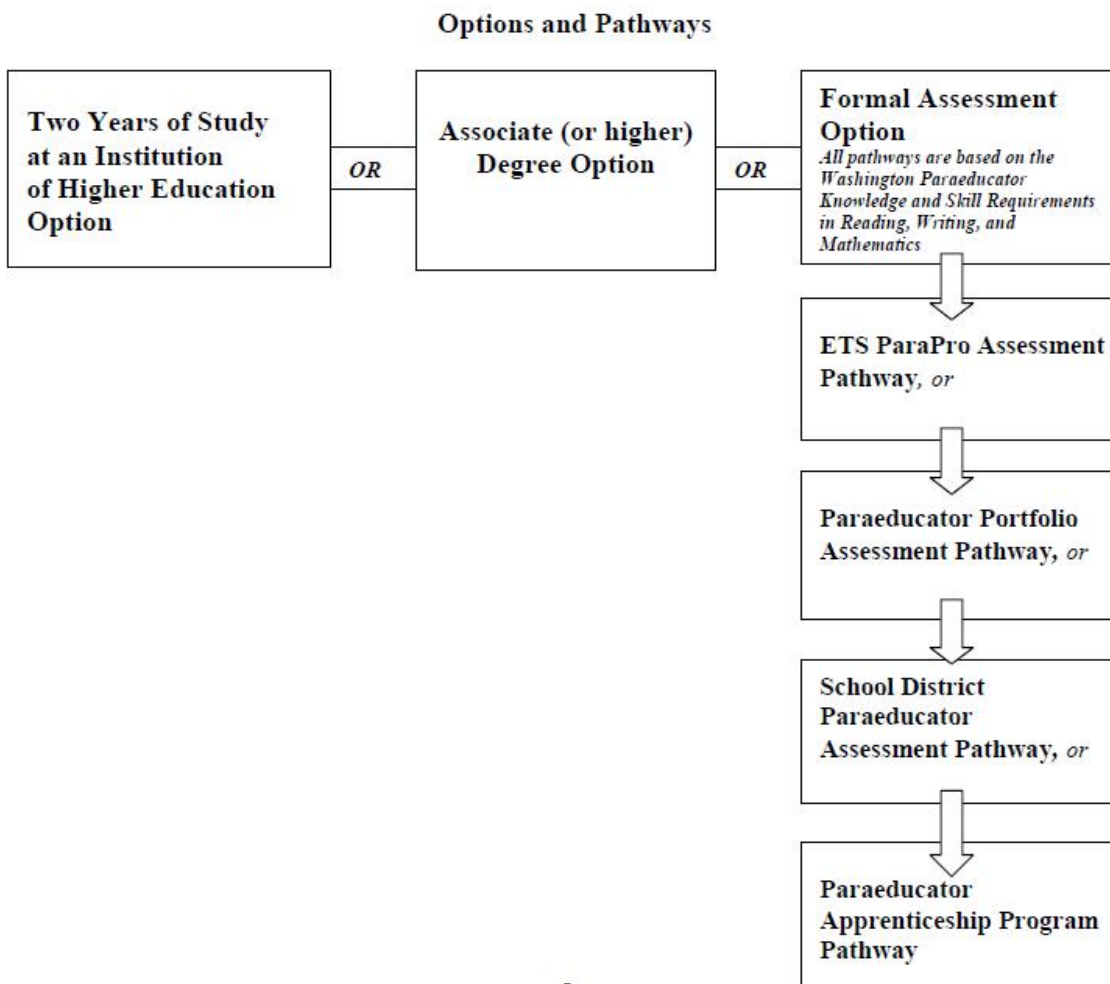
## Washington Guidelines to Fulfill the No Child Left Behind (NCLB) Title I Paraeducator Requirement

Title I Section 1119(g) mandates paraeducators meet new Title I requirements through:

- two years of study at an institution of higher education, **or**
- an associate (or higher) degree, **or**
- a formal assessment

Washington's paraeducators have multiple pathways to meet the formal assessment option of the Title I requirements. All formal assessment pathways are developed on a common set of knowledge and skill requirements in reading, writing, and mathematics and are approved by OSPI. **School districts are responsible for determining which options and/or pathways best meet the needs of their staff and district policies.** Recordkeeping for all options and pathways will be documented through *Record of Verification of NCLB Title I Paraeducator Requirements*, Form SPI 1581 (1/04). (See Data Collection and Recordkeeping Section)

Section 1119(g) options and Washington's formal assessment pathways for paraeducators to meet the Title I requirements are listed below.



## At-a-Glance Overview of Washington's Title I Paraeducator Options and Pathways

<p>General information about each option and the formal assessment pathways are provided in the table below.</p> <p><b>School districts are responsible for determining which options and/or pathways best meet the needs of their staff and district policies. Two Years of Study at an Institution of Higher Education Option</b></p>	<p><b>Associate (or higher) Degree Option</b></p>	<p><b>Formal Assessment Option</b></p>
<ul style="list-style-type: none"> <li>• Institutions must meet five (5) criteria of Section 101(a) of the Higher Education Act</li> <li>• Classes at 100 level and higher</li> <li>• 72 quarter or 48 semester credits</li> <li>• Credits from more than one institution are allowable</li> <li>• No time limit on credits</li> <li>• Documented by official transcripts, or copies of official transcripts</li> </ul>	<ul style="list-style-type: none"> <li>• All Associate degrees are accepted</li> <li>• Documented by official transcript, or copy of official transcript</li> </ul>	<p><b>All pathways are based on the Washington Paraeducator Knowledge and Skill Requirements in Reading, Writing, and Mathematics</b></p> <p><b><u>ETS ParaPro Assessment Pathway</u></b></p> <ul style="list-style-type: none"> <li>• <u>Use for new hire Title I or schoolwide paraeducators or existing paraeducators</u></li> <li>• 90 multiple choice items - 30 in each subject</li> <li>• 2.5 hours long</li> <li>• \$40 each time taken</li> <li>• Online at school district</li> <li>• Paper/pencil at six ETS approved sites</li> <li>• Passing score 461</li> </ul> <p><b><u>Paraeducator Portfolio Assessment Pathway</u></b></p> <ul style="list-style-type: none"> <li>• <u>Requires classroom based experience as a paraeducator</u></li> <li>• Requires school district permission</li> <li>• Process takes place over time</li> <li>• Scored on four categories: <ul style="list-style-type: none"> <li>– Knowledge of the subject areas of reading, writing, and mathematics</li> <li>– Knowledge and skill of assisting with instruction in reading, writing, and mathematics</li> <li>– Work experience as a paraeducator</li> <li>– Related training that supports assisting with instruction</li> </ul> </li> </ul>

		<ul style="list-style-type: none"><li>• Scored and approved by regional review panel regulated through standardized process</li><li>• Training will be provided regionally by ESDs</li></ul> <p><b>School District Paraeducator Assessment Pathway</b></p> <ul style="list-style-type: none"><li>• School district provides evidence that their assessment meets Washington Paraeducator Knowledge and Skill Requirements and other Title I requirements</li><li>• Approval through review of school district evidence by formalized review panel at OSPI</li></ul> <p><b>Paraeducator Apprenticeship Program Pathway</b></p> <ul style="list-style-type: none"><li>• Governed through Apprenticeship and Training Council, coordinated by Public School Employees</li><li>• Work-based training and clock hour classes extended over time depending on program specifications</li><li>• Journey card holders completing programs prior to Jan. 2004 need to document learning experiences in mathematics</li></ul>
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Visit the OSPI web site: [www.k12.wa.us](http://www.k12.wa.us) for further information.

## Retire/Rehire Legislation

Health Care Authority:	<a href="http://www.hca.wa.gov/pebb/Pages/index.aspx">http://www.hca.wa.gov/pebb/Pages/index.aspx</a>
Department of Retirement Systems:	<a href="http://www.drs.wa.gov/Employer/drsn/e07012.htm">http://www.drs.wa.gov/Employer/drsn/e07012.htm</a>
OSPI:	<a href="http://www.k12.wa.us">http://www.k12.wa.us</a>

### **Hiring Retirees**

Employers can still hire retirees, but your organization's hiring process has a direct impact on how many hours can be worked by retirees before their pensions are suspended.

To prevent pensions for Plan 1 retirees from being suspended after working 867 hours, several criteria must be met by employers – they include:

- Having a *written policy* relating to hiring retirees
- Hiring a retiree through an established process for the position with the approval of the school board or other highest decision making authority
- Documenting the need to hire a retiree, the process used and the decisions made during that process, retaining that documentation and making it available in the event of an audit

Choosing to follow these processes allows your eligible Plan 1 retirees to work up to 1,500 hours before their pension is suspended. Most of the criteria above have been law since 2003 for employers who hire PERS Plan 1 retirees, but the legislature added *pursuant to a written policy* to PERS statute effective July 22, 2007. All the requirements for TRS Plan 1 are also effective on that date. Note: For eligible retirees that work for more than one employer, each employer must follow the process described above or the retiree's pension will be suspended after 867 hours.

### **Break In Service for Retirees**

In addition to an employer's hiring process, retirees are required to have a specific break in service in order to work up to 1,500 hours and still receive their pension. Details by system are listed below:

- TRS Plan 1 members who retire on or after July 22, 2007 must remain unemployed for at least 45 calendar days after their effective retirement date
- TRS Plan 1 members who retired prior to July 22, 2007, can continue to work up to 1,500 hours per fiscal year (July 1 - June 30) without affecting the benefit, provided the retiree waited at least 30 calendar days from their retirement effective date before returning to work.



- PERS Plan 1 members who retire on or after August 1, 2003 must remain unemployed for at least 90 calendar days after their effective retirement date
- PERS Plan 1 members who retired prior to August 1, 2003, can continue to work up to 1,500 hours per calendar year without affecting the benefit, provided the retiree waited at least 30 calendar days from their retirement effective date before returning to work.

Normally, the effective retirement date is the first of the month following the month the employee stops work. For example, if a teacher terminates employment in June and applies for retirement, the retirement effective date would usually be July 1.

### **Lifetime Limit**

TRS Plan 1 retirees are now subject to a lifetime limit of 1,900 hours. This lifetime limit is prospective and applies to any retiree who can work beyond 867 hours without their pension being suspended. Hours worked beyond 867 up to 1,500 within a fiscal year are the only hours that count toward this lifetime limit. Once the 1,900-hour limit is reached, the benefit will be suspended for work beyond 867 hours within each fiscal year.

A similar lifetime limit has been in place for several years for PERS Plan 1 retirees.

### **Communication**

To manage the yearly hourly limits (867 or 1,500), DRS will communicate with both retirees and employers. When retirees approach the 867 hour limit for the year, DRS will send them a letter to let them know their pension will be suspended unless they;

- Terminate employment prior to reaching the 867 hour limit, or
- They qualify to work up to 1,500 hours under the rules described above.

At the same time, employers will be sent an email to ask for confirmation that the hiring requirements were met to allow the retiree to work up to 1,500 hours, or to verify the date the retiree will exceed the hourly limit or cease employment.

In addition, DRS will provide information to PERS Plan 1 retirees and TRS Plan 1 retirees each year to inform them of the cumulative hours worked that have been applied toward their 1,900 hour limit.

### **Other Changes**

The bill changes the TRS definition of "separation from service " to specify that a retiree cannot have a verbal or written agreement to resume employment with the same employer following termination.

PERS and TRS separation definitions also have been updated to clarify that, " mere expressions or inquires about post-retirement employment by an employer or employee that do not constitute a commitment to reemploy the employee after retirement are not an agreement under this subsection

## Appendix E

### *Records Retention*

20 records retention schedules were approved on Thursday November 29, 2012 by the Local Records Committee. The following versions are effective immediately; all previous versions have been superseded and no longer provide legal disposition authority:

- Local Government Common Records Retention Schedule (CORE) (Version 3.0)  
Link on WSPA website: <http://waspa.memberclicks.net/assets/HR/core3.pdf>
- School Districts and Educational Service Districts Records Retention Schedule (Version 8.0) Link on WSPA website:  
<http://waspa.memberclicks.net/assets/HR/recordsretentionschedule.pdf>

In addition, Version 5.2 of the Local Government General Records Retention Schedule (LGRRS) has been discontinued, and LGRRS no longer exists. In addition, all current, approved retention schedules are also available at:

<http://www.sos.wa.gov/archives/RecordsRetentionSchedules.aspx#>.

Please direct any questions and comments via email to:

[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov).

#### Contact Info

#### ARCHIVES

Jerry Handfield, State Archivist

**Location:** 1129 Washington Street SE Olympia

**Email State Archivist** [archives@sos.wa.gov](mailto:archives@sos.wa.gov)

**Research Requests and Information about Public Records:**

[research@sos.wa.gov](mailto:research@sos.wa.gov)

**Mail:** PO BOX 40238  
OLYMPIA WA 98504-0238

**Telephone:** (360) 586-1492      (360) 586-1492

**Records Management Email:** [recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)

Read more at <http://www.sos.wa.gov/archives/default.aspx>



Washington State Archives  
Office of the Secretary of State

**Local Government Common Records Retention Schedule (CORE)**  
**Version 3.0 (November 2012)**

**This schedule applies to: All Local Government Agencies**

**Scope of records retention schedule**

This records retention schedule authorizes the destruction/transfer of the public records of all local government agencies relating to the common functions of the management of the agency, and management of the agency's assets, finances, human resources and information resources. It is to be used in conjunction with the other approved schedules that relate to the functions of the agency.

All current approved records retention schedules can be accessed online at: <http://www.sos.wa.gov/archives/recordsretentionschedules.aspx>.

**Disposition of public records**

Public records covered by records series within this records retention schedule must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of local resources.

Public records designated as Archival (Permanent Retention) or Non-Archival (with a retention period of "Life of the Agency" or "Permanent") must not be destroyed. Records designated as Archival (Appraisal Required) must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency's policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW. Such public records must be managed in accordance with the agency's policies and procedures for public records requests.

In addition to the minimum retention requirements specified in this schedule, there may be additional (longer) retention requirements mandated by federal, state and/or local statute, grant agreement, and/or other contractual obligations.

**Revocation of previously issued records retention schedules**

All previously approved disposition authorities for records that are covered by this retention schedule are revoked, including those listed in all general and agency unique retention schedules. Local government agencies should take measures to ensure that the retention and disposition of public records is in accordance with current approved records retention schedules.

**Authority**

This records retention schedule was approved by the Local Records Committee in accordance with RCW 40.14.070 on November 29, 2012.

For the State Auditor: Cindy Evans

For the Attorney General: Sharon Payant

The State Archivist: Jerry Handfield

## ***Appendix F***

### ***Staff Training***

The information provided in the following chart is intended as a guide to assist HR offices in monitoring employee required training. Local policies may vary and districts should also adhere to their local requirements.

Topic	Legal Reference	Audience	Timeline	Notes
Non-Discrimination	Office of Superintendent of Public Instruction (OSPI)	<ul style="list-style-type: none"> <li>New Hires</li> <li>All Employees</li> <li>Applicants</li> <li>One Designated Person</li> </ul>	<ul style="list-style-type: none"> <li>Upon hire</li> <li>Annual reminder</li> </ul> <p>Include statement in posting and recruitment materials</p>	<p>Recommended for new hires</p> <p>Required for school one designated employee to coordinate compliance with non-discrimination laws.</p> <p><a href="https://www.k12.wa.us/Equity/pubdocs/ProhibitingDiscriminationInPublicSchools.pdf#Procedural">https://www.k12.wa.us/Equity/pubdocs/ProhibitingDiscriminationInPublicSchools.pdf#Procedural</a></p>
Americans with Disabilities Act (ADA)	Office of Superintendent of Public Instruction (OSPI)  Americans with Disabilities Act	<ul style="list-style-type: none"> <li>New Hires</li> <li>All Employees</li> <li>Applicants</li> </ul>	<ul style="list-style-type: none"> <li>Upon Hire</li> <li>Annual Reminder</li> </ul> <p>Include Statement In Posting And Recruitment Materials</p>	<p>Recommended. Not Required.</p> <p><a href="https://www.k12.wa.us/Equity/pubdocs/ProhibitingDiscriminationInPublicSchools.pdf#Disabilities">https://www.k12.wa.us/Equity/pubdocs/ProhibitingDiscriminationInPublicSchools.pdf#Disabilities</a></p> <p><a href="http://www.ada.gov/reg2.htm">http://www.ada.gov/reg2.htm</a></p>
Blood borne Pathogens HIV	RCW 392-198	<ul style="list-style-type: none"> <li>New Hires</li> <li>All Employees</li> </ul>	<ul style="list-style-type: none"> <li>Upon Hire</li> <li>Annual Reminder</li> </ul>	<p>There are Two Components to the Training. One Component is Mandatory and the Other Component is Supplemental.</p> <p><a href="http://apps.leg.wa.gov/wac/default.aspx?cite=392-198">http://apps.leg.wa.gov/wac/default.aspx?cite=392-198</a></p>

Topic	Legal Reference	Audience	Timeline	Notes
Bus Drivers	Office of Superintendent of Public Instruction (OSPI)	<ul style="list-style-type: none"> <li>New Hires</li> <li>All Drivers</li> </ul>	<ul style="list-style-type: none"> <li>Upon Hire</li> <li>Annual In-service Training</li> </ul>	<p>Required.</p> <p>Before becoming a School bus driver must complete a two-week <b>Instructor Training Course</b>.</p> <p>Once Certified, must complete an annual <b>In-service Training</b>.</p> <p><a href="http://www.k12.wa.us/Transportation/DriverInstructor/default.aspx">http://www.k12.wa.us/Transportation/DriverInstructor/default.aspx</a></p>
Cheer, Dance, and Drill Stunt Training	<p>Washington Interscholastic Activities Association (WIAA)</p> <p>&amp;</p> <p>Washington State Dance/Drill Coaches Association (WSDDCA)</p>	<ul style="list-style-type: none"> <li>New Hires</li> <li>All Employees</li> </ul>	<ul style="list-style-type: none"> <li>Upon Hire</li> <li>Renewal Every 3 years</li> </ul>	<p>Required for Coaching and Required for Stunts</p> <p><a href="http://www.wiaa.com/subcontent.aspx?SecID=370">http://www.wiaa.com/subcontent.aspx?SecID=370</a> (WIAA)</p> <p><a href="http://www.wsddca.com/stuntcertification.htm">http://www.wsddca.com/stuntcertification.htm</a> (WSDDCA)</p>
Child Abuse Reporting	RCW 26.44.030	<ul style="list-style-type: none"> <li>New Hires</li> <li>All Employees</li> </ul>	<ul style="list-style-type: none"> <li>Upon Hire</li> <li>Annual Reminder</li> </ul>	<p>Required upon hiring. Recommended Annually.</p> <p><a href="http://apps.leg.wa.gov/rcw/default.aspx?cite=26.44.030">http://apps.leg.wa.gov/rcw/default.aspx?cite=26.44.030</a></p>

Topic	Legal Reference	Audience	Timeline	Notes
Chemical Lab Safety	RCW 296 (Generally)  &  National Science Teachers Association (NSTA)	<ul style="list-style-type: none"> <li>New Hires</li> <li>All Employees</li> </ul>	<ul style="list-style-type: none"> <li>Upon Hire</li> <li>Annual Reminder</li> </ul>	<p>Required upon hiring for Science Teachers, but recommended for all new hires.</p> <p>Recommended Annually.</p> <p><a href="http://apps.leg.wa.gov/wac/default.aspx?cite=296">http://apps.leg.wa.gov/wac/default.aspx?cite=296</a></p> <p><a href="http://www.nsta.org/safety/">http://www.nsta.org/safety/</a></p>
Clock Hours	Office of Superintendent of Public Instruction (OSPI)	<ul style="list-style-type: none"> <li>All Employees</li> </ul>	<ul style="list-style-type: none"> <li>Upon Hire</li> <li>Renewal Every 5 years</li> </ul>	<p>Required for Those who hold a continuing certificate</p> <p><a href="https://www.k12.wa.us/certification/teacher/ContinuingClockhours.aspx">https://www.k12.wa.us/certification/teacher/ContinuingClockhours.aspx</a></p>
Code of Conduct	Office of Superintendent of Public Instruction (OSPI)	<ul style="list-style-type: none"> <li>New Hires</li> <li>All Employees</li> </ul>	<ul style="list-style-type: none"> <li>Upon Hire</li> <li>Annual Reminder</li> </ul>	<p>Required upon hiring, but recommended annually.</p> <p><a href="https://www.k12.wa.us/ProfPractices/CodeConduct.aspx">https://www.k12.wa.us/ProfPractices/CodeConduct.aspx</a></p> <p>Includes Provisions from WAC and RCW</p>

Topic	Legal Reference	Audience	Timeline	Notes
Concussion Training	Washington Interscholastic Activities Association (WIAA)  RCW 4.24.660 & RCW 28A.600	<ul style="list-style-type: none"> <li>New Hires</li> <li>All Employees</li> </ul>	<ul style="list-style-type: none"> <li>Upon Hire</li> <li>Annual Reminder</li> </ul>	<p>Required.</p> <p><a href="http://www.wiaa.com/subcontent.aspx?SecID=623">http://www.wiaa.com/subcontent.aspx?SecID=623</a></p> <p><a href="http://apps.leg.wa.gov/rcw/default.aspx?cite=4.24.660">http://apps.leg.wa.gov/rcw/default.aspx?cite=4.24.660</a></p> <p><a href="http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.600.190">http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.600.190</a></p>
Continuous Hours Training	Washington Interscholastic Activities Association (WIAA)	<ul style="list-style-type: none"> <li>Paid Coaches</li> </ul>	<ul style="list-style-type: none"> <li>Upon Hire</li> <li>Renewal Every 3 years</li> </ul>	<p>Required.</p> <p><a href="http://www.wiaa.com/subcontent.aspx?SecID=367">http://www.wiaa.com/subcontent.aspx?SecID=367</a></p>
Crisis Emergency Management	Office of Superintendent of Public Instruction (OSPI)  RCW 28A.320.126	<ul style="list-style-type: none"> <li>New Hires</li> <li>All Employees</li> </ul>	<ul style="list-style-type: none"> <li>Upon Hire</li> <li>Annual Reminder</li> <li>Emergency Drill</li> <li>Emergency Response system submission due annually</li> </ul>	<p>Required.</p> <p><a href="http://www.k12.wa.us/safetycenter/emergency/default.aspx">http://www.k12.wa.us/safetycenter/emergency/default.aspx</a></p> <p><a href="http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.320.126">http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.320.126</a></p> <p><a href="http://www.emd.wa.gov/preparedness/prep_schools.shtml">http://www.emd.wa.gov/preparedness/prep_schools.shtml</a></p>
Drug Free Workplace	U.S. Department of Education	<ul style="list-style-type: none"> <li>New Hires</li> <li>All Employees</li> <li>Applicants</li> </ul>	<ul style="list-style-type: none"> <li>Upon Hire</li> <li>Annual Reminder</li> </ul>	<p>Recommended.</p> <p><a href="http://www2.ed.gov/about/offices/list/osdfs/programs.html#state">http://www2.ed.gov/about/offices/list/osdfs/programs.html#state</a></p>



Topic	Legal Reference	Audience	Timeline	Notes
EEOC	U.S. Equal Employment Opportunity Commission  Washington State Human Rights Commission	<ul style="list-style-type: none"><li>• New Hires</li><li>• All Employees</li><li>• Applicants</li></ul>	<ul style="list-style-type: none"><li>• Upon Hire</li><li>• Annual Reminder</li></ul>	Required.  <a href="http://www.eeoc.gov/laws/practices/">http://www.eeoc.gov/laws/practices/</a>  <a href="http://www.hum.wa.gov/faq/faqueeo.html">http://www.hum.wa.gov/faq/faqueeo.html</a>
Fall Protection	WAC 296-155-24601 (-) 24624	<ul style="list-style-type: none"><li>• Maintenance and Custodial Staffs</li></ul>	<ul style="list-style-type: none"><li>• Upon Hire</li></ul>	Required  <a href="http://apps.leg.wa.gov/wac/default.aspx?cite=296-155">http://apps.leg.wa.gov/wac/default.aspx?cite=296-155</a>

Topic	Legal Reference	Audience	Timeline	Notes
First Aid & CPR	<p>WAC 296-800-15005</p> <p>WIAA 02/03 rule 23.2.1 A&amp;B</p> <p>WAC 392-144-120</p> <p>WAC 170-295-7050</p> <p>WAC 296-155-120</p> <p>OSHA 29 CFR 1910.151(b)</p>	<ul style="list-style-type: none"> <li>• New Hires</li> <li>• All Employees</li> <li>• Applicants               <ul style="list-style-type: none"> <li>- Teachers</li> <li>- Personnel</li> <li>- Custodial Staff</li> <li>- Bus Drivers</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Upon Hire</li> <li>• Annual Renewal</li> </ul>	<p>Required.</p> <p><a href="http://apps.leg.wa.gov/wac/default.aspx?cite=296-800-150">http://apps.leg.wa.gov/wac/default.aspx?cite=296-800-150</a></p> <p><a href="http://www.wiaa.com/subcontent.aspx?SecID=370">http://www.wiaa.com/subcontent.aspx?SecID=370</a></p> <p><a href="http://apps.leg.wa.gov/wac/default.aspx?cite=392-144-120">http://apps.leg.wa.gov/wac/default.aspx?cite=392-144-120</a></p> <p><a href="http://apps.leg.wa.gov/wac/default.aspx?cite=170-295-7050">http://apps.leg.wa.gov/wac/default.aspx?cite=170-295-7050</a></p> <p><a href="http://apps.leg.wa.gov/wac/default.aspx?cite=296-155-120">http://apps.leg.wa.gov/wac/default.aspx?cite=296-155-120</a></p> <p><a href="https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=9806">https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=9806</a></p>
FLSA Fair Labor Standards Act	<p>FLSA</p> <p>L&amp;I</p>	<ul style="list-style-type: none"> <li>• New Hires</li> <li>• All Employees</li> </ul>	<ul style="list-style-type: none"> <li>• Upon Hire</li> <li>• Annual Reminder</li> </ul>	<p>Recommended.</p> <p><a href="http://www.dol.gov/whd/flsa/">http://www.dol.gov/whd/flsa/</a></p> <p><a href="http://www.lni.wa.gov/WorkplaceRights/Wages/Minimum/">http://www.lni.wa.gov/WorkplaceRights/Wages/Minimum/</a></p>
FMLA Family Medical Leave Act of 1993	FMLA	<ul style="list-style-type: none"> <li>• New Hires</li> <li>• All Employees</li> </ul>	<ul style="list-style-type: none"> <li>• Upon Hire</li> <li>• Annual Reminder</li> </ul>	<p>Recommended.</p> <p><a href="http://www.dol.gov/whd/fmla/">http://www.dol.gov/whd/fmla/</a></p>

Topic	Legal Reference	Audience	Timeline	Notes
Gun-Weapon Free Workplace/ Violence Prevention and Conflict Resolution	RCW 28A.300.270	<ul style="list-style-type: none"> <li>New Hires</li> <li>All Employees</li> </ul>	<ul style="list-style-type: none"> <li>Upon Hire</li> <li>Annual Reminder</li> </ul>	<p>Required.</p> <p><a href="http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.300.270">http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.300.270</a></p>
Hazard Materials Communication	WAC 296-62	<ul style="list-style-type: none"> <li>New Hires</li> <li>All Employees</li> </ul>	<ul style="list-style-type: none"> <li>Upon Hire</li> <li>Annual Reminder</li> </ul>	<p>Required.</p> <p>May need more specific information depending on job function.</p> <p><a href="http://apps.leg.wa.gov/wac/default.aspx?cite=296-62">http://apps.leg.wa.gov/wac/default.aspx?cite=296-62</a></p>
Hazardous Energy Lockout-Tagout	WAC 296-24	<ul style="list-style-type: none"> <li>Maintenance and Custodial Staff</li> </ul>	<ul style="list-style-type: none"> <li>Upon Hire</li> <li>Annual Reminder</li> </ul>	<p>Required.</p> <p><a href="http://apps.leg.wa.gov/wac/default.aspx?cite=296-24">http://apps.leg.wa.gov/wac/default.aspx?cite=296-24</a></p>
Hearing Conservation	WAC 296-817	<ul style="list-style-type: none"> <li>Designated Workers</li> </ul>	<ul style="list-style-type: none"> <li>Upon Hire</li> <li>Annual Reminder</li> </ul>	<p>Required only for designated workers.</p> <p><a href="http://apps.leg.wa.gov/wac/default.aspx?cite=296-817">http://apps.leg.wa.gov/wac/default.aspx?cite=296-817</a></p>
Industrial Insurance/Worker's Comp	WAC 296-15	<ul style="list-style-type: none"> <li>New Hires</li> <li>All Employees</li> </ul>	<ul style="list-style-type: none"> <li>Upon Hire</li> <li>Annual Reminder</li> </ul>	<p>Required.</p> <p><a href="http://apps.leg.wa.gov/wac/default.aspx?dispo=true&amp;cite=296-15">http://apps.leg.wa.gov/wac/default.aspx?dispo=true&amp;cite=296-15</a></p>
Job Sharing	WAC 28A.405.070	<ul style="list-style-type: none"> <li>New Hires</li> <li>All Employees</li> </ul>	<ul style="list-style-type: none"> <li>Upon Hire</li> <li>Annual Reminder</li> </ul>	<p>Recommended.</p> <p><a href="http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.405&amp;full">http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.405&amp;full</a></p>

Topic	Legal Reference	Audience	Timeline	Notes	
				=true#28A.405.070	
Leaves of Absence, Leave Sharing	WAC 251-22	<ul style="list-style-type: none"> <li>New Hires</li> <li>All Employees</li> </ul>	<ul style="list-style-type: none"> <li>Upon Hire</li> <li>Annual Reminder</li> </ul>	Required.  <a href="http://www.dop.wa.gov/sitecollectiondocuments/rules/wac%20251%20(rules)/wac25122.htm">http://www.dop.wa.gov/sitecollectiondocuments/rules/wac%20251%20(rules)/wac25122.htm</a>	
Medication Handling	Office of Superintendent of Public Instruction (OSPI)	<ul style="list-style-type: none"> <li>Staff Handling Medications</li> </ul>	<ul style="list-style-type: none"> <li>Upon Hire</li> <li>Annual Reminder</li> </ul>	Required.  <a href="http://www.k12.wa.us/healthservices/pubdocs/WAStateSchoolStaffHealthTrainingGuide.pdf">http://www.k12.wa.us/healthservices/pubdocs/WAStateSchoolStaffHealthTrainingGuide.pdf</a>	
Personal Protective Equipment	OSHA 3151-12R  WAC 296-155- 200	<ul style="list-style-type: none"> <li>Staff Needing to Use Person Protective Equipment</li> </ul>	<ul style="list-style-type: none"> <li>Upon Hire</li> <li>Annual Reminder</li> </ul>	Required.  <a href="https://www.osha.gov/Publications/osh3151.html">https://www.osha.gov/Publications/osh3151.html</a>  <a href="http://apps.leg.wa.gov/wac/default.aspx?cite=296-155-200">http://apps.leg.wa.gov/wac/default.aspx?cite=296-155-200</a>	
Safety Orientation	Labor and Industries  WAC 257-05	<ul style="list-style-type: none"> <li>New Hires</li> <li>All Employees</li> </ul>	<ul style="list-style-type: none"> <li>Upon Hire</li> <li>Annual Reminder</li> </ul>		Required.  <a href="http://www.lni.wa.gov/safety/GettingStarted/default.asp">http://www.lni.wa.gov/safety/GettingStarted/default.asp</a>  <a href="http://apps.leg.wa.gov/wac/default.aspx?cite=257-05&amp;full=true#257-05-060">http://apps.leg.wa.gov/wac/default.aspx?cite=257-05&amp;full=true#257-05-060</a>

Topic	Legal Reference	Audience	Timeline	Notes	
Pole Vault Training	Washington Interscholastic Activities Association (WIAA)	<ul style="list-style-type: none"> <li>Pole Vault Coaches</li> </ul>	<ul style="list-style-type: none"> <li>Upon Hire</li> <li>Renewal Every 3 years</li> </ul>		Required.  <a href="http://www.wiaa.com/subcontent.aspx?SecID=322">http://www.wiaa.com/subcontent.aspx?SecID=322</a>
Red Cross Training	Washington Interscholastic Activities Association (WIAA)	<ul style="list-style-type: none"> <li>Swim Coaches</li> </ul>	<ul style="list-style-type: none"> <li>Upon Hire</li> <li>Renewal Every 3 years</li> </ul>		Required.  <a href="http://www.wiaa.com/subcontent.aspx?SecID=318">http://www.wiaa.com/subcontent.aspx?SecID=318</a>
Rules Clinic	Washington Interscholastic Activities Association (WIAA)	<ul style="list-style-type: none"> <li>Coaches</li> </ul>	<ul style="list-style-type: none"> <li>Upon Hire</li> <li>Annual Renewal</li> </ul>		Required.  <a href="http://www.wiaa.com/subcontent.aspx?SecID=629">http://www.wiaa.com/subcontent.aspx?SecID=629</a>
Sex Bias Awareness	WAC 392-190-020	<ul style="list-style-type: none"> <li>New Hires</li> <li>All Employees</li> </ul>	<ul style="list-style-type: none"> <li>Upon Hire</li> <li>Annual Reminder</li> </ul>		Required.  <a href="http://apps.leg.wa.gov/wac/default.aspx?cite=392-190-020">http://apps.leg.wa.gov/wac/default.aspx?cite=392-190-020</a>
Sexual Harassment, Intimidation, Bullying	RCW 28A.300.285	<ul style="list-style-type: none"> <li>New Hires</li> <li>All Employees</li> </ul>	<ul style="list-style-type: none"> <li>Upon Hire</li> <li>Annual Reminder</li> </ul>		Required.  <a href="http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.300.285">http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.300.285</a>
Suicide Awareness and Prevention	American Foundation for	<ul style="list-style-type: none"> <li>New Hires</li> <li>All Employees</li> </ul>	<ul style="list-style-type: none"> <li>Upon hire</li> </ul>		Required.

Topic	Legal Reference	Audience	Timeline	Notes	
Training	Suicide Prevention				<p>Upon Hire and Those Already Hired Who Have Yet to Receive Training. Washington State Requires 3 Hours of Training as a Condition of Professional Certification.</p> <p>Not annual.</p> <p>file:///C:/Users/rls/Downloads/School%20Personnel%20Training%20Overview.pdf</p>
Swim Dive Coach Training	Washington Interscholastic Activities Association (WIAA)	<ul style="list-style-type: none"> <li>Swim and Dive Coaches</li> </ul>	<ul style="list-style-type: none"> <li>Upon Hire</li> <li>Renewal Every 3 years</li> </ul>		<p>Required.</p> <p><a href="http://www.wiaa.com/subcontent.aspx?SecID=318">http://www.wiaa.com/subcontent.aspx?SecID=318</a></p>
Administrators: Teacher Evaluation Training (TET)	<p>RCW 28A.405.100</p> <p>Washington State Teacher/Principal Evaluation Project</p>	<ul style="list-style-type: none"> <li>Administrators Evaluating Staff</li> </ul>	<ul style="list-style-type: none"> <li>Annual Training/Certification</li> </ul>		<p>Required.</p> <p><a href="http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.405.100">http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.405.100</a></p> <p><a href="http://tpep-wa.org/trainingpd/">http://tpep-wa.org/trainingpd/</a></p>
Tobacco Free Workplace	RCW 28A.210.310	<ul style="list-style-type: none"> <li>New Hires</li> <li>All Employees</li> </ul>	<ul style="list-style-type: none"> <li>Upon Hire</li> <li>Annual Reminder</li> </ul>		<p>Required.</p> <p><a href="http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.210.310">http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.210.310</a></p>

Topic	Legal Reference	Audience	Timeline	Notes	
Type II Driver License		<ul style="list-style-type: none"><li>Staff who drive students within district and are not bus drivers</li></ul>	<ul style="list-style-type: none"><li>Upon Hire</li><li>Maintain Type II</li></ul>		Required depending on district.
Whistleblower Policy			<ul style="list-style-type: none"><li>Upon Hire</li><li>Annual Reminder</li></ul>		Recommended.  Based on District's Policy

**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** RE: POG  
**Date:** Tuesday, May 23, 2017 1:24:57 PM

---

Thank you ☺ - I did look in the shared drive, but must have been looking in the wrong place!

---

**From:** admin@wspsa.net [mailto:admin@wspsa.net]  
**Sent:** Tuesday, May 23, 2017 1:22 PM  
**To:** Liz McFarland <lmcfarla@fwps.org>  
**Subject:** RE: POG

Hi Liz,

The POG is attached! The board is meeting June 8-9 and will be discussing/making updates. Once I have those, I will be sending all members the updated version. I will also post to the shared drive once I have any changes.

Please let me know if you need anything else!

Jen

---

**From:** Liz McFarland [<mailto:lmcfarla@fwps.org>]  
**Sent:** Tuesday, May 23, 2017 10:48 AM  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** POG

Hi Jennifer,

So, let's say a member can't find their electronic copy of the POG. How would one get another one?  
Asking for a friend ☺

Thanks,  
Liz

Liz McFarland  
Talent & Systems Manager  
Federal Way Public Schools  
253-945-2021  
Follow us on Twitter: @FWPSCareers  
[Click here to learn about FWPS Career Opportunities](#)





**From:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net)  
**To:** [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [ellyn.papenfuse@vansd.org](mailto:ellyn.papenfuse@vansd.org); [steinerjk@mukilteo.wednet.edu](mailto:steinerjk@mukilteo.wednet.edu);  
[cstolz@everettsd.org](mailto:cstolz@everettsd.org); [jhodson@fwps.org](mailto:jhodson@fwps.org); [csheidan@asd103.org](mailto:csheidan@asd103.org); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu);  
[kellyg@wapatosd.org](mailto:kellyg@wapatosd.org); [gavigani@riverview.wednet.edu](mailto:gavigani@riverview.wednet.edu)  
**Subject:** Friendly reminder  
**Date:** Thursday, May 25, 2017 11:27:42 AM

---

Greetings!

I hope everyone is surviving the spring chaos! I just wanted to reach out to all of you as I have had a few HELP participants inquire as to when their reports will be graded. If you wouldn't mind going in to grade I know they will appreciate it. They are anxious to get some feedback.

Thank you all so much, and if you have any questions, please don't hesitate.

Jane Rausch  
HELP Coordinator

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [cleonard@wspa.net](#); [Marilyn.Boerke@camas.wednet.edu](#)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, June 2, 2017 10:09:37 AM

---

Marilyn

I remember talking with an attorney when I was in Highline SD and we were directed to wait for letters of reprimand until after the annual allocated days unless there is a pattern of misuse such as Monday, Friday, extending holidays. Also remember you cannot count the days under FMLA, bereavement, jury duty.

Hope this helps.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [mailto:[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)]  
**Sent:** Friday, June 2, 2017 9:32 AM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** MEMBER REQUEST

Marilyn Boerke from Camas School District is asking the following:

Camas have a significant number of absences with classified employees, particularly in Nutrition Services. The CBA doesn't have a limitation on absences prior to disciplinary action. She'd like to know if any districts have a threshold of absences that once reached trigger disciplinary action. They are considering 15 absences (12 sick days and three personal days awarded each year).

Please send your response directly to: [Marilyn.Boerke@camas.wednet.edu](mailto:Marilyn.Boerke@camas.wednet.edu)

Also, cc your response to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

---

This email was sent to [jhodson@fwps.org](mailto:jhodson@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

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**From:** [admin@wspace.net](mailto:admin@wspace.net)  
**To:** [admin@wspace.net](mailto:admin@wspace.net)  
**Subject:** Board Retreat: June 8-9, 2017  
**Date:** Saturday, June 3, 2017 2:15:29 PM  
**Attachments:** [4. PropertyMap2.pdf](#)  
[5. Driving Directions.pdf](#)  
[WSPA Board Retreat Agenda JUNE 2017.pdf](#)

---

Hello everyone,

I am looking forward to seeing everyone next week! We will begin our day on Thursday at 9:30 am in the Tadpole Meeting Room – the agenda, map of the property and driving directions are attached for your reference.

We will have the opportunity to check into rooms during our 3pm break.

**WSPA Board Retreat**

- Thursday and Friday, June 8-9, 2017
- Sleeping Lady Resort
- Leavenworth, Washington
- <http://www.sleepinglady.com/>

Please let me know if you have any questions or if I may be of any assistance.

Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspace.net/>



# Property Map



## Kingfisher Restaurant & Wine Bar Hours:

- ~ Dinner Seatings: Sunday – Thursday, 5:30 – 8 pm;  
Friday & Saturday, 5:30 – 8:30 pm
- ~ Magpies' Wine Bar opens at 5:30 pm daily
- ~ Breakfast Served: 7:30 – 9 am, Monday–Friday;  
Extended hours until 10 am on Saturday & Sunday

**The Grotto Bar Hours:** Opens at 4 pm Labor Day until Memorial Day, and 5 pm beginning Memorial Day. Tapas Menu served from 5 – 9 pm

## Play Barn Hours:

6 am – 10 pm. Accessible with your room key.

## O'Grady's Hours:

Opens at 7 am daily

## The Mercantile Hours:

9 am – 4:30 pm daily

## Rock Pools Hours:

5 am – midnight, with adult-only hours from 5 – 7 am and 10 pm – midnight. Accessible with room key.

## Aspen Leaf Spa Hours:

Dial '350' for appointment availability.

## Accessible with your room key

**24 hours:** Fitness Room, Library, Sauna, Guest Laundry

Guest Service is open 24 hours and is just a call away. Dial '0' from any room or telephone on property.

000727

*Sleeping Lady is a smoke-free environment inside and out.*

## **From Seattle via Interstate 90**

Travel east on Interstate 90 past Cle Elum. Take the Wenatchee Exit 85 Go east on State Rt. 970 for 11.9 miles to US 97. Follow Highway 97 north over Blewett Pass for 35 miles to the junction of Highway 2. Turn left and travel west on Highway 2 for 5.6 miles through downtown Leavenworth to the west edge of town. Turn left on Icicle Road (just before milepost 99) and travel approximately 2.5 miles and past the Leavenworth National Fish Hatchery. Turn left into Sleeping Lady. Do not follow the major curve to the right which leads into Icicle Canyon.

## **From Seattle via Highway 2**

Travel north on Interstate 405 from Seattle/Bellevue to Bothell where it meets Highway 522 east to Monroe. Head east on Highway 2 for 85 miles over Stevens Pass to the west boundary of Leavenworth. Turn right on Icicle Road. Follow directions above.

## **From Spokane via Interstate 90**

Travel west on Interstate 90 to the junction of Highway 281 near George. Travel north on Highway 281 to Quincy. Turn left on Highway 28 and travel west to Wenatchee to Highway 2. Travel on Highway 2 to the west boundary of Leavenworth. Turn left on Icicle Road. Follow directions above.

## **From Portland, Oregon**

Take I-5 north to Seattle. Go east on I-90 over Snoqualmie Pass. Past Cle-Elum follow signs to US-97 and Wenatchee over Blewett Pass. Turn left on Hwy 2 and travel 5 miles to Leavenworth. At the west end of town turn left on Icicle Road. Follow directions above. An alternative is Hwy 2 over Stevens Pass.

## **Airports**

Sea-Tac International Airport is located south of Seattle and is 131 miles from Sleeping Lady. A wide range of airline carriers provides service to this international hub.

Pangborn Memorial Airport in East Wenatchee is located 34 miles from Sleeping Lady. Horizon Airlines provides eight direct flights per day from Seattle and two direct flights per day from Portland.



**2017-2018 WSPA Board Retreat**

**June 8-9, 2017**

**AGENDA**

**Wednesday, June 8, 2017**

6:30 pm      Curtis Leonard and President's meet for dinner – Curtis Leonard, Debbie Leighton, Debby Carter, Kurt Schonberg (Shaun Carey unable to attend)

**Thursday, June 9, 2017**

9:30- 10:00      Welcome, introductions and 2016-2017 year-in-review, – Curtis Leonard, Kurt Schonberg

10:00-10:45      Region reports – Region Representatives

10:45-11:00      Secretary's report – Valerie Burkhauser

- Minutes from February Board Meeting
- Membership Update – Jennifer Tottenham

11:00-12:00      HELP update – Jane Rausch

**12:00-1:00      Lunch**

1:00 - 1:15      Treasurer's report– Lisa Turner

1:15 – 1:45      Audit report – Debbie Leighton

1:45-2:15      Mentor Program – Kurt Schonberg

2:15- 3:00      Program and Calendar Review – Curtis Leonard

- S-275
- POG
- Train the Trainer
- Randy Hathaway Fellowship Scholarship Program – district membership clarification
- Member request: Executive Assistant training focused on leadership, communication, conflict resolution
- Calendar/training schedule

3:00 – 3:15      **Break – Hotel/room check-in**

3:15 - 4:00      2017-2018 Budget Proposal – Curtis Leonard

**5:00- 6:00      WSPA President's Reception – Kurt's cabin area, followed by dinner**

**WASHINGTON SCHOOL PERSONNEL ASSOCIATION**

PO BOX 1600

ANACORTES, WA 98221

PHONE: 360-825-1415 / FAX: 253-736-0333

WWW.WSPA.NET



**Friday, June 10, 2017**

- 8:00 - 8:45      Conference Planning
- Law Conference – Curtis Leonard
  - Annual Conference – Region 5
- 8:45- 9:45      Legislative updates, emergent issues – Curtis Leonard
- 9:45-10:15      Budget proposal, changes and adoption by board – Kurt Schonberg
- 10:15-10:30      Bylaw review – Curtis Leonard
- 10:30-12:00      Board discussion and action items – Curtis Leonard
- 12:00              Meeting adjourned / **Lunch**



**From:** [Jennifer Hymer](#) on behalf of [Jennifer Hymer <jhymer@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Cc:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)  
**Subject:** RE: WSPA Past Due Invoice  
**Date:** Monday, June 5, 2017 8:00:11 AM

---

Hi Jennifer –

I don't think that I need to pay this invoice due to participating in the HELP program. I may have signed up incorrectly.. Let me know what if anything I need to do. Thanks

Jennifer Hymer  
Federal Way Public Schools

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Sunday, June 04, 2017 9:00 AM  
**To:** Jennifer Hymer <jhymer@fwps.org>  
**Subject:** WSPA Past Due Invoice

## Past Due Invoice Reminder

Your WSPA invoice is 45 days old and past the invoice due date. If you have sent your invoice to your accounting department for payment, please disregard this invoice.

If you have not yet submitted this invoice to your accounting department, please do so at once.

Thank you for your assistance,

Washington School Personnel Association

To view your invoice, please click the following link. [View Invoice](#)

---

[Privacy Policy](#)

Please do not reply. Replies to this address are not monitored.



**From:** [admin@wspa.net](mailto:admin@wspa.net)  
**To:** [Jennifer Hymer](#)  
**Cc:** [wspa@memberclicks-mail.net](mailto:wspa@memberclicks-mail.net)  
**Subject:** RE: WSPA Past Due Invoice  
**Date:** Monday, June 5, 2017 8:02:32 AM

---

Good morning,

You are correct – the spring workshop is included in your HELP registration. I will cancel this and please just disregard with our apologies!

Have a great week,

Jennifer

---

**From:** Jennifer Hymer [mailto:[jhymer@fwps.org](mailto:jhymer@fwps.org)]  
**Sent:** Monday, June 05, 2017 8:00 AM  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Cc:** [wspa@memberclicks-mail.net](mailto:wspa@memberclicks-mail.net)  
**Subject:** RE: WSPA Past Due Invoice

Hi Jennifer –

I don't think that I need to pay this invoice due to participating in the HELP program. I may have signed up incorrectly.. Let me know what if anything I need to do. Thanks

Jennifer Hymer  
Federal Way Public Schools

**From:** [wspa@memberclicks-mail.net](mailto:wspa@memberclicks-mail.net) [mailto:[wspa@memberclicks-mail.net](mailto:wspa@memberclicks-mail.net)]  
**Sent:** Sunday, June 04, 2017 9:00 AM  
**To:** Jennifer Hymer <[jhymer@fwps.org](mailto:jhymer@fwps.org)>  
**Subject:** WSPA Past Due Invoice

## Past Due Invoice Reminder

Your WSPA invoice is 45 days old and past the invoice due date. If you have sent your invoice to your accounting department for payment, please disregard this invoice.

If you have not yet submitted this invoice to your accounting department, please do so at once.

Thank you for your assistance,

Washington School Personnel Association

To view your invoice, please click the following link. [View Invoice](#)

---

[Privacy Policy](#)

Please do not reply. Replies to this address are not monitored.



**From:** [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** FW: HR Legal Boot Camp 2017-2018: REGISTER OTHERS Form Submitted  
**Date:** Tuesday, June 6, 2017 10:01:47 AM

---

Good Morning:

I am writing to confirm that you have received the registration for **David M. Brower and Anthony Frascone** to attend the July 10-12<sup>th</sup>. I registered them yesterday, however I have not received confirmation of that enrollment.

Please confirm. Thank you.

**Tara T. Lofton**

Human Resources Employee Relations  
& Legal Assistant Specialist

253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)

Follow us on Twitter: @FWPSCareers

[Click here to learn about FWPS Career Opportunities](#)



**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Monday, June 05, 2017 11:08 AM  
**To:** Tara Lofton <tlofton@fwps.org>  
**Subject:** HR Legal Boot Camp 2017-2018: REGISTER OTHERS Form Submitted

Greetings,

Thank you for registering other district personnel to attend the HR Legal Boot Camp.

WSPA will be using the information you provided to complete those registrations for the individuals listed on the form. When their registration is complete they will be receiving a copy of the invoice and/or a copy of the receipt (if payment is requested to be made by credit card). Please alert them to look for those emails shortly.

Thank you for your registration,

Washington School Personnel Association

---

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**From:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**To:** [Tara Lofton](#)  
**Subject:** RE: HR Legal Boot Camp 2017-2018: REGISTER OTHERS Form Submitted  
**Date:** Tuesday, June 6, 2017 10:46:38 AM  
**Attachments:** [Frascone Boot Camp 2017.pdf](#)  
[Brower Boot Camp 2017.pdf](#)

---

Hello Tara,

Yes, the registrations were received and processed. Our system automatically send the confirmations to the attendees so David and Anthony should have received them. I apologize for that inconvenience!

I have attached copies of the receipts for your reference. Please let me know if you need anything else!

Thank you,

Jennifer

---

**From:** Tara Lofton [mailto:[tlofton@fwps.org](mailto:tlofton@fwps.org)]  
**Sent:** Tuesday, June 06, 2017 10:02 AM  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** FW: HR Legal Boot Camp 2017-2018: REGISTER OTHERS Form Submitted

Good Morning:

I am writing to confirm that you have received the registration for **David M. Brower and Anthony Frascione** to attend the July 10-12<sup>th</sup>. I registered them yesterday, however I have not received confirmation of that enrollment.

Please confirm. Thank you.

**Tara T. Lofton**  
Human Resources Employee Relations  
& Legal Assistant Specialist  
253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)  
Follow us on Twitter: @FWPSCareers  
[Click here to learn about FWPS Career Opportunities](#)



**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [mailto:[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)]  
**Sent:** Monday, June 05, 2017 11:08 AM  
**To:** Tara Lofton <[tlofton@fwps.org](mailto:tlofton@fwps.org)>  
**Subject:** HR Legal Boot Camp 2017-2018: REGISTER OTHERS Form Submitted

Greetings,

Thank you for registering other district personnel to attend the HR Legal Boot Camp.

WSPA will be using the information you provided to complete those registrations for the individuals listed on the form. When their registration is complete they will be receiving a copy of the invoice and/or a copy of the receipt (if payment is requested to be made by credit card). Please alert them to look for those emails shortly.

Thank you for your registration,

Washington School Personnel Association

---

[Privacy Policy](#)



PO Box 1600  
Anacortes, WA 98221

# Invoice

Date	Invoice #
6/5/2017	10700

**PAID**  
**06/05/2017**

Bill To

Federal Way Public Schools  
Attn: Accounts Payable  
33330 8th Ave S.  
Federal Way, WA 98003

P.O. No.

Quantity	Description	Rate	Amount
	FRASCONE HELP HR Legal Boot Camp 2017-2018	495.00	495.00
		<b>Total</b>	<b>\$495.00</b>
Phone #	Fax #	Web Site	<b>Payments/Credits</b> - \$495.00
360-825-1415	253-736-0333	www.wspa.net	<b>Balance Due</b> \$0.00





PO Box 1600  
Anacortes, WA 98221

# Invoice

Date	Invoice #
6/5/2017	10699

**PAID**  
**06/05/2017**

Bill To

Federal Way Public Schools  
Attn: Accounts Payable  
33330 8th Ave S.  
Federal Way, WA 98003

P.O. No.

Quantity	Description	Rate	Amount
	BROWER HELP HR Legal Boot Camp 2017-2018	495.00	495.00
		<b>Total</b>	<b>\$495.00</b>
Phone #	Fax #	Web Site	<b>Payments/Credits</b> - \$495.00
360-825-1415	253-736-0333	www.wspa.net	<b>Balance Due</b> \$0.00

**From:** [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: HR Legal Boot Camp 2017-2018: REGISTER OTHERS Form Submitted  
**Date:** Tuesday, June 6, 2017 10:50:51 AM

---

No worries, they just always forward me the confirmations and I need to keep track for billing reconciliation.

Thank you.

**Tara T. Lofton**

Human Resources Employee Relations  
& Legal Assistant Specialist

253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)

Follow us on Twitter: @FWPSCareers

[Click here to learn about FWPS Career Opportunities](#)



---

**From:** admin@wspa.net [mailto:admin@wspa.net]  
**Sent:** Tuesday, June 06, 2017 10:47 AM  
**To:** Tara Lofton <tlofton@fwps.org>  
**Subject:** RE: HR Legal Boot Camp 2017-2018: REGISTER OTHERS Form Submitted

Hello Tara,

Yes, the registrations were received and processed. Our system automatically send the confirmations to the attendees so David and Anthony should have received them. I apologize for that inconvenience!

I have attached copies of the receipts for your reference. Please let me know if you need anything else!

Thank you,

Jennifer

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]  
**Sent:** Tuesday, June 06, 2017 10:02 AM  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** FW: HR Legal Boot Camp 2017-2018: REGISTER OTHERS Form Submitted

Good Morning:

I am writing to confirm that you have received the registration for **David M. Brower and Anthony Frascione** to attend the July 10-12<sup>th</sup>. I registered them yesterday, however I have not

received confirmation of that enrollment.

Please confirm. Thank you.

**Tara T. Lofton**

Human Resources Employee Relations  
& Legal Assistant Specialist

253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)

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[Click here to learn about FWPS Career Opportunities](#)



**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [<mailto:waspa@memberclicks-mail.net>]

**Sent:** Monday, June 05, 2017 11:08 AM

**To:** Tara Lofton <[tlofton@fwps.org](mailto:tlofton@fwps.org)>

**Subject:** HR Legal Boot Camp 2017-2018: REGISTER OTHERS Form Submitted

Greetings,

Thank you for registering other district personnel to attend the HR Legal Boot Camp.

WSPA will be using the information you provided to complete those registrations for the individuals listed on the form. When their registration is complete they will be receiving a copy of the invoice and/or a copy of the receipt (if payment is requested to be made by credit card). Please alert them to look for those emails shortly.

Thank you for your registration,

Washington School Personnel Association

---

[Privacy Policy](#)

**From:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** Withdrawal  
**Date:** Wednesday, June 7, 2017 9:47:41 AM

---

I just wanted to give you the head's up that Katie O'Brien had to withdraw from the program for personal reasons, so you will

**From:** [Lisa Gehman](#) on behalf of [Lisa Gehman <lgehman@wasa-oly.org>](#)  
**To:** [jacuna@oesd114.org](#); [kefi.andersen@k12.wa.us](#); [araiza.ernesto@yakimaschools.org](#); [baileyd@issaquah.wednet.edu](#); [jerry@awsp.org](#); [gbenner@uw.edu](#); [eburden@cheneysd.org](#); [larry.bush@wvvsd.org](#); [patrick.conners@vansd.org](#); [john.custer@wvvsd.org](#); [ddaniels@auburn.wednet.edu](#); [kfrazie@tacoma.k12.wa.us](#); [steven@spokaneschools.org](#); [sgessner@oesd.wednet.edu](#); [dhgraham4@comcast.net](#); [rgriffin@esd101.net](#); [dixie.grunenfelder@k12.wa.us](#); [tom.hagley@vansd.org](#); [johall@fwps.org](#); [hharris@auburn.wednet.edu](#); [kurt@awsp.org](#); [therren@auburn.wednet.edu](#); [warrenhop@comcast.net](#); [juarez-stump.luz@yakimaschools.org](#); [karstetter.jessica@yakimaschools.org](#); [kauerzk@uw.edu](#); [gary@awsp.org](#); [cleonard@wspsa.net](#); [fmccarthy@esd101.net](#); [emcdonald@whiteriver.wednet.edu](#); [mchenry.nancy@yakimaschools.org](#); [pnunan@nfsd.org](#); [linda.quinn@ferndalesd.org](#); [ecrasmussen@seattleschools.org](#); [eromanuk@yahoo.com](#); [sanchez.julio@yakimaschools.org](#); [tamara.shoup@vansd.org](#); [rsisson@awsp.org](#); [tskillingstad@cheneysd.org](#); [carriesuchy@gmail.com](#); [btalbott@9mile.org](#); [kathe.taylor@k12.wa.us](#); [taylom@uw.edu](#); [randy.town@esd105.org](#); [kathy.whitlock@esd112.org](#); [bzagar@fpschools.org](#)  
**Subject:** Summer Conference Registration  
**Date:** Thursday, June 8, 2017 3:18:56 PM  
**Attachments:** [2017SCRegistrationAfter0602.pdf](#)

---

Hello,

Thank you for presenting at the 2017 WASA/AWSP Summer Conference.

Yesterday I created an event record in your name, by doing so you will no longer be able to register online if you wish to attend the full conference.

If you would like to register for the conference please fill out the attached registration form and send back to me. My contact information is located on the bottom of the form. I can take care of the rest from here.

Thank you for your time.

Kind regards,

*Lisa*

Lisa Gehman

Professional Learning/Membership Assistant

WASA | 825 Fifth Avenue SE, Olympia 98501

Office [360.489.3640](tel:360.489.3640) | fax [360.352.6873](tel:360.352.6873) | [lgehman@wasa-oly.org](mailto:lgehman@wasa-oly.org) | [wasa-oly.org](http://wasa-oly.org)



# PASSION + PURPOSE = PROGRESS

2017 WASA/AWSP SUMMER CONFERENCE  
JUNE 25-27 | SPOKANE CONVENTION CENTER

## PRECONFERENCE WORKSHOPS

Preconference workshops will be held at Grand Hotel. Fees are per workshop.

### SATURDAY, JUNE 24

9 A.M.-4 P.M.

Fee: \$200

6.5 clock hours and lunch provided.

#### Using OSPI Equity Analytics to Inform Systematic Responses to Graduation: Foundational and Advanced

Join OSPI for the morning Foundational and afternoon Advanced Equity Analytics sessions by choosing this all-day registration option. Lunch is provided for the all-day session participants.

TIM STENSAGER, DIXIE GRUNENFELDER, OSPI

9 A.M.-12 P.M.

Fee: \$100

3 clock hours provided.

#### Using OSPI Equity Analytics to Inform Systematic Responses to Graduation: Foundational

Join OSPI in exploring the Equity Analytics on high school graduation rates and systematic responses from districts improving student outcomes. Learn from Washington's highlight districts how they are closing the achievement gap using leadership, a cycle of inquiry approach, a tiered system of supports, and powerful data use.

TIM STENSAGER, DIXIE GRUNENFELDER, OSPI

1-4 P.M.

Fee: \$100

3 clock hours provided.

#### Using OSPI Equity Analytics to Inform Systematic Responses to Graduation: Advanced

Washington's highlight districts, along with OSPI, will share their specific initiatives related to attendance, behavior, and 9<sup>th</sup> grade course failure. Participants will use tools developed through the Graduation Equity Initiative, including data inventory, current reality inventory, key practices inventory, and a 45-day action planning tool.

TIM STENSAGER, DIXIE GRUNENFELDER, OSPI

### SUNDAY, JUNE 25

9 A.M.-12 P.M.

Fee: \$100

3 clock hours provided.

#### Learning Behaviors for Teams and Leaders: Habits That Accelerate Learning

Effective leaders learn from reflecting on experience. But leaders can also learn through the course of an experience by being present, noticing, and being curious, allowing for greater awareness and resourcefulness in leading. Insights from neuroscience, social psychology, and developmental leadership coaching are the basis for a three-hour active learning experience in adult development. The Buddha is credited with saying, "What you have practiced in the past you are today; what you practice today you will become." Recent findings from neuroscience explain why that is true. Come learn concepts and practices that can increase your learning in any situation, facilitating your development as a leader and human being. SUSAN K. SCHMIDT, PROFESSIONAL CERTIFIED COACH, FACILITATOR, TEAM DEVELOPER

9 A.M.-3 P.M.

Fee: \$200

5.5 clock hours and lunch provided.

#### Creating and Supporting Trauma Sensitive Learning Environments

This engaging full-day offering will increase participants' understanding of the prevalence of trauma and its impact on learning and development. Attendees will learn about the CLEAR Trauma Center's work being done collaboratively and extensively in schools across the country. As a district or building administrator, strategies for creating and supporting learning-ready environments for all students will be explored. KRISTIN SOUERS, MA LMHC, CLEAR TRAUMA CENTER, WASHINGTON STATE UNIVERSITY

### SATURDAY-SUNDAY, JUNE 24-25

9 A.M.-4 P.M.

Fee: No charge

12 clock hours and lunch provided.

#### TPEP Stage I Required Trainings

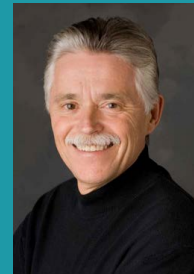
Two-day TPEP Stage I required trainings (CEL, Marzano, and Danielson Instructional Framework Trainings, and AWSP Leadership Framework Training) are offered at no cost for those still in need of the training. These sessions are funded by framework training dollars. Attendance is required on both days to meet the state requirement.

## KEYNOTE SPEAKERS



**DR. ANTHONY MUHAMMAD**

The Will to Lead: Working Together to Create a Healthy School Culture



**GARY HOWARD**

A Passion for Equity: The Fierce Urgency of Now



**BENJIE HOWARD AND WADE COLWELL-SANDOVAL**  
YES!



**JAMES REDFORD**

Resilience: The Biology of Stress & The Science of Hope

## OTHER SPEAKER



**CHRIS REYKDAL**

OSPI Updates

# PASSION + PURPOSE = PROGRESS

2017 WASA/AWSP SUMMER CONFERENCE  
JUNE 25-27 | SPOKANE CONVENTION CENTER

## REGISTRANT INFORMATION

Last Name	First Name
Position	Preferred Name for Badge
District	
Phone	
Email	

## PRECONFERENCE WORKSHOPS

SEE PAGE 1 FOR DETAILS.

### SATURDAY, JUNE 24

9 a.m.-4 p.m. Using OSPI Equity Analytics to Inform Systematic Responses to Graduation: Foundational & Advanced Lunch provided for all-day session registrants. ☐ \$200

9 a.m.-12 p.m. Using OSPI Equity Analytics to Inform Systematic Responses to Graduation: Foundational ☐ \$100

1-4 p.m. Using OSPI Equity Analytics to Inform Systematic Responses to Graduation: Advanced ☐ \$100

### SUNDAY, JUNE 25

9 a.m.-12 p.m. Learning Behaviors for Teams and Leaders: Habits That Accelerate Learning ☐ \$100

9 a.m.-3 p.m. Creating and Supporting Trauma Sensitive Learning Environments (Lunch provided) ☐ \$200

### SATURDAY-SUNDAY, JUNE 24-25

9 a.m.-4 p.m. each day, lunch provided  
☐ CEL Instructional Framework  
☐ Marzano Instructional Framework  
☐ Danielson Instructional Framework  
☐ AWSP Leadership Framework ☐ FREE

## MEALS

### MEAL SELECTIONS

I will attend the following meal(s):

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Sunday Banquet (Life/Emeritus \$55)  |
| <input type="checkbox"/> | Monday Continental Breakfast   |
| <input type="checkbox"/> | Monday Lunch <input type="checkbox"/> WASA Luncheon <input type="checkbox"/> AWSP Luncheon |
| <input type="checkbox"/> | Tuesday Continental Breakfast  |
| <input type="checkbox"/> | Tuesday Lunch (Life/Emeritus \$35)   |

### SPECIAL MEALS

- |                          |                                |
|--------------------------|--------------------------------|
| <input type="checkbox"/> | Vegetarian                     |
| <input type="checkbox"/> | Gluten Free (Allergy)          |
| <input type="checkbox"/> | Other Allergy (specify): _____ |

### PURCHASE GUEST MEALS

Guest Name: _____	
<input type="checkbox"/> \$55 Quantity: _____	Sunday Banquet
<input type="checkbox"/> \$35 Quantity: _____	Monday Lunch
<input type="checkbox"/> \$35 Quantity: _____	Tuesday Lunch

## PRINTED PROGRAM

The conference mobile app contains all conference and program information; and we strongly encourage you to utilize it. However, we know some people prefer hardcopy programs so we are making them available for purchase.  
☐ I would like a printed program (\$5)

## MEMBERSHIP AFFILIATION

### WASA Member

☐ Active ☐ Associate ☐ Student ☐ Life

### AWSP Member

☐ Active ☐ Associate ☐ Intern ☐ Emeritus

### Conference Attendee (Non-Member)

☐ I am not a member of either association.

I want to join ☐ WASA ☐ AWSP (Optional)

Join as a new active member of WASA or AWSP and \$100 of your registration fee will be applied to your 2017-18 dues.

## CONFERENCE REGISTRATION

Member Type	Fee	Sunday Banquet	Monday Assoc. Luncheon	Tuesday Luncheon
WASA or AWSP Active or Associate Member	<input type="checkbox"/> \$390	Included	Included	Included
Student/Intern Member	<input type="checkbox"/> \$220	Included	Included	Included
Life/Emeritus Member	<input type="checkbox"/> Free	<input type="checkbox"/> \$55	Included	<input type="checkbox"/> \$35
Conference Attendee (Not affiliated with WASA/AWSP)	<input type="checkbox"/> \$445	Included	Included	Included

## PAYMENT

TOTAL DUE FOR ALL CHECKED BOXES: \$ \_\_\_\_\_

Return registration form with check or money order (made payable to WASA), purchase order, or credit card information. By mail: WASA, 825 Fifth Ave SE, Olympia, WA 98501 or by fax: 360.352.6873

Purchase Order Number \_\_\_\_\_

Credit Card Information: ☐ MasterCard ☐ Visa

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

CVC \_\_\_\_\_

Name on card \_\_\_\_\_

Billing Address \_\_\_\_\_

☐ Email for Receipt

**CANCELLATIONS:** A \$75 cancellation fee applies through 6/19 (\$40 for Student/Intern Members, \$50 for Preconferences). No refunds for cancellations after 6/19. No Show = No Refund.

000745

Questions? Call 800.859.9272, email [lgehman@wasa-oly.org](mailto:lgehman@wasa-oly.org), or visit <https://wasa-oly.org/wasa/Summer17>

**From:** [Davis, Kate \(OFM\)](#) on behalf of [Davis, Kate \(OFM\) <Kate.Davis@OFM.WA.GOV>](#)  
**To:** [Nancy Moffatt](#); [Alan Burke](#); [Bill Keim](#); [Cal Brodie](#); [Corine Pennington](#); [Curtis Leonard](#); [Dan Steele](#); [Dana Anderson](#); [Darcy Weisner](#); [David Bond](#); [Donna Morey](#); [Doug A. Matson](#); [Duggan Harman](#); [Frank Ashby](#); [Frank Hewins](#); [Gary Cohn](#); [Kipp, Gary](#); [Gavin Hottman](#); [Greg Lynch](#); [Heidi Hietpas](#); [Jan Hutton](#); [Jeff Moore](#); [Jennifer Farmer](#); [Jennifer M. Priddy](#); [Bender, Jerry](#); [Vavrus, Jessica \(WSSDA\)](#); [Jim Frey](#); [John Deeder](#); [John Welch](#); [JoLynn Berge](#); [Kevin Chase](#); [Kim Scott](#); [Kim. brodie](#); [Larry Francois](#); [Linda McDermott](#); [Marie Telecky](#); [Marla Miller](#); [Melissa de Vita](#); [Michael Dunn](#); [Michael Merlino](#); [Michael Nelson](#); ["Michelle Matakas"](#); [Michelle Price](#); [Mike Brophy](#); [Mitch Denning](#); [Monica Hunsaker](#); [Rich McBride](#); [Rich Puryear](#); [Rick Jones](#); [Rosalind Medina](#); [Ruth Russell](#); [Sally McLean](#); [Scott Izutsu](#); [Shelley Redinger](#); [Sheryl Moore](#); [Stephen Nielsen](#); [Steve McIntire](#); [Susan Smith Leland](#); [T.J. Kelly](#); [Teresa Main](#); [Garchow, Tim \(WSSDA\)](#); [Tim Merlino](#); [Tim Mills](#); [Tim Yeomans](#); [Vic Roberts](#); [Lucinda Young \[WA; medenning@comcast.net\]](#); [Melissa McCabe Gombosky](#); [Merle, Deb \(GOV\)](#); [Dave Mastin](#); [Justin Montermini](#); [marie@mpublicaffairs.com](#); [Heikes, Kaaren](#); [Daray, Jack](#); [Rader-Konofalski, Wendy](#); [Julie Salvi \[WA\]](#); [Lorrell Noahr \[WA\]](#); [Butts, Bob \(OSP\)](#); [Lucinda Young \[WA\]](#); [Jenny Plaja \(Jenny.Plaja@k12.wa.us\)](#)  
**Subject:** OFM - K12 Education  
**Date:** Friday, June 9, 2017 9:07:34 AM

---

The Office of Financial Management, Budget Division is currently recruiting for the position of Budget Assistant to the Governor – K-12 Education. If you are interested in this opportunity and /or know of anyone who may be interested please click/forward the link below.

<http://www.ofm.wa.gov/jobs/Budget-Assistant-Education-0617.pdf>

## Kate Davis

Senior Budget Assistant to the Governor – Education  
Office of Financial Management  
office (360) 902-0570 | cell (360) 688-3375  
[kate.davis@ofm.wa.gov](mailto:kate.davis@ofm.wa.gov)



**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** board contact info  
**Date:** Friday, June 9, 2017 11:12:12 AM  
**Attachments:** [WSPA Board and Admin Team 2017-2018.xlsx](#)

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Please let me know if you need anything else!

jennifer

## 2017-2018 WSPA Board and Administrative Team

First Name	Last Name	Board Position	Term Expiration Date	Work Phone	Preferred Email Address	Primary Contact/Organization
Kurt	Schonberg	President	6/30/2018	360-279-5012	<a href="mailto:kschonberg@ohsd.net">kschonberg@ohsd.net</a>	Oak Harbor School District
Shaun	Carey	President - Elect	6/30/2018	253-298-3004	<a href="mailto:scarey@fpschools.org">scarey@fpschools.org</a>	Franklin Pierce School District
Debby	Carter	Past-President	6/30/2018	425-431-7012	<a href="mailto:carterd@edmonds.wednet.edu">carterd@edmonds.wednet.edu</a>	Edmonds School District
Janet	Hodson	Secretary	6/30/2019	253-945-2020	<a href="mailto:jhodson@fwps.org">jhodson@fwps.org</a>	Federal Way School District
Lisa	Turner	Treasurer	6/30/2018	509-663-8161	<a href="mailto:turner.l@wenatcheeschools.org">turner.l@wenatcheeschools.org</a>	Wenatchee School District
Jane	Rausch	Region 1 Co-Rep	6/30/2018	509-464-8208	<a href="mailto:jane.rausch@rsdmail.org">jane.rausch@rsdmail.org</a>	Riverside School District
Kim	Harmon	Region 1 Co-Rep	6/30/2019	509-354-5651	<a href="mailto:kimha@spokaneschools.org">kimha@spokaneschools.org</a>	Spokane Public Schools
Heather	Crail	Region 2 Co-Representative	6/30/2018	509-663-8161	<a href="mailto:crail.h@wenatcheeschools.org">crail.h@wenatcheeschools.org</a>	Wenatchee School District
Toni	Neidhold	Region 2 Co-Representative	6/30/2019	509-543-6700	<a href="mailto:tneidhold@psd1.org">tneidhold@psd1.org</a>	Pasco School District
Marilyn	Boerke	Region 3 Representative	6/30/2019	360-833-5454	<a href="mailto:marilyn.boerke@camas.wednet.edu">marilyn.boerke@camas.wednet.edu</a>	Camas School District
Cathi	Brinck Price	Region 4 Co-Representative	6/30/2018	253-571-1339	<a href="mailto:cathibp@msn.com">cathibp@msn.com</a>	Tacoma Public Schools
Dawn	Long	Region 4 Co-Representative	6/30/2019	360-412-4493	<a href="mailto:dlong@nthurston.k12.wa.us">dlong@nthurston.k12.wa.us</a>	North Thurston
Denise	Kennedy	Region 5 Co-Representative	6/30/2019	360-473-1025	<a href="mailto:rg">rg</a>	Bremerton School District
Chelle	Lente	Region 5 Co-Representative	6/30/2020	360-662-1697	<a href="mailto:chellel@ckschools.org">chellel@ckschools.org</a>	Central Kitsap School District
Connie	Sheridan	Region 6 Co-Representative	6/30/2018	360-293-1212	<a href="mailto:csheridan@asd103.org">csheridan@asd103.org</a>	Anacortes School District
Jason	Thompson	Region 6 Co-Representative	6/30/2019	360-965-0070	<a href="mailto:jason_thompson@msvl.k12.wa.us">jason_thompson@msvl.k12.wa.us</a>	Marysville School District

### WSPA Administrators

Curtis	Leonard	Executive Director			<a href="mailto:cleonard@wspa.net">cleonard@wspa.net</a>	WSPA
Jennifer	Tottenham	WSPA Coordinator		360-825-1415	<a href="mailto:admin@wspa.net">admin@wspa.net</a>	WSPA

### Notes:

Cathi Brinck Price extended for one year without election due to Shuan Carey president status. This alleviated the need for two open positions

Jane Rausch extended for one year without election due to both positions having same term ending date and to alleviate the need for two open positions.

Denise Kennedy and Chelle Lente will co-rep for Region 5. Chelle Lente has agreed to serve a three year term and Denise Kennedy will serve two years to alleviate the need for two open positions.

### Terms:

Terms of office for President, President-Elect, and Past President shall be one year each.

Terms of office for Secretary and Regional Representatives shall be for two years.

Term of office for the Treasurer shall be three years

**Board Positions for Election in April 2018: President, Treasurer**

**Region Positions for Election in April 2018: Region 1 co-rep, Region 2 co-rep, Region 4 co-rep, Region 6 co-rep**

**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [dlong@nthurston.k12.wa.us](mailto:dlong@nthurston.k12.wa.us)  
**Cc:** [cleonard@wspa.net](mailto:cleonard@wspa.net)  
**Subject:** FW: MEMBER REQUEST  
**Date:** Friday, June 9, 2017 12:27:55 PM  
**Attachments:** [Distribution Center Operation Support \(Courier\).doc](#)  
[Budget Analyst and Grants Coordinator Dec 2016.docx](#)

---

Attached are job descriptions from Federal Way for Courier and for Budget Analyst/Grants Coordinator.

Liz McFarland  
Talent & Systems Manager  
Federal Way Public Schools  
253-945-2021  
Follow us on Twitter: @FWPSCareers  
[Click here to learn about FWPS Career Opportunities](#)



---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Friday, June 9, 2017 11:47 AM  
**To:** Liz McFarland <lmcfarla@fwps.org>  
**Subject:** MEMBER REQUEST

Dawn Long from North Thurston School District is looking for job descriptions for the following positions:

Grants Manager

Volunteer Coordinator (District Level)

Courier

Military Liaison (Between School District and JBLM)

Please send your responses directly to: [dlong@nthurston.k12.wa.us](mailto:dlong@nthurston.k12.wa.us)

Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

---

This email was sent to [lmcfarla@fwps.org](mailto:lmcfarla@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

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**FEDERAL WAY  
PUBLIC SCHOOLS**  
Each Scholar: A voice. A dream. A **BRIGHT** future.

## Position Description

# **DISTRIBUTION CENTER OPERATIONS SUPPORT**

### **POSITION SUMMARY**

Under the coordination of the Distribution Center Lead, the Distribution Center Operations Support position is responsible for the operation of the District distribution center which includes, but is not limited to, District forms, inventory, surplus, purchasing, equipment maintenance and operations, internal and external mail/material processing and distribution as well as other duties which support the District educational process.

**MAJOR RESPONSIBILITIES** include the following; The list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sorting, processing, distribution and delivery of internal and external mail and materials, including bulk mail
- Delivery of district deposits to designated banking institution
- Loading and unloading of trucks/vehicles
- Maintenance and operation of all mailroom equipment including postage and barcode machines
- On-line receipt, verification and inspection, in-storage maintenance, issuance and distribution of supplies and materials as needed. This includes the pickup, transportation and disposition of excess and surplus supplies, furniture, and equipment generated within the District
- Preparation, consolidation and coordination of daily deliveries of supplies, materials, furniture, and equipment as needed
- On-line and physical shipping and receiving
- Assist in cross training of assigned duties as needed
- Assist and support other distribution center positions as needed

### **OTHER RESPONSIBILITIES**

- Creation, ordering, maintenance and distribution of District forms as needed to support the District
- Accounting and distribution center data entry and reporting procedures including, but not limited to, customer orders, purchasing and inventory as needed to support the District
- Assist in ordering, organizing and maintaining required parts and supply inventories
- Perform other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience**

High school graduation or equivalent

Two (2) years of experience in warehouse, mailroom, materials-handling and/or other related experience

### **ADDITIONAL QUALIFICATIONS**

Excellent safety record

Possess knowledge of data processing techniques relating to warehouse/mailroom operations

### **PREFERRED QUALIFICATIONS**

U.S. Postal mail and bulk mailing processing

Smart Addresser

Microsoft Word and Excel

### **CONDITION OF EMPLOYMENT**

Criminal background clearance

Possess and maintain a valid Washington State Driver's License with a driving record that meets District requirements

Must pass a post-hire, pre-employment physical assessment

Forklift certification (must be obtained within 60-days of employment)

### **KNOWLEDGE OF:**

Basic understanding of computer, phone, copier, fax and e-mail skills

Safety regulations for equipment use

Possess knowledge of storage facilities, layout, space requirement and computation, design of stock location system, stock record accounting, inventory procedure and management, receiving, storage, in-storage maintenance, issue and distribution activities, storage practices as related to space storage, in-storage maintenance, issue and distribution activities, storage practices as related to space utilization, retail and bulk storage, working areas, fire and safety practices, materials handling equipment principles and storage management techniques.

### **ABILITY TO:**

Able to recommend and establish appropriate procedures for the procurement of supplies, service and equipment.

Be able to work well under pressure and communicate concisely with individuals via the telephone, in written document or face to face.

Possess the physical stamina and abilities to perform the responsibilities and duties of the job.

Be able to work alone, as needed or with supervision.

Demonstrated ability to work cooperatively with others.

Protect confidentiality of District materials and rights of senders and recipients consistent with District ethical guidelines.

Follow written and oral directions and instructions

Maintain excellent customer service skills

Establish and maintain a cooperative and effective working relationship with community, staff, students, co-workers and supervisors

Plan, organize and prioritize the use of time and resources in an efficient and effective manner

Able to maintain accurate records and logs.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES RELATED TO CULTURAL COMPETENCE AND EQUITY:**

Knowledge/awareness of own cultural identity and how this influences behavior, and desire to learn about the cultural identity of others.

Ability to establish and nurture an environment that promotes cultural competence and equitable treatment of staff, students, and patrons of the District.

Ability to understand and hold self and others accountable for promoting the Federal Way Public Schools' commitment to "Each Scholar: A Voice. A Dream. A Bright Future."

Ability to recognize that each person is a unique individual even as we celebrate their group cultural heritage.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position also requires driving, carrying, sitting, standing, bending, stooping, climbing, walking, grasping, holding, cleaning, removing, unlocking, opening, pushing, pulling, hearing, speaking, and writing or

keyboarding. Be able to lift at least 25 lbs on a constant basis; 50 lbs. on a regular basis; and at least 70 lbs. on an occasional basis.

### **WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required to drive on a daily basis throughout the community; work indoors and outdoors in what may at times be extreme weather conditions including hot, cold, wet, windy, dirty, and snowy or frozen conditions. This position may be exposed to moderate noise levels and work near visual display. This position will experience occasional interruptions, some deadlines, and frequent interactions with customers/staff.

### **WORK SCHEDULE**

Work schedule typically is Monday through Friday, day shift or as otherwise determined by the District.

### **REPORTING RELATIONSHIPS**

This position reports to the Distribution and Compliance Manager.

### **REPRESENTATION**

Public School Employees

### **LEVEL OF COMPENSATION**

Transportation

### **DISCLAIMER**

The preceding list is not exhaustive and may be supplemented as necessary. The statements contained herein reflect general details as necessary to describe the principal functions of this job, the scope of responsibility and the level of knowledge and skills typically required, but should not be considered an all-inclusive listing of work requirements, skills or duties so classified. All personnel may be required to perform duties outside their normal responsibilities from time to time as needed.

Job Description Reviewed/Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Assistant Superintendent, Human Resources

\_\_\_\_\_ Date: \_\_\_\_\_  
Responsible Administrator

All employment open positions are made available on a nondiscriminatory basis without regard to race, color, creed, religion, sexual orientation, national origin, gender, age, disability or veteran status.



**POSITION SUMMARY:** This position performs a wide variety of budgeting functions and financial support for the District's General Fund. Responsibilities include assisting in the organization, development and preparation of the District's annual budget, required documents and reports. Serves as a resource to staff and administration; analyzes and interprets financial data; and monitors revenue and expenditure patterns against approved appropriations.

This position also has primary responsibility and serves as the focal point for accounting activities related to all state and federal grants and ensures expenditures are made in accordance with federal, state and local guidelines. Assumes responsibility to assist with the submission of grant application budgets, to set up grant budgets according to grant awards, to review for compatibility with revised budgets and additional carry-over monies, and to submit billings as required. Responsibilities also include preparation of year-end reconciliation of expenditures and grants inventory report (SEFA).

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Conduct research and provide information pertaining to budgeting and financial management practices; resolve problems and conflicts and make recommendations for corrective action.
- Coordinate with State agencies, other school districts and local ESD on budgetary, fiscal and grant matters to assure compliance with federal, state, and local requirements.
- Work in conjunction with Human Resources to validate staffing assignments for proper account distribution purposes, State-required excess cost reporting, and grade group assignments for S-275 purposes to ensure maximum revenue generation and minimize audit risk.
- Monitor and interpret financial data and make corrections as appropriate. Identify potential problems surrounding fiscal integrity, audit risk and/or legal compliance and notify management thereof.
- Perform analysis on categorical programs for State-required Maintenance of Effort levels and revenue recovery purposes.
- Assist with the organization, development, and preparation of the District's General Fund annual budget, required documents including the F-195 and F-203, and related reports.
- Undertake special budget and/or accounting projects requiring detailed financial analysis.
- Serve as a resource to budget managers and office personnel for budget and fiscal matters; communicate guidelines, processes, and/or requirements for same.
- Participate in monthly school business group meetings; train staff as necessary on budgetary matters, chart of accounts, and development and running of financial reports.
- Perform budget transfers as required. Assist with chart of accounts maintenance and assign new account codes according to State and local policy.
- Coordinate federal, state and other district grant accounting activities.



## JOB DESCRIPTION: Budget Analyst/Grants Coordinator

- Analyze each grant for preparation of monthly billing to grantor agency. Detect, identify, and correct a variety of errors and problems including coding errors; perform expense and budget transfers as necessary.
- Support program managers in creating grant-related program budgets and budget revisions. Support program managers to assure compliance with Federal, State, and local grant fiscal requirements and guidelines.
- Serve as the global administrator for the OSPI I-Grants System; coordinate the processing of grants; submit final applications to OSPI program managers for review and approval; train and provide support to system users.
- Verify time and attendance records for time and effort reporting to demonstrate documentation for grant expenditures according to federal guidelines and the Single Audit Act.
- Prepare required schedule of financial assistance or grant inventory for audit at year-end closing; reconcile grants revenues to closing financial report; provide a variety of assistance and information to auditor.
- Prepare year-end accruals and reconciliation of expenditures and revenues for grants.
- Assist management with forecasting of current and future grant revenues.
- Prepare reports for external granting agencies in accordance with grant application parameters and State and Federal requirements.
- Prepare the Title I comparability report to ensure schools receive their fair share of state and local funds.

## OTHER RESPONSIBILITIES

- Maintain current knowledge of rules, regulations, legislation, negotiated agreements, technology, policies and procedures governing Federal and State grants, and financial, accounting, and budgetary matters. Learn new skills as required; attend state and local meetings and trainings as appropriate; consult with regulatory agencies as needed.
- Serve as a resource to all District staff, committees, other Business Services staff members, and external customers for financial, accounting, and budgetary matters.
- Serve as member of the Business Services team; perform related duties consistent with the scope and intent of the position.

## MINIMUM QUALIFICATIONS

### **Education and Experience**

Bachelor's degree in Business Administration with emphasis in accounting or related analytical field

Two years of increasingly responsible budgeting and/or accounting and/or grants experience in a large and complex organization

OR any combination of experience and training which provides the application with the knowledge, skills, and abilities required to perform the work. (Related education and experience may be substituted for the educational requirement on a year-for-year basis.)

### **PREFERRED QUALIFICATIONS**

Knowledge of BusinessPlus software, to access data and work efficiently  
School Business Specialist certification (CSBS)

### **CONDITION OF EMPLOYMENT**

Criminal background clearance

### **KNOWLEDGE OF:**

## **JOB DESCRIPTION: Budget Analyst/Grants Coordinator**

Basic understanding of computer, phone, copier, fax and e-mail skills  
School finance and general accounting practices and procedures  
Budgeting and projecting costs  
Federal and State grant accounting regulations

### **SKILL IN:**

Effective customer service and public relations  
Computer operation and in the use and adaptability of various software applications (Ex: Microsoft Excel, PowerPoint, Word and Access)  
Ensuring quality, timeliness, and confidentiality of information  
Problem resolution  
Accurate 10-key operation  
Detecting errors and verifying data

### **ABILITY TO:**

Learn and interpret laws and regulations governing school finance, federal and state grants, and other categorical programs.  
Prioritize, organize, construct, implement, and monitor timelines and meet deadlines on projects and reports  
Extract, interpret, analyze, and compile data from District records for effective reporting  
Detect and correct accounting errors  
Provide training and direction to District staff  
Communicate effectively through verbal, written, and graphic presentations and documentation  
Work independently of daily supervision  
Establish and maintain positive working relationships with internal staff and external support agencies  
Demonstrate success working in a team environment  
Be flexible and work effectively under pressure  
Evaluate processes for efficiency and effectiveness and present recommendations when necessary  
Ensure quality, timeliness, and confidentiality of information  
Follow written and oral directions and instructions  
Maintain excellent customer service skills  
Establish and maintain a cooperative and effective working relationship with a diverse community consisting of the public, staff, students, co-workers and supervisors  
Perform essential duties and responsibilities with or without reasonable accommodations

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES RELATED TO CULTURAL COMPETENCE AND EQUITY:**

Knowledge/awareness of own cultural identity and how this influences behavior, and desire to learn about the cultural identity of others.  
Ability to establish and nurture an environment that promotes cultural competence and equitable treatment of staff, students, and patrons of the District.  
Ability to understand and hold self and others accountable for promoting the Federal Way Public Schools' commitment to "Each Scholar: A Voice. A Dream. A Bright Future."  
Ability to recognize that each person is a unique individual even as we celebrate their group cultural heritage.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will constantly stand and walk, bend

## **JOB DESCRIPTION: Budget Analyst/Grants Coordinator**

neck and back, use hands for repetitive grasping and pushing/pulling. The employee is frequently required to squat, kneel, and use hands for fine manipulation. The employee will occasionally be required to sit, climb stairs/ladder, lift and reach overhead, crawl, and lift/carry. The employee must constantly lift/carry up to 5 pounds and must frequently lift /carry up to 10 pounds. The employee will occasionally lift/carry a maximum of 20 lbs. The employee is occasionally required to push/pull a maximum weight of 100 pounds. This position requires visual concentration on detail, dexterity, and precision. This position also requires sitting for long periods of time, walking, standing, carrying, filing, hearing, speaking, writing, keyboarding, and extended periods of time reading off of a computer monitor.

### **WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate. The position constantly deals with frequent interruptions, some deadlines, and occasionally deals with angry and distraught employees and community members.

### **WORK SCHEDULE**

Work schedule typically is Monday through Friday, day shift or as otherwise determined by the District.

### **REPORTING RELATIONSHIPS**

This position reports to and is evaluated by the Executive Director of Business Services

### **REPRESENTATION**

Professional-Technical Employees Association

### **LEVEL OF COMPENSATION**

Level E.2 on the Professional-Technical Employees Association salary schedule

### **CLASSIFICATION HISTORY**

Updated 12/2016 – new level per agreement with Association

### **Disclaimer**

The preceding list is not exhaustive and may be supplemented as necessary. The statements contained herein reflect general details as necessary to describe the principal functions of this job, the scope of responsibility and the level of knowledge and skills typically required, but should not be considered an all-inclusive listing of work requirements, skills or duties so classified. All personnel may be required to perform duties outside their normal responsibilities from time to time as needed.

All employment open positions are made available on a nondiscriminatory basis without regard to race, color, creed, religion, sexual orientation, national origin, gender, age, disability or veteran status.

JOB DESCRIPTION: Budget Analyst/Grants Coordinator

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*

**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [kalin.heath@ridgefieldsd.org](mailto:kalin.heath@ridgefieldsd.org)  
**Cc:** [cleonard@wspa.net](mailto:cleonard@wspa.net)  
**Subject:** FW: MEMBER REQUEST  
**Date:** Friday, June 9, 2017 12:29:33 PM  
**Attachments:** [PT - \(E\) Buyer.doc](#)

---

Jodi,

I don't know if this is what you need – we don't have purchasing clerks, just buyers.

Liz McFarland  
Talent & Systems Manager  
Federal Way Public Schools  
253-945-2021  
Follow us on Twitter: @FWPSCareers  
[Click here to learn about FWPS Career Opportunities](#)



---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Friday, June 9, 2017 11:45 AM  
**To:** Liz McFarland <lmcfarla@fwps.org>  
**Subject:** MEMBER REQUEST

Hello and Happy Friday! Just a few member requests for your consideration. Please help out your fellow WSPA members.

Jodi Fontyn from Ridgefield School District is looking for a job description and salary information for a purchasing clerk.

Please send your responses directly to: [kalin.heath@ridgefieldsd.org](mailto:kalin.heath@ridgefieldsd.org)

Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

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This email was sent to [lmcfarla@fwps.org](mailto:lmcfarla@fwps.org) by [cleonard@wspsa.net](mailto:cleonard@wspsa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

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## **POSITION SUMMARY**

This position performs a variety of professional level functions related to procuring materials, equipment, and services for clients District-wide. Primary responsibilities include initiating the bid process, which is comprised of preparing specifications, determining highly qualified, responsive and economical sources using advertised and negotiated procedures, and awarding resulting contracts for required products/services. In addition, the position ensures that all purchases are made in compliance with governmental regulations and District policies/procedures.

## **MAJOR RESPONSIBILITIES**

1. Serves as the purchasing contact for all requisitions; audits and examines purchase requests to ensure compliance with State and Federal regulations plus District policies regarding all purchase activities. Utilizes an on-line Integrated Financial Accounting System (IFAS) to ensure that purchase requisitions are reviewed for accurateness and processed within compliance of district accounting procedures. Researches and resolves purchase order and contract concerns with vendors. Seeks solutions for all vendor inquiries, protests and appeals.
2. Initiates, prepares and advertises formal bid specifications and formal quotations in conjunction with end-users, vendors and regulatory agencies. Evaluates competitive offers and sealed bids to determine the total end-use cost for a product or service. Determines successful bidder and awards resulting contracts. Prepares documentation for audit trail and report to the Board.
3. Ensures all contractual documents are complete prior to consideration by the Board; includes specifications, funding, legal approvals and liability issues. Prepares the monthly report to the Board.
4. Provides support, assistance and training to school and department personnel with regard to purchasing activities and compliance with state and district policies and procedures. Acts as primary point of contact for office personnel on purchasing procedures and transactions. Seeks to provide research, problem solving and recommendations for questions related to purchasing procedures. Contacts, as necessary, other districts, the State, OSPI and members of the Business Services team to resolve purchasing issues.
5. Coordinates all aspects of the fixed asset inventory including: development of instructions to the schools/departments, supporting the schools/departments in the inventory preparation, collecting of annual inventory, compilation of schools/departments data, inputting inventory data into district's financial system and creation of year-end report for financial statement presentation. Maintains current status of the fixed asset inventory transactions in the district's accounting system (IFAS) on a year round basis.
6. Conducts training and assists schools/departments in the proper processes and procedures for purchasing utilizing the district's accounting system (IFAS).
7. Monitors purchasing transactions, including procurement card transactions, to assure expenditures are in compliance with existing contracts and within state bid laws. Works with school/department staff if corrective action is needed or competitive purchasing requirements (bids, quotes, etc.) must be utilized.
8. Provides purchasing support for new construction and remodels including: preparing all equipment bids and quotations, monitoring expenditures against budget, coordinating delivery of goods and providing building level support through project completion.
9. Develops and maintains appropriate records, such as certificate's of insurance, bid logs, and contract logs.
10. Oversees and maintains vendor database (PEID) in the district's accounting system (IFAS). Adds new vendors following compliance with 1099 requirements, updates current vendor data as appropriate and acts as a resource for questions regarding this module. Monitors the W-9 process and ensure vendors compliance when necessary.

## **OTHER RESPONSIBILITIES**

1. Undertakes special purchasing projects requiring detailed analysis including adding support and administration functions of major district contracts (e.g.; cold beverage contracts, copiers, cell phones)



2. Maintains current knowledge of rules, regulations, legislation, contracts, technology and policies procedures governing purchasing activities. Learns new skills as required; attends state and local meetings as appropriate and consults with regulatory agencies as needed. Performs training at staff meetings on topics of knowledge or newly learned skills when requested.
3. Serve as member of the Business Services Team; performs related duties consistent with the scope and intent of the position.

The preceding list of responsibilities is not exhaustive and may be supplemented as necessary.

### **REQUIRED QUALIFICATIONS**

1. Bachelor's degree in Business Administration or related field and two years of increasingly responsible professional purchasing experience. Any combination of education or experience, which provides the applicant with the knowledge, skills, and ability required to perform the work will be accepted. Related experience may be substituted for the education requirement on a year-for-year basis.
2. Familiarity with the Uniform Commercial Code, the Revised Code of Washington, the Washington Administrative Code and other laws and regulations as they relate to the purchasing activity.
3. Demonstrated ability to develop and write bid specifications in which the specifications meet compliance with the law and guidance from the end-user/s.
4. Ability to provide training and guidance to staff, which includes the ability to communicate effectively through verbal, written and graphic presentation skills.
5. Ability to identify situations or actions that are detrimental to the business operations of the District and recommend and/or implement corrective actions.
6. Ability to recommend and establish appropriate procedures for the procurement of supplies, services and equipment.
7. Demonstrated ability to exercise independent judgment; work with little or no supervision; complete all primary and secondary responsibilities in a timely manner.
8. Demonstrated knowledge and ability to use computers and software applications such as spreadsheets, data processing systems, graphical presentations and integrated accounting systems.
9. Effective customer service and public relations skills.
10. Ability to be flexible and work effectively under pressure.
11. Ability to evaluate process for efficiency and effectiveness and present recommendations/implementation when necessary.
12. Demonstrated success in working in a team environment.
13. Ability to establish and maintain effective working relationships with staff and vendors.

### **PREFERRED QUALIFICATIONS**

1. Certification by the National Association of Purchasing Management (C.P.M. or A.P.P.) or the National Institute of Governmental Purchasing (C.P.P.O.) is desired.
2. Knowledge of IFAS (Integrated Fund Accounting Software), to access data and work efficiently.
3. Certification by Washington Association of School Business Officials (WASBO).

### **WORKING CONDITIONS**

The workstation is in a typical office setting. Most duties involve computer use exposing the employee to visual display terminal for prolonged periods. Position requires visual concentration on detail, dexterity, and precision. The employee may experience interruptions and be required to meet periodic inflexible deadlines and cyclical requirements for hours beyond normal workday. Flexibility with daily work schedule may also be required. A moderate amount of travel to schools is necessary. Position also requires sitting for long periods of time, walking, standing, carrying, filing, hearing, speaking, writing, and keyboarding.





**Federal Way**  
**Public Schools**  
Every Student, a Reader

Position Description

**BUYER**



**Federal Way**  
**Public Schools**  
Every Student, a Reader

Position Description

**BUYER**

**REPORTING RELATIONSHIPS**

Reports to the Director of Purchasing and Risk Management

**REPRESENTATION**

Federal Way Professional-Technical Employees Association

**LEVEL OF COMPENSATION**

Level E on the Prof-Tech Salary Schedule

**From:** [Lorraine Wilson](#) on behalf of [Lorraine Wilson <lorraine@pfrwa.com>](mailto:Lorraine.Wilson@pfrwa.com)  
**To:** [David Brower](#)  
**Cc:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** 2017 Sno-King Dues  
**Date:** Friday, June 9, 2017 1:50:33 PM

---

Hi David,

As we discussed at today's meeting, I'm following up with folks for whom paying their Sno-King Negotiators' dues has fallen through the cracks. Dues for 2017 are \$275. If you need a formal invoice please contact Jennifer at WSPA and she'll generate one for you (she is copied above).

Thanks,

Lorraine



**Lorraine Wilson, Attorney at Law**



**Tel:** (206) 622-0203 | **Fax:** (206) 223-2003

**Cell:** (253) 209-0409 | [www.pfrwa.com](http://www.pfrwa.com)

**From:** [Lorraine Wilson](#) on behalf of [Lorraine Wilson <lorraine@pfrwa.com>](mailto:lorraine@pfrwa.com)  
**To:** [Dan Dizon](#)  
**Cc:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** Sno-King Dues  
**Date:** Friday, June 9, 2017 1:54:53 PM

---

Hi Dan,

I'm following up with folks for whom paying their Sno-King Negotiators' dues has fallen through the cracks. Dues for 2017 are \$275. If you need a formal invoice please contact Jennifer at WSPA and she'll generate one for you (she is copied above).

Are you letting David take the Federal Way position on Sno-King? If so, you can disregard this email and we'll drop you from the mailing list.

Thanks,

Lorraine



**Lorraine Wilson, Attorney at Law**



**Tel:** (206) 622-0203 | **Fax:** (206) 223-2003

**Cell:** (253) 209-0409 | [www.pfrwa.com](http://www.pfrwa.com)

**From:** [David Brower](#) on behalf of [David Brower <dbrower@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Cc:** [Tara Lofton](#)  
**Subject:** RE: 2017 Sno-King Dues  
**Date:** Friday, June 9, 2017 4:35:16 PM

---

Jennifer,

Can you please send an invoice to my assistant, Tara Lofton , who is copied on this email?

Thank you

David

---

**From:** Lorraine Wilson [mailto:[lorraine@pfrwa.com](mailto:lorraine@pfrwa.com)]  
**Sent:** Friday, June 9, 2017 1:50 PM  
**To:** David Brower <[dbrower@fwps.org](mailto:dbrower@fwps.org)>  
**Cc:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** 2017 Sno-King Dues

Hi David,

As we discussed at today's meeting, I'm following up with folks for whom paying their Sno-King Negotiators' dues has fallen through the cracks. Dues for 2017 are \$275. If you need a formal invoice please contact Jennifer at WSPA and she'll generate one for you (she is copied above).

Thanks,

Lorraine



**Lorraine Wilson, Attorney at Law**



**Tel:** (206) 622-0203 | **Fax:** (206) 223-2003

**Cell:** (253) 209-0409 | [www.pfrwa.com](http://www.pfrwa.com)

**From:** [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](mailto:tlofton@fwps.org)  
**To:** [David Brower](#); [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** RE: 2017 Sno-King Dues  
**Date:** Friday, June 9, 2017 4:38:39 PM

---

Hello Jennifer:

I'd be happy to pay the invoice on Monday. Please forward. Have a great weekend.

**Tara T. Lofton**

Human Resources Employee Relations  
& Legal Assistant Specialist

253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)

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---

**From:** David Brower  
**Sent:** Friday, June 09, 2017 4:35 PM  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Cc:** Tara Lofton <[tlofton@fwps.org](mailto:tlofton@fwps.org)>  
**Subject:** RE: 2017 Sno-King Dues

Jennifer,

Can you please send an invoice to my assistant, Tara Lofton , who is copied on this email?

Thank you

David

---

**From:** Lorraine Wilson [<mailto:lorraine@pfrwa.com>]  
**Sent:** Friday, June 9, 2017 1:50 PM  
**To:** David Brower <[dbrower@fwps.org](mailto:dbrower@fwps.org)>  
**Cc:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** 2017 Sno-King Dues

Hi David,

As we discussed at today's meeting, I'm following up with folks for whom paying their Sno-King Negotiators' dues has fallen through the cracks. Dues for 2017 are \$275. If you need a formal invoice please contact Jennifer at WSPA and she'll generate one for you (she is copied above).

Thanks,

Lorraine

A handwritten signature in blue ink, appearing to read "Lorraine Wilson".

**Lorraine Wilson, Attorney at Law**



**Tel:** (206) 622-0203 | **Fax:** (206) 223-2003

**Cell:** (253) 209-0409 | [www.pfrwa.com](http://www.pfrwa.com)

**From:** [Long, Dawn](#) on behalf of [Long, Dawn <dlong@nthurston.k12.wa.us>](#)  
**To:** [Liz McFarland](#)  
**Cc:** [cleonard@wspsa.net](mailto:cleonard@wspsa.net)  
**Subject:** Re: MEMBER REQUEST  
**Date:** Saturday, June 10, 2017 12:05:39 PM

---

?Thank you so much Liz, have a great weekend!

---

From: Liz McFarland <lmcfarla@fwps.org>  
Sent: Friday, June 9, 2017 12:27 PM  
To: Long, Dawn  
Cc: cleonard@wspsa.net  
Subject: FW: MEMBER REQUEST

Attached are job descriptions from Federal Way for Courier and for Budget Analyst/Grants Coordinator.

Liz McFarland  
Talent & Systems Manager  
Federal Way Public Schools  
253-945-2021  
Follow us on Twitter: @FWPSCareers  
Click here to learn about FWPS Career Opportunities<<https://www.applitrack.com/federalway/onlineapp/>>  
[FWPS Logo\_Horizontal\_Blue Black\_No Tag\_Low Res]

From: waspa@memberclicks-mail.net [<mailto:waspa@memberclicks-mail.net>]  
Sent: Friday, June 9, 2017 11:47 AM  
To: Liz McFarland <lmcfarla@fwps.org>  
Subject: MEMBER REQUEST

Dawn Long from North Thurston School District is looking for job descriptions for the following positions:

Grants Manager

Volunteer Coordinator (District Level)

Courier

Military Liaison (Between School District and JBLM)

Please send your responses directly to: [dlong@nthurston.k12.wa.us](mailto:dlong@nthurston.k12.wa.us)<<mailto:dlong@nthurston.k12.wa.us>>

Also, cc your responses to: [cleonard@wspsa.net](mailto:cleonard@wspsa.net)<<mailto:cleonard@wspsa.net>>

Thanks,

Curtis



---

This email was sent to lmcfarla@fwps.org<<mailto:lmcfarla@fwps.org>> by  
cleonard@wspace.net<<mailto:cleonard@wspace.net>>  
Washington School Personnel Association \* PO Box 1600, Anacortes, Washington 98221, United States  
Unsubscribe or Manage Preferences<<http://waspa.memberclicks.net/unsubscribe2/unsubscribe/3b600354-e8fd-49cd-bf72-4d772713ff98>> \* Privacy Policy<<http://www.memberclicks.com/emailprivacy/>>  
[Powered by MemberClicks]<<http://www.memberclicks.com>>  
[<http://waspa.memberclicks.net/message2/image/3b600354-e8fd-49cd-bf72-4d772713ff98>]

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** WSPA Board  
**Date:** Saturday, June 10, 2017 8:25:13 PM

---

Hi Jennifer

We talked on Friday about you sending me the names and email contact for the WSPA board.  
Hoping you can send that to me so I can make sure I have all the members names spelled correctly.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

**From:** [admin@wspa.net](mailto:admin@wspa.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** Re: WSPA Board  
**Date:** Saturday, June 10, 2017 8:29:27 PM

---

Hi Janet,

I am so sorry it didn't get through to you-- I sent it while we were sitting there! I will resend in just a moment.

Jennifer

Sent from my iPhone

On Jun 10, 2017, at 8:25 PM, Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)> wrote:

Hi Jennifer

We talked on Friday about you sending me the names and email contact for the WSPA board. Hoping you can send that to me so I can make sure I have all the members names spelled correctly.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** FW: board contact info  
**Date:** Saturday, June 10, 2017 8:33:18 PM  
**Attachments:** [WSPA Board and Admin Team 2017-2018.xlsx](#)

---

Hi Janet,

I am hoping this goes through this time! The board names and contact information is attached.

Jennifer

---

**From:** admin@wsps.net  
**Sent:** Friday, June 09, 2017 11:12 AM  
**To:** 'jhodson@fwps.org' <jhodson@fwps.org>  
**Subject:** board contact info

Please let me know if you need anything else!

jennifer

## 2017-2018 WSPA Board and Administrative Team

First Name	Last Name	Board Position	Term Expiration Date	Work Phone	Preferred Email Address	Primary Contact/Organization
Kurt	Schonberg	President	6/30/2018	360-279-5012	<a href="mailto:kschonberg@ohsd.net">kschonberg@ohsd.net</a>	Oak Harbor School District
Shaun	Carey	President - Elect	6/30/2018	253-298-3004	<a href="mailto:scarey@fpschools.org">scarey@fpschools.org</a>	Franklin Pierce School District
Debby	Carter	Past-President	6/30/2018	425-431-7012	<a href="mailto:carterd@edmonds.wednet.edu">carterd@edmonds.wednet.edu</a>	Edmonds School District
Janet	Hodson	Secretary	6/30/2019	253-945-2020	<a href="mailto:jhodson@fwps.org">jhodson@fwps.org</a>	Federal Way School District
Lisa	Turner	Treasurer	6/30/2018	509-663-8161	<a href="mailto:turner.l@wenatcheeschools.org">turner.l@wenatcheeschools.org</a>	Wenatchee School District
Jane	Rausch	Region 1 Co-Rep	6/30/2018	509-464-8208	<a href="mailto:jane.rausch@rsdmail.org">jane.rausch@rsdmail.org</a>	Riverside School District
Kim	Harmon	Region 1 Co-Rep	6/30/2019	509-354-5651	<a href="mailto:kimha@spokaneschools.org">kimha@spokaneschools.org</a>	Spokane Public Schools
Heather	Crail	Region 2 Co-Representative	6/30/2018	509-663-8161	<a href="mailto:crail.h@wenatcheeschools.org">crail.h@wenatcheeschools.org</a>	Wenatchee School District
Toni	Neidhold	Region 2 Co-Representative	6/30/2019	509-543-6700	<a href="mailto:tneidhold@psd1.org">tneidhold@psd1.org</a>	Pasco School District
Marilyn	Boerke	Region 3 Representative	6/30/2019	360-833-5454	<a href="mailto:marilyn.boerke@camas.wednet.edu">marilyn.boerke@camas.wednet.edu</a>	Camas School District
Cathi	Brinck Price	Region 4 Co-Representative	6/30/2018	253-571-1339	<a href="mailto:cathibp@msn.com">cathibp@msn.com</a>	Tacoma Public Schools
Dawn	Long	Region 4 Co-Representative	6/30/2019	360-412-4493	<a href="mailto:dlong@nthurston.k12.wa.us">dlong@nthurston.k12.wa.us</a>	North Thurston
Denise	Kennedy	Region 5 Co-Representative	6/30/2019	360-473-1025	<a href="mailto:g@bremertonschools.org">g</a>	Bremerton School District
Chelle	Lente	Region 5 Co-Representative	6/30/2020	360-662-1697	<a href="mailto:chellel@ckschools.org">chellel@ckschools.org</a>	Central Kitsap School District
Connie	Sheridan	Region 6 Co-Representative	6/30/2018	360-293-1212	<a href="mailto:csheridan@asd103.org">csheridan@asd103.org</a>	Anacortes School District
Jason	Thompson	Region 6 Co-Representative	6/30/2019	360-965-0070	<a href="mailto:jason_thompson@msvl.k12.wa.us">jason_thompson@msvl.k12.wa.us</a>	Marysville School District
<b>WSPA Administrators</b>						
Curtis	Leonard	Executive Director			<a href="mailto:cleonard@wspa.net">cleonard@wspa.net</a>	WSPA
Jennifer	Tottenham	WSPA Coordinator		360-825-1415	<a href="mailto:admin@wspa.net">admin@wspa.net</a>	WSPA

### Notes:

Cathi Brinck Price extended for one year without election due to Shuan Carey president status. This alleviated the need for two open positions

Jane Rausch extended for one year without election due to both positions having same term ending date and to alleviate the need for two open positions.

Denise Kennedy and Chelle Lente will co-rep for Region 5. Chelle Lente has agreed to serve a three year term and Denise Kennedy will serve two years to alleviate the need for two open positions.

### Terms:

Terms of office for President, President-Elect, and Past President shall be one year each.

Terms of office for Secretary and Regional Representatives shall be for two years.

Term of office for the Treasurer shall be three years

**Board Positions for Election in April 2018: President, Treasurer**

**Region Positions for Election in April 2018: Region 1 co-rep, Region 2 co-rep, Region 4 co-rep, Region 6 co-rep**

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** Re: board contact info  
**Date:** Sunday, June 11, 2017 6:50:14 AM

---

Got it. Thank you.

Get [Outlook for iOS](#)

On Sat, Jun 10, 2017 at 8:33 PM -0700, "admin@wspa.net" <[admin@wspa.net](mailto:admin@wspa.net)> wrote:

Hi Janet,

I am hoping this goes through this time! The board names and contact information is attached.

Jennifer

---

**From:** admin@wspa.net  
**Sent:** Friday, June 09, 2017 11:12 AM  
**To:** 'jhodson@fwps.org' <jhodson@fwps.org>  
**Subject:** board contact info

Please let me know if you need anything else!

jennifer

**From:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**To:** [Tara Lofton](#)  
**Subject:** RE: 2017 Sno-King Dues  
**Date:** Monday, June 12, 2017 8:16:55 AM  
**Attachments:** [Brower SNOKING 2017.pdf](#)

---

Good morning Tara,

The requested invoice is attached. Please note that unfortunately we are not able to accept credit card payments for the SnoKing organization. Please direct check payments to:

SnoKing  
c/o Washington School Personnel Association  
PO Box 1600  
Anacortes, WA 98221

Thank you,

Jennifer

---

**From:** Tara Lofton [mailto:[tlofton@fwps.org](mailto:tlofton@fwps.org)]  
**Sent:** Friday, June 09, 2017 4:39 PM  
**To:** David Brower <[dbrower@fwps.org](mailto:dbrower@fwps.org)>; [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** RE: 2017 Sno-King Dues

Hello Jennifer:

I'd be happy to pay the invoice on Monday. Please forward. Have a great weekend.

**Tara T. Lofton**  
Human Resources Employee Relations  
& Legal Assistant Specialist  
253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)  
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[Click here to learn about FWPS Career Opportunities](#)



---

**From:** David Brower  
**Sent:** Friday, June 09, 2017 4:35 PM  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Cc:** Tara Lofton <[tlofton@fwps.org](mailto:tlofton@fwps.org)>  
**Subject:** RE: 2017 Sno-King Dues

Jennifer,

Can you please send an invoice to my assistant, Tara Lofton , who is copied on this email?

Thank you

David

---

**From:** Lorraine Wilson [<mailto:lorraine@pfrwa.com>]

**Sent:** Friday, June 9, 2017 1:50 PM

**To:** David Brower <[dbrower@fwps.org](mailto:dbrower@fwps.org)>

**Cc:** [admin@wspa.net](mailto:admin@wspa.net)

**Subject:** 2017 Sno-King Dues

Hi David,

As we discussed at today's meeting, I'm following up with folks for whom paying their Sno-King Negotiators' dues has fallen through the cracks. Dues for 2017 are \$275. If you need a formal invoice please contact Jennifer at WSPA and she'll generate one for you (she is copied above).

Thanks,

Lorraine



**Lorraine Wilson, Attorney at Law**



**Tel:** (206) 622-0203 | **Fax:** (206) 223-2003

**Cell:** (253) 209-0409 | [www.pfrwa.com](http://www.pfrwa.com)



Washington School Personnel Association: Sno-King

PO Box 1600  
Anacortes, WA 98221

# Invoice

Date	Invoice #
6/12/2017	37

Bill To
Federal Way Public Schools 33330 8th Avenue S. Federal Way, WA 98003

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
	BROWER Sno-King Membership Dues 2017	275.00	275.00
		<b>Total</b>	\$275.00

**From:** [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Cc:** [David Brower](#)  
**Subject:** RE: 2017 Sno-King Dues  
**Date:** Monday, June 12, 2017 8:39:47 AM

---

Thank you. I will get this invoice processed for payment.

**Tara T. Lofton**

Human Resources Employee Relations  
& Legal Assistant Specialist

253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)

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---

**From:** admin@wspsa.net [mailto:admin@wspsa.net]  
**Sent:** Monday, June 12, 2017 8:17 AM  
**To:** Tara Lofton <tlofton@fwps.org>  
**Subject:** RE: 2017 Sno-King Dues

Good morning Tara,

The requested invoice is attached. Please note that unfortunately we are not able to accept credit card payments for the SnoKing organization. Please direct check payments to:

SnoKing  
c/o Washington School Personnel Association  
PO Box 1600  
Anacortes, WA 98221

Thank you,

Jennifer

---

**From:** Tara Lofton [mailto:tlofton@fwps.org]  
**Sent:** Friday, June 09, 2017 4:39 PM  
**To:** David Brower <[dbrower@fwps.org](mailto:dbrower@fwps.org)>; [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** RE: 2017 Sno-King Dues

Hello Jennifer:

I'd be happy to pay the invoice on Monday. Please forward. Have a great weekend.

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Human Resources Employee Relations  
& Legal Assistant Specialist  
253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)  
Follow us on Twitter: @FWPSCareers  
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---

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**Sent:** Friday, June 09, 2017 4:35 PM  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Cc:** Tara Lofton <[tlofton@fwps.org](mailto:tlofton@fwps.org)>  
**Subject:** RE: 2017 Sno-King Dues

Jennifer,

Can you please send an invoice to my assistant, Tara Lofton , who is copied on this email?

Thank you

David

---

**From:** Lorraine Wilson [<mailto:lorraine@pfrwa.com>]  
**Sent:** Friday, June 9, 2017 1:50 PM  
**To:** David Brower <[dbrower@fwps.org](mailto:dbrower@fwps.org)>  
**Cc:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** 2017 Sno-King Dues

Hi David,

As we discussed at today's meeting, I'm following up with folks for whom paying their Sno-King Negotiators' dues has fallen through the cracks. Dues for 2017 are \$275. If you need a formal invoice please contact Jennifer at WSPA and she'll generate one for you (she is copied above).

Thanks,

Lorraine

**Lorraine Wilson, Attorney at Law**



**Tel:** (206) 622-0203 | **Fax:** (206) 223-2003

**Cell:** (253) 209-0409 | [www.pfrwa.com](http://www.pfrwa.com)

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net)  
**Subject:** FW: HELP paper  
**Date:** Monday, June 12, 2017 11:01:40 AM

---

Jane,

Please review the message below from Dawna. I am hoping you have the answer. I told Dawna that I would reach out to you and have you respond to all HELP members in case others are having the same question.

If you have any questions, please let me know if I can clarify.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** Dawna Phillips [mailto:[Dawna.Phillips@rsd.edu](mailto:Dawna.Phillips@rsd.edu)]  
**Sent:** Monday, June 12, 2017 9:52 AM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** HELP paper

Good morning Janet,

I logged in to my profile at CityU to check on my papers, thank you for working these and providing me with the feedback.

My question is, you have made some comments on two of my papers, do you know how I go out and fix the areas that need to be fixed so I can resubmit my paper with the corrections?

Thank you.

***Dawna Phillips***  
**Richland School District**  
**Human Resources**  
**Phone: 509-967-6023**  
**Fax: 509-942-1085**  
**Email: [dawna.phillips@rsd.edu](mailto:dawna.phillips@rsd.edu)**



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**From:** [jrausch@wsps.net](mailto:jrausch@wsps.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** Re: HELP paper  
**Date:** Monday, June 12, 2017 2:00:37 PM

---

Thank you.

---

**From:** Janet Hodson <jhodson@fwps.org>  
**Sent:** Monday, June 12, 2017 11:01:39 AM  
**To:** jrausch@wsps.net  
**Subject:** FW: HELP paper

Jane,

Please review the message below from Dawna. I am hoping you have the answer. I told Dawna that I would reach out to you and have you respond to all HELP members in case others are having the same question.

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Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** Dawna Phillips [<mailto:Dawna.Phillips@rsd.edu>]  
**Sent:** Monday, June 12, 2017 9:52 AM  
**To:** Janet Hodson <jhodson@fwps.org>  
**Subject:** HELP paper

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Thank you.

***Dawna Phillips***  
**Richland School District**  
**Human Resources**  
**Phone: 509-967-6023**  
**Fax: 509-942-1085**  
**Email: [dawna.phillips@rsd.edu](mailto:dawna.phillips@rsd.edu)**



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**From:** [2017 Presenters](#) on behalf of [jrausch@wsps.net](mailto:jrausch@wsps.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** jrausch@wsps.net added you to the 2017 Presenters group  
**Date:** Tuesday, June 13, 2017 12:45:57 PM  
**Attachments:** [office365\\_icon\\_orange.png](#)  
[welcome\\_new\\_conversations\\_icon.png](#)  
[document\\_icon.png](#)  
[group\\_photo](#)  
[group\\_member\\_photo3](#)  
[group\\_member\\_photo2](#)  
[group\\_member\\_photo4](#)  
[group\\_member\\_photo0](#)  
[group\\_member\\_photo1](#)



## 2017 Presenters

Public group with guests · 12 members

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jsteinerv@yahoo.com



lkrining@cloverpark.k12...



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**From:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net)  
**To:** [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [cstolz@everettsd.org](mailto:cstolz@everettsd.org); [cs Sheridan@asd103.org](mailto:cs Sheridan@asd103.org); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [kellyg@wpatosd.org](mailto:kellyg@wpatosd.org); [gavigan@riverview.wednet.edu](mailto:gavigan@riverview.wednet.edu); [jhodson@fwps.org](mailto:jhodson@fwps.org); [lkrining@cloverpark.k12.wa.us](mailto:lkrining@cloverpark.k12.wa.us); [lmestay@cloverpark.k12.wa.us](mailto:lmestay@cloverpark.k12.wa.us); [ellyn.papenfuse@vansd.org](mailto:ellyn.papenfuse@vansd.org); [jsteinerv@yahoo.com](mailto:jsteinerv@yahoo.com)  
**Cc:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** Advisory Meeting  
**Date:** Tuesday, June 13, 2017 1:02:53 PM

---

Greetings Everyone!

I am getting a lot of emails from HELP participants that they are busy with their report writing. If you have any questions whatsoever please let me know. If I don't know the answer I will find out!

For planning purposes, I am planning on an advisory meeting for Sunday, July 9th. Because we are doing the grading online, I do not foresee a need for advisory members to be present during the week of HELP; however, you are all welcome to attend the "Meet and Greet" at the Double Tree Monday evening from 5-7 p.m. If you will be needing hotel accommodations for Sunday evening, please notify Jennifer as soon as possible so that she can make those reservations.

I've attached a tentative agenda for our next advisory meeting, and will send a reminder as we approach that date.

Again, please don't hesitate to contact me if you need any assistance with the evaluation of the reports.

Thank you.

Jane Rausch  
HELP Coordinator

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [cleonard@wspsa.net](mailto:cleonard@wspsa.net)  
**Subject:** Question  
**Date:** Friday, June 16, 2017 8:29:45 AM

---

Our general counsel is asking what authority does a school district have to do investigations? Is there an RCW, WAC, board policy?

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

**From:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net)  
**To:** [Advisory Board](#)  
**Subject:** Grading of Reports  
**Date:** Thursday, June 22, 2017 5:26:56 PM

---

Hello All!

I don't know how many of you have had the chance to go online to review reports, but we are getting flooded with submissions. HELP III reports (as of today) are all graded. I hope you do not mind, but I am planning to go in and grade several reports each day to get up to date. If you would prefer grading all of your own designated students, please let me know, but this is a busy time for all of us and if I can help I would like to do that.

Also, for those who need to resubmit we have to go into Grade Center-Full Grade Center-Assignments- go to the person and subject-click on drop down-click on details-then click on the icon to allow additional attempt. If you need help please let me know.

Thank you too, for all the time you have spent thus far working on these report reviews. As a reminder, the deadline for all submissions is August 31st, but I hope everyone will get their reports submitted before that date.

Thank you.

Jane Rausch  
HELP Coordinator

---

You're receiving this message because you're a member of the Advisory Board group from Washington School Personnel Association. To take part in this conversation, reply all to this message.

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**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net)  
**Subject:** RE: Grading of Reports  
**Date:** Thursday, June 22, 2017 5:43:07 PM

---

Jane

Just been swamped this week being the last week of school and get home very late. I plan to get back on track next week as I am on vacation and will have some quiet time occasionally. Any help will be appreciated though.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net) [mailto:[jrausch@wspsa.net](mailto:jrausch@wspsa.net)]  
**Sent:** Thursday, June 22, 2017 5:27 PM  
**To:** Advisory Board <[advisoryboard@NETORG2522875.onmicrosoft.com](mailto:advisoryboard@NETORG2522875.onmicrosoft.com)>  
**Subject:** Grading of Reports

Hello All!

I don't know how many of you have had the chance to go online to review reports, but we are getting flooded with submissions. HELP III reports (as of today) are all graded. I hope you do not mind, but I am planning to go in and grade several reports each day to get up to date. If you would prefer grading all of your own designated students, please let me know, but this is a busy time for all of us and if I can help I would like to do that.

Also, for those who need to resubmit we have to go into Grade Center-Full Grade Center-Assignments- go to the person and subject-click on drop down-click on details-then click on the icon to allow additional attempt. If you need help please let me know.

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Thank you.

Jane Rausch  
HELP Coordinator

---

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**From:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** Re: Grading of Reports  
**Date:** Thursday, June 22, 2017 5:51:17 PM

---

Not a problem!

---

**From:** Janet Hodson <jhodson@fwps.org>  
**Sent:** Thursday, June 22, 2017 5:43:07 PM  
**To:** jrausch@wspsa.net  
**Subject:** RE: Grading of Reports

Jane

Just been swamped this week being the last week of school and get home very late. I plan to get back on track next week as I am on vacation and will have some quiet time occasionally. Any help will be appreciated though.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** jrausch@wspsa.net [mailto:jrausch@wspsa.net]  
**Sent:** Thursday, June 22, 2017 5:27 PM  
**To:** Advisory Board <advisoryboard@NETORG2522875.onmicrosoft.com>  
**Subject:** Grading of Reports

Hello All!

I don't know how many of you have had the chance to go online to review reports, but we are getting flooded with submissions. HELP III reports (as of today) are all graded. I hope you do not mind, but I am planning to go in and grade several reports each day to get up to date. If you would prefer grading all of your own designated students, please let me know, but this is a busy time for all of us and if I can help I would like to do that.

Also, for those who need to resubmit we have to go into Grade Center-Full Grade Center-Assignments- go to the person and subject-click on drop down-click on details-then click on the icon to allow additional attempt. If you need help please let me know.

Thank you too, for all the time you have spent thus far working on these report reviews. As a reminder, the deadline for all submissions is August 31st, but I hope everyone will get their reports submitted before that date.



Thank you.

Jane Rausch  
HELP Coordinator

---

You're receiving this message because you're a member of the Advisory Board group from Washington School Personnel Association. To take part in this conversation, reply all to this message.

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**From:** [cleonard@wspsa.net](mailto:cleonard@wspsa.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** Re: Question  
**Date:** Friday, June 23, 2017 7:09:58 AM

---

Janet:

You've stumped me. I don't think there is an RCW on this - as it is a general ability arising out of managements' rights. There are likely numerous cases that will address the issues of investigations and right to privacy as that is expanding area of law (what can we search - district computers, personal bags, etc.) Good luck,

---

**From:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Sent:** Friday, June 16, 2017 8:29 AM  
**To:** [cleonard@wspsa.net](mailto:cleonard@wspsa.net)  
**Subject:** Question

Our general counsel is asking what authority does a school district have to do investigations? Is there an RCW, WAC, board policy?

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [cleonard@wspa.net](mailto:cleonard@wspa.net)  
**Subject:** RE: Question  
**Date:** Friday, June 23, 2017 7:56:22 AM

---

We used the due process language that states in general the employer must gather information (investigate) in order to ensure the employee's rights are not being violated. ☺

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [cleonard@wspa.net](mailto:cleonard@wspa.net) [mailto:[cleonard@wspa.net](mailto:cleonard@wspa.net)]  
**Sent:** Friday, June 23, 2017 7:10 AM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** Re: Question

Janet:

You've stumped me. I don't think there is an RCW on this - as it is a general ability arising out of managements' rights. There are likely numerous cases that will address the issues of investigations and right to privacy as that is expanding area of law (what can we search - district computers, personal bags, etc.) Good luck,

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**Sent:** Friday, June 16, 2017 8:29 AM  
**To:** [cleonard@wspa.net](mailto:cleonard@wspa.net)  
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Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [cleonard@wspa.net](#); [McMinimee.Shannon@yakimaschools.org](#)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, June 23, 2017 7:58:29 AM

---

Valley Medical in Tukwila/Renton does WorkSteps which is a fitness for duty program. You could google that program and see if any medical facilities are trained in that program.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [wspa@memberclicks-mail.net](mailto:wspa@memberclicks-mail.net) [mailto:[wspa@memberclicks-mail.net](mailto:wspa@memberclicks-mail.net)]  
**Sent:** Friday, June 23, 2017 6:59 AM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** MEMBER REQUEST

Another Request:

Shannon McMinimee from Yakima School District is in need of recommendations for a medical provider who can do a fitness for duty evaluation for an employee where the concerns are related to memory and cognition. Extra points for being in Central Washington, but willing to use a provider from Seattle or Spokane if necessary. Please send any names that you have used.

Please send your response directly to: [McMinimee.Shannon@yakimaschools.org](mailto:McMinimee.Shannon@yakimaschools.org)

Also, cc your response to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

---

This email was sent to [jhodson@fwps.org](mailto:jhodson@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

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**From:** [Kelly Sherry](#) on behalf of [Kelly Sherry <ksherry@fwps.org>](#)  
**To:** [Isaac.Swartz@sno.wednet.edu](#)  
**Cc:** [Janet Hodson](#); [cleonard@wspa.net](#)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, June 23, 2017 8:06:53 AM

---

We do accept self-employment for ESA's. We ask for a copy of the schedule C from their tax return. Fortunately, we do not have many of these!

Kelly Sherry  
Compensation Specialist  
Human Resources  
[ksherry@fwps.org](mailto:ksherry@fwps.org)  
P – 253.945.2024  
F – 253.941.7576

[Click here to learn about FWPS Career Opportunities](#)



***Each Scholar: A Voice. A Dream. A BRIGHT Future.***

---

**From:** Janet Hodson  
**Sent:** Friday, June 23, 2017 7:59 AM  
**To:** Kelly Sherry <[ksherry@fwps.org](mailto:ksherry@fwps.org)>  
**Subject:** FW: MEMBER REQUEST

Do you know the answer to this question? If yes, can you respond to this request?

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [<mailto:waspa@memberclicks-mail.net>]  
**Sent:** Friday, June 23, 2017 6:54 AM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** MEMBER REQUEST

Another request:

Isaac Swartz from Snohomish School District is asking what documentation are other districts requiring for ESA's hoping to count experience from self-employment. Do other districts allow self-employment to be counted?

Please send your response directly to: [Isaac.Swartz@sno.wednet.edu](mailto:Isaac.Swartz@sno.wednet.edu)

Also, cc your response to: [cleonard@wspsa.net](mailto:cleonard@wspsa.net)

Thanks,

Curtis

---

This email was sent to [jhodson@fwps.org](mailto:jhodson@fwps.org) by [cleonard@wspsa.net](mailto:cleonard@wspsa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

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|

**From:** [Kelly Sherry](#) on behalf of [Kelly Sherry <ksherry@fwps.org>](#)  
**To:** [dhall@tacoma.k12.wa.us](mailto:dhall@tacoma.k12.wa.us)  
**Cc:** [Janet Hodson](#); [Pam Jacobson](#); [cleonard@wspa.net](mailto:cleonard@wspa.net)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, June 23, 2017 8:13:39 AM

---

We do not have language in any of our CBA's, however our policy has been to go back as many years as necessary to recoup overpayments.

For underpayments, if the error was ours, we would go back to when the change would have been relevant. If the underpayment was due to the employee not getting us the information, we do not retro back.

I hope that helps!

Kelly Sherry  
Compensation Specialist  
Human Resources  
[ksherry@fwps.org](mailto:ksherry@fwps.org)  
P – 253.945.2024  
F – 253.941.7576  
[Click here to learn about FWPS Career Opportunities](#)



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---

**From:** Janet Hodson  
**Sent:** Friday, June 23, 2017 8:00 AM  
**To:** Kelly Sherry <[ksherry@fwps.org](mailto:ksherry@fwps.org)>; Christy Queener <[cqueener@fwps.org](mailto:cqueener@fwps.org)>  
**Subject:** FW: MEMBER REQUEST

Here is another one that needs your expertise. ☺

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [<mailto:waspa@memberclicks-mail.net>]  
**Sent:** Friday, June 23, 2017 6:51 AM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** MEMBER REQUEST



Happy Friday WSPA Members!

Denice Hall from Tacoma Public Schools would like to know how your district is handling overpayments and underpayments. For example, do you have contract language and how far back you go with the correction of pay?

Please send your response directly to: [dhall@tacoma.k12.wa.us](mailto:dhall@tacoma.k12.wa.us)

Also, cc your response to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

---

This email was sent to [jhodson@fwps.org](mailto:jhodson@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

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United States

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**From:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**To:** [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [csheridan@asd103.org](mailto:csheridan@asd103.org); [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** HELP III reports  
**Date:** Monday, June 26, 2017 9:11:30 PM

---

Are you three all right with me going in and grading some of the reports? I don't want to step on any toes and there are lots of reports submitted.

Let me know!

Jane Rausch

**From:** [Connie Sheridan](#) on behalf of [Connie Sheridan <csheridan@asd103.org>](#)  
**To:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**Cc:** [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** Re: HELP III reports  
**Date:** Tuesday, June 27, 2017 6:47:08 AM

---

yes please

*Thank you!*

~Connie

**Connie Sheridan, Human Resources**

Anacortes School District 103½2200 M Avenue ½ Anacortes, WA 98221

☎: 360.293.1221 | [www.asd103.org](http://www.asd103.org)

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On Mon, Jun 26, 2017 at 9:11 PM, [jrausch@wspa.net](mailto:jrausch@wspa.net) <[jrausch@wspa.net](mailto:jrausch@wspa.net)> wrote:

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Jane Rausch

**From:** [Sonja M. Brown](#) on behalf of [Sonja M. Brown <sonjabrown@sequim.k12.wa.us>](#)  
**To:** [Connie Sheridan](#); [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**Cc:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** RE: HELP III reports  
**Date:** Tuesday, June 27, 2017 7:23:27 AM

---

Yes, please....Thank you!

[Sonja M. Brown](#)  
[Payroll Benefits and HR Specialist](#)  
[Sequim School District](#)  
[360.582.3267](#)

**From:** Connie Sheridan [mailto:[csheridan@asd103.org](mailto:csheridan@asd103.org)]  
**Sent:** Tuesday, June 27, 2017 6:46 AM  
**To:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**Cc:** [Sonja M. Brown <sonjabrown@sequim.k12.wa.us>](#); [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** Re: HELP III reports

yes please

*Thank you!*

*~Connie*

**Connie Sheridan, Human Resources**

**Anacortes School District 103½2200 M Avenue ½ Anacortes, WA 98221**

**☎: 360.293.1221 | [www.asd103.org](http://www.asd103.org)**

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Jane Rausch

**From:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**To:** [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [csheridan@asd103.org](mailto:csheridan@asd103.org)  
**Cc:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** Re: HELP III reports  
**Date:** Tuesday, June 27, 2017 8:05:42 AM

---

You guys CRACK ME UP! Happy to help! Hang it there. June is CRAZY!!!

---

**From:** Sonja M. Brown <[sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us)>  
**Sent:** Tuesday, June 27, 2017 7:23:23 AM  
**To:** [csheridan@asd103.org](mailto:csheridan@asd103.org); [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**Cc:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** RE: HELP III reports

Yes, please....Thank you!

Sonja M. Brown  
Payroll Benefits and HR Specialist  
Sequim School District  
360.582.3267

**From:** Connie Sheridan [<mailto:csheridan@asd103.org>]  
**Sent:** Tuesday, June 27, 2017 6:46 AM  
**To:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**Cc:** Sonja M. Brown <[sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us)>; [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** Re: HELP III reports

yes please

*Thank you!*

~Connie

**Connie Sheridan, Human Resources**  
**Anacortes School District 103** ½ 2200 M Avenue ½ Anacortes, WA 98221  
☎: 360.293.1221 | [www.asd103.org](http://www.asd103.org)

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Jane Rausch

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**To:** [jrausch@wspa.net](#)  
**Cc:** [sonjabrown@sequim.k12.wa.us](#); [jhodson@fwps.org](#)  
**Subject:** Re: HELP III reports  
**Date:** Tuesday, June 27, 2017 8:20:01 AM

---

I need to do better at adjusting my time....I carve out the couple days to review at PESD and have to get use to looking at it during the year. UGGG sorry

*Thank you!*

*~Connie*

**Connie Sheridan, Human Resources**

Anacortes School District 103½2200 M Avenue ½ Anacortes, WA 98221

☎: 360.293.1221 | [www.asd103.org](http://www.asd103.org)

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**From:** Sonja M. Brown <[sonjabrown@sequim.k12.wa.us](#)>  
**Sent:** Tuesday, June 27, 2017 7:23:23 AM  
**To:** [csheridan@asd103.org](#); [jrausch@wspa.net](#)  
**Cc:** [jhodson@fwps.org](#)  
**Subject:** RE: HELP III reports

Yes, please....Thank you!

Sonja M. Brown

Payroll Benefits and HR Specialist

Sequim School District

360.582.3267

**From:** Connie Sheridan [mailto:[csheridan@asd103.org](mailto:csheridan@asd103.org)]  
**Sent:** Tuesday, June 27, 2017 6:46 AM

**To:** [jrausch@wspa.net](mailto:jrausch@wspa.net)

**Cc:** Sonja M. Brown <[sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us)>; [jhodson@fwps.org](mailto:jhodson@fwps.org)

**Subject:** Re: HELP III reports

yes please

*Thank you!*

*~Connie*

**Connie Sheridan, Human Resources**

Anacortes School District 103½2200 M Avenue ½ Anacortes, WA 98221

☎: 360.293.1221 | [www.asd103.org](http://www.asd103.org)

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Let me know!

Jane Rausch

**From:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**To:** [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [kellyg@wapatosd.org](mailto:kellyg@wapatosd.org);  
[gavigani@riverview.wednet.edu](mailto:gavigani@riverview.wednet.edu); [jhodson@fwps.org](mailto:jhodson@fwps.org); [lkrining@cloverpark.k12.wa.us](mailto:lkrining@cloverpark.k12.wa.us);  
[lmestay@cloverpark.k12.wa.us](mailto:lmestay@cloverpark.k12.wa.us); [TNeidhold@psd1.org](mailto:TNeidhold@psd1.org); [cs Sheridan@asd103.org](mailto:cs Sheridan@asd103.org); [jsteinernv@yahoo.com](mailto:jsteinernv@yahoo.com);  
[cstolz@everettsd.org](mailto:cstolz@everettsd.org)  
**Subject:** Advisory Agenda/Time/Location of July 9 Meeting  
**Date:** Wednesday, June 28, 2017 1:53:22 PM  
**Attachments:** [July 9, 2017 Advisory Meeting Agenda - DraftJS.docx](#)  
[17-18 HELP Advisory Committee Contact Info.docx](#)

---

Hello!

HELP is right around the corner and reports are being submitted daily! Thank you for all the work you've been doing to grade the reports and provide support to HELP participants.

The draft agenda for our next advisory meeting is attached. It is scheduled for Sunday, July 9th, from 4-6 p.m. at the Double Tree Suites. The meeting will take place in Suite 1202. For planning purposes, if you haven't already done so, please let me know if you plan to attend. Following the meeting we are planning to go out to eat at Outback Steakhouse.

Last, Carol Stolz has recently resigned from the advisory committee. Toni Neidhold, Director of Employee Relations with the Pasco School District, has replaced her, so I would like to extend a warm welcome to Toni as well as thank Carol for her many years of service to WSPA. I am excited to have Toni on the advisory board, and am equally excited for what the future has in store for Carol. An updated contact list of advisory members is attached for your reference.

Thank you again for all that you do for the HELP program, and I look forward to seeing you on the 9th.

Jane Rausch  
HELP Coordinator





# HELP

HUMAN RESOURCES IN EDUCATION  
LEADERSHIP PROGRAM

July 9, 2017

HELP Advisory Board Meeting Agenda

## UPDATE:

- Week Ahead
  - Keynote Speaker/Registration July 10
  - Review portfolios-discussion
  - Attend the “meet and greet” July 10 from 5-7:00 p.m.
  - Presentations
- Fall HELP Session - October 23, 2017
  - Writing Courses for all HELP levels
  - Speakers/Presenters
  - WSPA members invited to attend for a registration fee of \$150
- Spring HELP Session – April 23, 2018
  - Lorraine Wilson, FLSA/Castle Rock
  - Should three topics be selected and rotated every three years?
- HELP Summer 2018 Session – July 9-18, 2018
  - Keynote Speaker and Topic Suggestions

- Marketing/Advertising
  - HELP and Boot Camp
  -
- Planning Ahead
  - Classified Boot Camp
  - “Reboot”



# HELP

HUMAN RESOURCES IN EDUCATION  
LEADERSHIP PROGRAM

## HELP Advisory Committee

### Names and Contact Information

Name	Email	Phone
Brown, Sonja	<a href="mailto:sonjabrown@sequim.k12.wa.us">sonjabrown@sequim.k12.wa.us</a>	
Carter, Debby	<a href="mailto:carterd@edmonds.wednet.edu">carterd@edmonds.wednet.edu</a>	
Garza, Kelly	<a href="mailto:KellyG@wapatosd.org">KellyG@wapatosd.org</a>	
Gavigan, Janet	<a href="mailto:gaviganj@riverview.wednet.edu">gaviganj@riverview.wednet.edu</a>	
Hodson, Janet	<a href="mailto:jhodson@fwps.org">jhodson@fwps.org</a>	
Krininger, Linda	<a href="mailto:lkrining@cloverpark.k12.wa.us">lkrining@cloverpark.k12.wa.us</a>	
McStay, Lori	<a href="mailto:lmcstay@cloverpark.k12.wa.us">lmcstay@cloverpark.k12.wa.us</a>	
Toni Neidhold	<a href="mailto:TNeidhold@psd1.org">TNeidhold@psd1.org</a>	
Papenfuse, Ellyn	<a href="mailto:Ellyn.papenfuse@vansd.org">Ellyn.papenfuse@vansd.org</a>	
Sheridan, Connie	<a href="mailto:csheridan@asd103.org">csheridan@asd103.org</a>	
Steiner, JoAn	<a href="mailto:jsteinernv@yahoo.com">jsteinernv@yahoo.com</a>	

**From:** [Vavrus, Jessica \(WSSDA\)](#) on behalf of [Vavrus, Jessica \(WSSDA\) <J.Vavrus@wssda.org>](#)  
**To:** [Nancy Moffatt](#); [Alan Burke](#); [Bill Keim](#); [Cal Brodie](#); [Corine Pennington](#); [Curtis Leonard \(cleonard@wspa.net\)](#); [Dan Steele](#); [Dana Anderson](#); [Darcy Weisner](#); [David Bond](#); [Donna Morey](#); [Doug A. Matson](#); [Duggan Harman](#); [Frank Ashby](#); [Frank Hewins](#); [Gary Cohn](#); [Kipp, Gary](#); [Gavin Hottman](#); [Greg Lynch](#); [Heidi Hietpas](#); [Jan Hutton](#); [Jeff Moore](#); [Jennifer Farmer](#); [Jennifer M. Priddy](#); [Bender, Jerry](#); [Jim Frey](#); [John Deeder](#); [John Welch](#); [JoLynn Berge](#); [Davis, Kate \(OFM\)](#); [Kevin Chase \(kevin.chase@esd105.org\)](#); [Kim Scott](#); [Kim. brodie \(kbrodie@fwps.org\)](#); [Larry Francois](#); [Linda McDermott](#); [Marie Telecky](#); [Marla Miller](#); [Melissa de Vita](#); [Michael Dunn](#); [Michael Merlino](#); [Michael Nelson](#); ["Michelle Matakas"](#); [Michelle Price](#); [Mike Brophy](#); [Mitch Denning](#); [Monica Hunsaker](#); [Rich McBride](#); [Rich Puryear](#); [Rick Jones](#); [Rosalind Medina](#); [Ruth Russell](#); [Sally McLean](#); [Scott Izutsu](#); [Shelley Redinger](#); [Sheryl Moore](#); [Stephen Nielsen](#); [Steve McIntire](#); [Susan Smith Leland](#); [T.J. Kelly](#); [Teresa Main](#); [Garchow, Tim \(WSSDA\)](#); [Tim Merlino](#); [Tim Mills](#); [Tim Yeomans](#); [Vic Roberts](#); [roz@awsp.org](#)  
**Subject:** 7/5 LFWG Call Re: Budget/Ed Bills & Impacts  
**Date:** Friday, June 30, 2017 12:25:19 PM  
**Attachments:** [image001.png](#)  
**Importance:** High

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Dear Local Funding Work Group Members –

For those of you who are available, Dan and I would like to invite you to join a check-in conference call this coming **Wednesday, 7/5, 10:30am** as an opportunity to connect on the many quickly moving parts related to the budget and education funding proposals. By Wednesday the budget and education bills should be adopted, however now starts the real digging in to understand the implications of the words on the paper.

**The call-in number is 888-394-8197      Code: 28133930#.**

In addition, if any of you are near Olympia, you are welcome to join us in person at the WASA offices for the meeting.

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To get a picture for impacts to K-12, review the Summary Documents and Also the agency details under "Public Schools".

Thanks, everyone!

Talk to you on Wednesday, jessica & dan

*Jessica Vavrus*, Governmental Relations Director

Washington State School Directors' Association

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[j.vavrus@wssda.org](mailto:j.vavrus@wssda.org)

*"WSSDA provides leadership and advocacy, and empowers its members with knowledge and skills to govern with excellence."*

---

**From:** Nancy Moffatt [mailto:Nancy@wasbo.org]

**Sent:** Friday, May 05, 2017 3:17 PM

**To:** Alan Burke <aburke1245@aol.com>; Bill Keim <bkeim@wasa-oly.org>; Cal Brodie <cbrodie@esd113.org>; Corine Pennington <pennicc@puyallup.k12.wa.us>; Curtis Leonard (cleonard@wspa.net) <cleonard@wspa.net>; Dan Steele <dstele@wasa-oly.org>; Dana Anderson <danderson@esd113.org>; Darcy Weisner <dweisner@esd123.org>; David Bond <dave.bond@ksd.org>; Donna Morey <Dmorey@whiteriver.wednet.edu>; Doug A. Matson <Doug.Matson@wvwd.org>; Duggan Harman <duggan.harman@highlineschools.org>; Frank Ashby <fashby@psed.org>; Frank Hewins <fhewins@fpschools.org>; Gary Cohn <gcohn@everettsd.org>; Kipp, Gary <gary@awsp.org>; Gavin Hottman <gavin.hottman@esd112.org>; Greg Lynch <glynch@oesd.wednet.edu>; Heidi Hietpas <hhietpas@sequim.k12.wa.us>; Jan Hutton <jhutton@cvsd.org>; Jeff Moore <jmoore@everettsd.org>; Jennifer Farmer <JFarmer@everettsd.org>; Jennifer M. Priddy <jpriddy@osd.wednet.edu>; Bender, Jerry <jerry@awsp.org>; Vavrus, Jessica (WSSDA) <J.Vavrus@wssda.org>; Jim Frey <freyj@lynden.wednet.edu>; John Deeder <john.deeder@evergreenps.org>; John Welch <jwelch@psed.org>; JoLynn Berge <jdberge@seattleschools.org>; Davis, Kate (OFM) <Kate.Davis@OFM.WA.GOV>; Kevin Chase (kevin.chase@esd105.org) <kevin.chase@esd105.org>; Kim Scott <KScott@kibesd.org>; Kim. brodie (kbrodie@fwps.org) <kbrodie@fwps.org>; Larry Francois <lfrancois@nwesd.org>; Linda McDermott <lindam@spokaneschools.org>; Marie Telecky <teleckym@bsd405.org>; Marla Miller <marla.miller@shorelineschools.org>; Melissa de Vita <devitam@bsd405.org>; Michael Dunn <mdunn@esd101.net>; Michael Merlino <michael.merlino@evergreenps.org>; Michael Nelson <michael\_nelson@enumclaw.wednet.edu>; 'Michelle Matakas' <Michelle.Matakas@k12.wa.us>; Michelle Price <mprice@mlsd.wednet.edu>; Mike Brophy <brophym@wvwd208.org>; Mitch Denning <medenning@comcast.net>; Monica

Hunsaker <mhunsaker@oesd114.org>; Nancy Moffatt <Nancy@wasbo.org>; Rich McBride <richm@ncesd.org>; Rich Puryear <rich.puryear@rsd.edu>; Rick Jones <rjones@napavineschools.org>; Rosalind Medina <rmedina@tacoma.k12.wa.us>; Ruth Russell <rrussell@upsd.wednet.edu>; Sally McLean <smclean@fwps.org>; Scott Izutsu <izutsu.scott@yakimaschools.org>; Shelley Redinger <shelleyr@spokaneschools.org>; Sheryl Moore <sheryl.moore@rentonschools.us>; Stephen Nielsen <sjnielsen@seattleschools.org>; Steve McIntire <smcIntire@oesd.wednet.edu>; Susan Smith Leland <susan.leland@rentonschools.us>; T.J. Kelly <thomas.kelly@k12.wa.us>; Teresa Main <Teresa\_Main@lkstevens.wednet.edu>; Garchow, Tim (WSSDA) <T.Garchow@wssda.org>; Tim Merlino <tim.merlino@esd112.org>; Tim Mills <Millst@bsd405.org>; Tim Yeomans <yeomats@puyallup.k12.wa.us>; Vic Roberts <vic.roberts@ksd.org>

**Subject:** FW: Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Please see the message from Dan Steele below.

Nancy

---

**From:** Dan Steele [<mailto:dstele@wasa-oly.org>]

**Sent:** Friday, May 05, 2017 1:53 PM

**To:** Bill Keim; Nancy Moffatt; Nielsen, Stephen J

**Cc:** Execs

**Subject:** FW: Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Check out the attached document from OSPI—a proposed melding of the Prototypical Funding Model (as a base) and a Per Student Model (for categorical programs). It's a concept that is pretty consistent with what we have been discussing.

Dave Mastin and Chris Reykdal have been shopping this around with Ed Funding Task Force members, Budget-writers and Leg Leaders. It's unclear how receptive legislators have been; however, it has apparently sparked some conversation, along with questions, which this document attempts to address. The document does not provide a lot of background detail, but hopefully will continue to force a dialogue.

-d

Dan Steele  
360.489.3642



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**From:** Stella Lugalía [<mailto:Stella.Lugalía@k12.wa.us>]

**Sent:** Friday, May 05, 2017 1:02 PM

**To:** [jerry@awsp.org](mailto:jerry@awsp.org); [LYoung@WashingtonEA.org](mailto:LYoung@WashingtonEA.org); Jessica Vavrus <[Jessica.Vavrus@k12.wa.us](mailto:Jessica.Vavrus@k12.wa.us)>; Dan Steele <[dsteele@wasa-oly.org](mailto:dsteele@wasa-oly.org)>; Melissa Gombosky ([melissagombosky@gmail.com](mailto:melissagombosky@gmail.com)) <[melissagombosky@gmail.com](mailto:melissagombosky@gmail.com)>; [medenning@comcast.net](mailto:medenning@comcast.net); Justin Montermini <[Justin.Montermini@k12.wa.us](mailto:Justin.Montermini@k12.wa.us)>; [JSalvi@WashingtonEA.org](mailto:JSalvi@WashingtonEA.org); [Inoahr@washingtonea.org](mailto:Inoahr@washingtonea.org); Wendy Rader-Konofalski [WA] <[WRader-Konofalski@WashingtonEA.org](mailto:WRader-Konofalski@WashingtonEA.org)>; Kaaren Heikes <[Kaaren.Heikes@k12.wa.us](mailto:Kaaren.Heikes@k12.wa.us)>; Jack Daray <[jdaray@aol.com](mailto:jdaray@aol.com)>

**Subject:** Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Good afternoon everyone,

Attached is an electronic copy of the Hybrid model. As you will see, there are some revisions, mostly based on feedback.

Your patience waiting for an electronic copy is greatly appreciated.

Have a great weekend!

**Stella Lugalía**

Government Relations & Policy Assistant  
Office of Superintendent of Public Instruction (OSPI)  
P.O. Box 47200 | Olympia, WA 98504-7200  
office: 360-725-6181  
[stella.lugalía@k12.wa.us](mailto:stella.lugalía@k12.wa.us)  
[www.k12.wa.us](http://www.k12.wa.us)

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**From:** [Sheryl Moore](#) on behalf of [Sheryl Moore <sheryl.moore@rentonschools.us>](#)  
**To:** [Vavrus, Jessica \(WSSDA\)](#); [Nancy Moffatt](#); [Alan Burke](#); [Bill Keim](#); [Cal Brodie](#); [Corine Pennington](#); [Curtis Leonard \(cleonard@wspa.net\)](#); [Dan Steele](#); [Dana Anderson](#); [Darcy Weisner](#); [David Bond](#); [Donna Morey](#); [Doug A. Matson](#); [Duggan Harman](#); [Frank Ashby](#); [Frank Hewins](#); [Gary Cohn](#); [Kipp, Gary](#); [Gavin Hottman](#); [Greg Lynch](#); [Heidi Hietpas](#); [Jan Hutton](#); [Jeff Moore](#); [Jennifer Farmer](#); [Jennifer M. Priddy](#); [Bender, Jerry](#); [Jim Frey](#); [John Deeder](#); [John Welch](#); [JoLynn Berge](#); [Davis, Kate \(OFM\)](#); [Kevin Chase \(kevin.chase@esd105.org\)](#); [Kim Scott](#); [Kim. brodie \(kbrodie@fwps.org\)](#); [Larry Francois](#); [Linda McDermott](#); [Marie Telecky](#); [Marla Miller](#); [Melissa de Vita](#); [Michael Dunn](#); [Michael Merlino](#); [Michael Nelson](#); "Michelle Matakas"; [Michelle Price](#); [Mike Brophy](#); [Mitch Denning](#); [Monica Hunsaker](#); [Rich McBride](#); [Rich Puryear](#); [Rick Jones](#); [Rosalind Medina](#); [Ruth Russell](#); [Sally McLean](#); [Scott Izutsu](#); [Shelley Redinger](#); [Stephen Nielsen](#); [Steve McIntire](#); [Susan Leland](#); [T.J. Kelly](#); [Teresa Main](#); [Garchow, Tim \(WSSDA\)](#); [Tim Merlino](#); [Tim Mills](#); [Tim Yeomans](#); [Vic Roberts](#); [roz@awsp.org](#)  
**Subject:** RE: 7/5 LFWG Call Re: Budget/Ed Bills & Impacts  
**Date:** Friday, June 30, 2017 1:19:51 PM  
**Attachments:** [image007.png](#)

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Thanks, Jessica - I think I will try to join you at the WASA offices; thanks for the invite.

*Sheryl A. Moore, J.D.*

Assistant Superintendent Human Resources

[sheryl.moore@rentonschools.us](mailto:sheryl.moore@rentonschools.us)

Office: 425.204.2362

Fax: 425.204.2416

Cell: 206.406.0613



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300 Southwest 7<sup>th</sup> Street

Renton, WA 98057-2307

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**From:** Vavrus, Jessica (WSSDA) [<mailto:J.Vavrus@wssda.org>]

**Sent:** Friday, June 30, 2017 12:25 PM

**To:** [Nancy Moffatt <Nancy@wasbo.org>](#); [Alan Burke <aburke1245@aol.com>](#); [Bill Keim <bkeim@wasa-oly.org>](#); [Cal Brodie <cbrodie@esd113.org>](#); [Corine Pennington <penniccc@puyallup.k12.wa.us>](#); [Curtis Leonard \(cleonard@wspa.net\) <cleonard@wspa.net>](#); [Dan Steele <dsteale@wasa-oly.org>](#); [Dana Anderson <danderson@esd113.org>](#); [Darcy Weisner <dweisner@esd123.org>](#); [David Bond <dave.bond@ksd.org>](#); [Donna Morey <Dmorey@whiteriver.wednet.edu>](#); [Doug A. Matson <Doug.Matson@wvsd.org>](#); [Duggan Harman <duggan.harman@highlineschools.org>](#); [Frank Ashby <fashby@psed.org>](#); [Frank Hewins <fhewins@fpschools.org>](#); [Gary Cohn <gcohn@everettsd.org>](#); [Kipp, Gary <gary@awsp.org>](#); [Gavin Hottman <gavin.hottman@esd112.org>](#); [Greg Lynch <glynch@oesd.wednet.edu>](#); [Heidi Hietpas <hhietpas@sequim.k12.wa.us>](#); [Jan Hutton <jhutton@cvsd.org>](#); [Jeff Moore <jmoore@everettsd.org>](#); [Jennifer Farmer <JFarmer@everettsd.org>](#); [Jennifer M. Priddy <jpriddy@osd.wednet.edu>](#); [Bender, Jerry <jerry@awsp.org>](#); [Jim Frey <freyj@lynden.wednet.edu>](#); [John Deeder <john.deeder@evergreenps.org>](#); [John Welch <jwelch@psed.org>](#); [JoLynn Berge <jdberge@seattleschools.org>](#); [Davis, Kate \(OFM\) <Kate.Davis@OFM.WA.GOV>](#); [Kevin Chase \(kevin.chase@esd105.org\) <kevin.chase@esd105.org>](#); [Kim Scott <KScott@kibesd.org>](#); [Kim. brodie \(kbrodie@fwps.org\) <kbrodie@fwps.org>](#); [Larry Francois <lfrancois@nwesd.org>](#); [Linda McDermott](#)



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**Importance:** High

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**Sent:** Friday, May 05, 2017 3:17 PM

**To:** Alan Burke <[aburke1245@aol.com](mailto:aburke1245@aol.com)>; Bill Keim <[bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org)>; Cal Brodie <[cbrodie@esd113.org](mailto:cbrodie@esd113.org)>; Corine Pennington <[pennicc@puyallup.k12.wa.us](mailto:pennicc@puyallup.k12.wa.us)>; Curtis Leonard <[cleonard@wspa.net](mailto:cleonard@wspa.net)> <[cleonard@wspa.net](mailto:cleonard@wspa.net)>; Dan Steele <[dsteele@wasa-oly.org](mailto:dsteele@wasa-oly.org)>; Dana Anderson <[danderson@esd113.org](mailto:danderson@esd113.org)>; Darcy Weisner <[dweisner@esd123.org](mailto:dweisner@esd123.org)>; David Bond <[dave.bond@ksd.org](mailto:dave.bond@ksd.org)>; Donna Morey <[Dmorey@whiteriver.wednet.edu](mailto:Dmorey@whiteriver.wednet.edu)>; Doug A. Matson <[Doug.Matson@wvwd.org](mailto:Doug.Matson@wvwd.org)>; Duggan Harman <[duggan.harman@highlineschools.org](mailto:duggan.harman@highlineschools.org)>; Frank Ashby <[fashby@psed.org](mailto:fashby@psed.org)>; Frank Hewins <[fhewins@fpschools.org](mailto:fhewins@fpschools.org)>; Gary Cohn <[gcohn@everettsd.org](mailto:gcohn@everettsd.org)>; Kipp, Gary <[gary@awsp.org](mailto:gary@awsp.org)>; Gavin Hottman <[gavin.hottman@esd112.org](mailto:gavin.hottman@esd112.org)>; Greg Lynch <[glynch@oesd.wednet.edu](mailto:glynch@oesd.wednet.edu)>; Heidi Hietpas <[hhietpas@sequim.k12.wa.us](mailto:hhietpas@sequim.k12.wa.us)>; Jan Hutton <[jhutton@cvsd.org](mailto:jhutton@cvsd.org)>; Jeff Moore <[jmoore@everettsd.org](mailto:jmoore@everettsd.org)>; Jennifer Farmer <[JFarmer@everettsd.org](mailto:JFarmer@everettsd.org)>; Jennifer M. Priddy <[jpriddy@osd.wednet.edu](mailto:jpriddy@osd.wednet.edu)>; Bender, Jerry <[jerry@awsp.org](mailto:jerry@awsp.org)>; Vavrus, Jessica (WSSDA) <[J.Vavrus@wssda.org](mailto:J.Vavrus@wssda.org)>; Jim Frey <[frej@lynden.wednet.edu](mailto:frej@lynden.wednet.edu)>; John Deeder <[john.deeder@evergreenps.org](mailto:john.deeder@evergreenps.org)>; John Welch <[jwelch@psed.org](mailto:jwelch@psed.org)>; JoLynn Berge <[jdberge@seattleschools.org](mailto:jdberge@seattleschools.org)>; Davis, Kate (OFM)

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**Subject:** FW: Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Please see the message from Dan Steele below.

Nancy

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**From:** Dan Steele [<mailto:dsteele@wasa-oly.org>]

**Sent:** Friday, May 05, 2017 1:53 PM

**To:** Bill Keim; Nancy Moffatt; Nielsen, Stephen J

**Cc:** Execs

**Subject:** FW: Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Check out the attached document from OSPI—a proposed melding of the Prototypical Funding Model (as a base) and a Per Student Model (for categorical programs). It's a concept that is pretty consistent with what we have been discussing.

Dave Mastin and Chris Reykdal have been shopping this around with Ed Funding Task Force members, Budget-writers and Leg Leaders. It's unclear how receptive legislators have been; however, it has apparently sparked some conversation, along with questions, which this document attempts to address. The document does not provide a lot of background detail, but hopefully will continue to force a dialogue.

-d

Dan Steele  
360.489.3642



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**From:** Stella Lugalía [<mailto:Stella.Lugalía@k12.wa.us>]

**Sent:** Friday, May 05, 2017 1:02 PM

**To:** [jerry@awsp.org](mailto:jerry@awsp.org); [LYoung@WashingtonEA.org](mailto:LYoung@WashingtonEA.org); Jessica Vavrus <[Jessica.Vavrus@k12.wa.us](mailto:Jessica.Vavrus@k12.wa.us)>; Dan Steele <[dsteele@wasa-oly.org](mailto:dsteele@wasa-oly.org)>; Melissa Gombosky ([melissagombosky@gmail.com](mailto:melissagombosky@gmail.com)) <[melissagombosky@gmail.com](mailto:melissagombosky@gmail.com)>; [medenning@comcast.net](mailto:medenning@comcast.net); Justin Montermini <[Justin.Montermini@k12.wa.us](mailto:Justin.Montermini@k12.wa.us)>; [JSalvi@WashingtonEA.org](mailto:JSalvi@WashingtonEA.org); [Inoahr@washingtonea.org](mailto:Inoahr@washingtonea.org); Wendy Rader-Konofalski [WA] <[WRader-Konofalski@WashingtonEA.org](mailto:WRader-Konofalski@WashingtonEA.org)>; Kaaren Heikes <[Kaaren.Heikes@k12.wa.us](mailto:Kaaren.Heikes@k12.wa.us)>; Jack Daray <[jdaray@aol.com](mailto:jdaray@aol.com)>

**Subject:** Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Good afternoon everyone,

Attached is an electronic copy of the Hybrid model. As you will see, there are some revisions, mostly based on feedback.

Your patience waiting for an electronic copy is greatly appreciated.

Have a great weekend!

**Stella Lugalía**

Government Relations & Policy Assistant  
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*Every student ready for career, college, and life*

**From:** [Bill Keim](#) on behalf of [Bill Keim <bkeim@wasa-oly.org>](#)  
**To:** [Vavrus, Jessica \(WSSDA\)](#); [Nancy Moffatt](#); [Alan Burke](#); [Cal Brodie](#); [Corine Pennington](#); [Curtis Leonard](#) ([cleonard@wspa.net](#)); [Dan Steele](#); [Dana Anderson](#); [Darcy Weisner](#); [David Bond](#); [Donna Morey](#); [Doug A. Matson](#); [Duggan Harman](#); [Frank Ashby](#); [Frank Hewins](#); [Gary Cohn](#); [Kipp, Gary](#); [Gavin Hottman](#); [Greg Lynch](#); [Heidi Hietpas](#); [Jan Hutton](#); [Jeff Moore](#); [Jennifer Farmer](#); [Jennifer M. Priddy](#); [Bender, Jerry](#); [Jim Frey](#); [John Deeder](#); [John Welch](#); [JoLynn Berge](#); [Davis, Kate \(OFM\)](#); [Kevin Chase](#) ([kevin.chase@esd105.org](#)); [Kim Scott](#); [Kim. brodie](#) ([kbrodie@fwps.org](#)); [Larry Francois](#); [Linda McDermott](#); [Marie Telecky](#); [Marla Miller](#); [Melissa de Vita](#); [Michael Dunn](#); [Michael Merlino](#); [Michael Nelson](#); ["Michelle Matakas"](#); [Michelle Price](#); [Mike Brophy](#); [Mitch Denning](#); [Monica Hunsaker](#); [Rich McBride](#); [Rich Puryear](#); [Rick Jones](#); [Rosalind Medina](#); [Ruth Russell](#); [Sally McLean](#); [Scott Izutsu](#); [Shelley Redinger](#); [Sheryl Moore](#); [Stephen Nielsen](#); [Steve McIntire](#); [Susan Smith Leland](#); [T.J. Kelly](#); [Teresa Main](#); [Garchow, Tim \(WSSDA\)](#); [Tim Merlino](#); [Tim Mills](#); [Tim Yeomans](#); [Vic Roberts](#); [roz@awsp.org](#)  
**Subject:** RE: 7/5 LFWG Call Re: Budget/Ed Bills & Impacts  
**Date:** Friday, June 30, 2017 1:40:13 PM  
**Attachments:** [image011.png](#)

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I have a 10:00 meeting that may go an hour. I'll join when I finish.

*Bill*

Dr. Bill Keim

Executive Director | WASA | 825 Fifth Avenue SE, Olympia 98501  
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**From:** Vavrus, Jessica (WSSDA) [<mailto:J.Vavrus@wssda.org>]  
**Sent:** Friday, June 30, 2017 12:25 PM  
**To:** [Nancy Moffatt <Nancy@wasbo.org>](#); [Alan Burke <aburke1245@aol.com>](#); [Bill Keim <bkeim@wasa-oly.org>](#); [Cal Brodie <cbrodie@esd113.org>](#); [Corine Pennington <penniccc@puyallup.k12.wa.us>](#); [Curtis Leonard](#) ([cleonard@wspa.net](#)) [<cleonard@wspa.net>](#); [Dan Steele <dsteeler@wasa-oly.org>](#); [Dana Anderson <danderson@esd113.org>](#); [Darcy Weisner <dweisner@esd123.org>](#); [David Bond <dave.bond@ksd.org>](#); [Donna Morey <Dmorey@whiteriver.wednet.edu>](#); [Doug A. Matson <Doug.Matson@wvwsd.org>](#); [Duggan Harman <duggan.harman@highlineschools.org>](#); [Frank Ashby <fashby@psesd.org>](#); [Frank Hewins <fhewins@fpschools.org>](#); [Gary Cohn <gcohn@everettsd.org>](#); [Kipp, Gary <gary@awsp.org>](#); [Gavin Hottman <gavin.hottman@esd112.org>](#); [Greg Lynch <glynch@oesd.wednet.edu>](#); [Heidi Hietpas <hhietpas@sequim.k12.wa.us>](#); [Jan Hutton <jhutton@cvsd.org>](#); [Jeff Moore <jmoore@everettsd.org>](#); [Jennifer Farmer <JFarmer@everettsd.org>](#); [Jennifer M. Priddy <jpriddy@osd.wednet.edu>](#); [Bender, Jerry <jerry@awsp.org>](#); [Jim Frey <freyj@lynden.wednet.edu>](#); [John Deeder <john.deeder@evergreenps.org>](#); [John Welch <jwelch@psesd.org>](#); [JoLynn Berge <jdberge@seattleschools.org>](#); [Davis, Kate \(OFM\) <Kate.Davis@OFM.WA.GOV>](#); [Kevin Chase](#) ([kevin.chase@esd105.org](#)) [<kevin.chase@esd105.org>](#); [Kim Scott <KScott@kibesd.org>](#); [Kim. brodie](#) ([kbrodie@fwps.org](#)) [<kbrodie@fwps.org>](#); [Larry Francois <lfrancois@nwesd.org>](#); [Linda McDermott <lindam@spokaneschools.org>](#); [Marie Telecky <teleckym@bsd405.org>](#); [Marla Miller <marla.miller@shorelineschools.org>](#); [Melissa de Vita <devitam@bsd405.org>](#); [Michael Dunn <mdunn@esd101.net>](#); [Michael Merlino <michael.merlino@evergreenps.org>](#); [Michael Nelson <michael\\_nelson@enumclaw.wednet.edu>](#); ["Michelle Matakas" <Michelle.Matakas@k12.wa.us>](#); [Michelle Price <mprice@mlsd.wednet.edu>](#); [Mike Brophy <brophym@wvwsd208.org>](#); [Mitch Denning <medenning@comcast.net>](#); [Monica Hunsaker <mhunsaker@oesd114.org>](#); [Rich McBride <richm@ncesd.org>](#); [Rich Puryear <rich.puryear@rsd.edu>](#); [Rick Jones](#)

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**Subject:** 7/5 LFWG Call Re: Budget/Ed Bills & Impacts

**Importance:** High

Dear Local Funding Work Group Members –

For those of you who are available, Dan and I would like to invite you to join a check-in conference call this coming **Wednesday, 7/5, 10:30am** as an opportunity to connect on the many quickly moving parts related to the budget and education funding proposals. By Wednesday the budget and education bills should be adopted, however now starts the real digging in to understand the implications of the words on the paper.

**The call-in number is 888-394-8197      Code: 28133930#.**

In addition, if any of you are near Olympia, you are welcome to join us in person at the WASA offices for the meeting.

Below are a few helpful links for you to dig in on during this coming holiday “weekend”... ☺

**McCleary Agreement** – As you are likely aware, the compromise education funding bill ([HB 2242](#)) has recently been released, is on the House Floor Calendar, but has yet to be deliberated and voted over to the Senate. In addition, Legislative staff have shared two documents to help stakeholders begin digesting the contents of the 120 page bill:

1. [McCleary Agreement summary](#)
2. [McCleary Agreement PowerPoint presentation](#)

In addition, below you’ll find links to four documents that should be helpful to districts in navigating the estimated local impacts of the proposed education funding plan.

- Statewide **Summary of K12 Basic Education Allocations and Additional Support Provided** in 2017-19 Biennium (1 page)
- Estimated Net **State and Local School District Funding Changes** Based on 2017-19 Biennial Budget (listing by district of estimated impacts starting in 2018-19)
- Estimated **District Impact of Policies** included in 2017-19 Biennial Budget and K12 Education Plan (HB 2242) (listing by district of estimated impacts starting with Calendar Year 2018)
- Estimated Net **State and Local District Per Pupil Funding Changes** Based on 2017-19 Biennial Budget (listing by district of estimated funding changes starting in 2018-19)
- **2017-19 Operating Budget Released** – While the budget still needs to be adopted by the Senate and House and then signed by the Governor, we wanted to provide you links to the

most current information and summary documents.

It is important to note that while proposed budget bill, [PSSB 5883](#) is the main budget document, and the numbers it is important to note that the associated summary documents produced by the Senate and House are slightly different in how they summarize the budget.

Here are links to the respective summary documents: [House](#) [Senate](#)

To get a picture for impacts to K-12, review the Summary Documents and Also the agency details under "Public Schools".

Thanks, everyone!

Talk to you on Wednesday, jessica & dan

*Jessica Vavrus*, Governmental Relations Director

Washington State School Directors' Association

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*"WSSDA provides leadership and advocacy, and empowers its members with knowledge and skills to govern with excellence."*

---

**From:** Nancy Moffatt [<mailto:Nancy@wasbo.org>]

**Sent:** Friday, May 05, 2017 3:17 PM

**To:** Alan Burke <[aburke1245@aol.com](mailto:aburke1245@aol.com)>; Bill Keim <[bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org)>; Cal Brodie <[cbrodie@esd113.org](mailto:cbrodie@esd113.org)>; Corine Pennington <[pennicc@puyallup.k12.wa.us](mailto:pennicc@puyallup.k12.wa.us)>; Curtis Leonard <[cleonard@wspa.net](mailto:cleonard@wspa.net)> <[cleonard@wspa.net](mailto:cleonard@wspa.net)>; Dan Steele <[dsteele@wasa-oly.org](mailto:dsteele@wasa-oly.org)>; Dana Anderson <[danderson@esd113.org](mailto:danderson@esd113.org)>; Darcy Weisner <[dweisner@esd123.org](mailto:dweisner@esd123.org)>; David Bond <[dave.bond@ksd.org](mailto:dave.bond@ksd.org)>; Donna Morey <[Dmorey@whiteriver.wednet.edu](mailto:Dmorey@whiteriver.wednet.edu)>; Doug A. Matson <[Doug.Matson@wvwd.org](mailto:Doug.Matson@wvwd.org)>; Duggan Harman <[duggan.harman@highlineschools.org](mailto:duggan.harman@highlineschools.org)>; Frank Ashby <[fashby@psed.org](mailto:fashby@psed.org)>; Frank Hewins <[fhewins@fpschools.org](mailto:fhewins@fpschools.org)>; Gary Cohn <[gcohn@everettsd.org](mailto:gcohn@everettsd.org)>; Kipp, Gary <[gary@awsp.org](mailto:gary@awsp.org)>; Gavin Hottman <[gavin.hottman@esd112.org](mailto:gavin.hottman@esd112.org)>; Greg Lynch <[glynch@oesd.wednet.edu](mailto:glynch@oesd.wednet.edu)>; Heidi Hietpas <[hhietpas@sequim.k12.wa.us](mailto:hhietpas@sequim.k12.wa.us)>; Jan Hutton <[jhutton@cvsd.org](mailto:jhutton@cvsd.org)>; Jeff Moore <[jmoore@everettsd.org](mailto:jmoore@everettsd.org)>; Jennifer Farmer <[JFarmer@everettsd.org](mailto:JFarmer@everettsd.org)>; Jennifer M. Priddy <[jpriddy@osd.wednet.edu](mailto:jpriddy@osd.wednet.edu)>; Bender, Jerry <[jerry@awsp.org](mailto:jerry@awsp.org)>; Vavrus, Jessica (WSSDA) <[J.Vavrus@wssda.org](mailto:J.Vavrus@wssda.org)>; Jim Frey <[freyj@lynden.wednet.edu](mailto:freyj@lynden.wednet.edu)>; John Deeder <[john.deeder@evergreenps.org](mailto:john.deeder@evergreenps.org)>; John Welch <[jwelch@psed.org](mailto:jwelch@psed.org)>; JoLynn Berge <[jdberge@seattleschools.org](mailto:jdberge@seattleschools.org)>; Davis, Kate (OFM) <[Kate.Davis@OFM.WA.GOV](mailto:Kate.Davis@OFM.WA.GOV)>; Kevin Chase <[kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)> <[kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)>; Kim Scott <[KScott@kibesd.org](mailto:KScott@kibesd.org)>; Kim. brodie <[kbrodie@fwps.org](mailto:kbrodie@fwps.org)> <[kbrodie@fwps.org](mailto:kbrodie@fwps.org)>; Larry Francois <[lfrancois@nwesd.org](mailto:lfrancois@nwesd.org)>; Linda McDermott <[lindam@spokaneschools.org](mailto:lindam@spokaneschools.org)>; Marie Telecky <[teleckym@bsd405.org](mailto:teleckym@bsd405.org)>; Marla Miller <[marla.miller@shorelineschools.org](mailto:marla.miller@shorelineschools.org)>; Melissa de Vita <[devitam@bsd405.org](mailto:devitam@bsd405.org)>; Michael Dunn <[mdunn@esd101.net](mailto:mdunn@esd101.net)>; Michael Merlino <[michael.merlino@evergreenps.org](mailto:michael.merlino@evergreenps.org)>; Michael Nelson <[michael\\_nelson@enumclaw.wednet.edu](mailto:michael_nelson@enumclaw.wednet.edu)>; 'Michelle Matakas' <[Michelle.Matakas@k12.wa.us](mailto:Michelle.Matakas@k12.wa.us)>; Michelle Price <[mprice@mlsd.wednet.edu](mailto:mprice@mlsd.wednet.edu)>;



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**Subject:** FW: Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Please see the message from Dan Steele below.  
Nancy

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**From:** Dan Steele [<mailto:dstele@wasa-oly.org>]

**Sent:** Friday, May 05, 2017 1:53 PM

**To:** Bill Keim; Nancy Moffatt; Nielsen, Stephen J

**Cc:** Execs

**Subject:** FW: Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Check out the attached document from OSPI—a proposed melding of the Prototypical Funding Model (as a base) and a Per Student Model (for categorical programs). It's a concept that is pretty consistent with what we have been discussing.

Dave Mastin and Chris Reykdal have been shopping this around with Ed Funding Task Force members, Budget-writers and Leg Leaders. It's unclear how receptive legislators have been; however, it has apparently sparked some conversation, along with questions, which this document attempts to address. The document does not provide a lot of background detail, but hopefully will continue to force a dialogue.

-d

Dan Steele  
360.489.3642





**From:** Stella Lugalía [<mailto:Stella.Lugalía@k12.wa.us>]

**Sent:** Friday, May 05, 2017 1:02 PM

**To:** [jerry@awsp.org](mailto:jerry@awsp.org); [LYoung@WashingtonEA.org](mailto:LYoung@WashingtonEA.org); Jessica Vavrus <[Jessica.Vavrus@k12.wa.us](mailto:Jessica.Vavrus@k12.wa.us)>; Dan Steele <[dsteELE@wasa-oly.org](mailto:dsteELE@wasa-oly.org)>; Melissa Gombosky ([melissagombosky@gmail.com](mailto:melissagombosky@gmail.com)) <[melissagombosky@gmail.com](mailto:melissagombosky@gmail.com)>; [medenning@comcast.net](mailto:medenning@comcast.net); Justin Montermini <[Justin.Montermini@k12.wa.us](mailto:Justin.Montermini@k12.wa.us)>; [JSalvi@WashingtonEA.org](mailto:JSalvi@WashingtonEA.org); [Inoahr@washingtonea.org](mailto:Inoahr@washingtonea.org); Wendy Rader-Konofalski [WA] <[WRader-Konofalski@WashingtonEA.org](mailto:WRader-Konofalski@WashingtonEA.org)>; Kaaren Heikes <[Kaaren.Heikes@k12.wa.us](mailto:Kaaren.Heikes@k12.wa.us)>; Jack Daray <[jdaray@aol.com](mailto:jdaray@aol.com)>

**Subject:** Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Good afternoon everyone,

Attached is an electronic copy of the Hybrid model. As you will see, there are some revisions, mostly based on feedback.

Your patience waiting for an electronic copy is greatly appreciated.

Have a great weekend!

**Stella Lugalía**

Government Relations & Policy Assistant  
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*Every student ready for career, college, and life*

**From:** [Bill Keim](#) on behalf of [Bill Keim <bkeim@wasa-oly.org>](#)  
**To:** [Vavrus, Jessica \(WSSDA\)](#); [Nancy Moffatt](#); [Alan Burke](#); [Cal Brodie](#); [Corine Pennington](#); [Curtis Leonard](#) ([cleonard@wspa.net](#)); [Dan Steele](#); [Dana Anderson](#); [Darcy Weisner](#); [David Bond](#); [Donna Morey](#); [Doug A. Matson](#); [Duggan Harman](#); [Frank Ashby](#); [Frank Hewins](#); [Gary Cohn](#); [Kipp, Gary](#); [Gavin Hottman](#); [Greg Lynch](#); [Heidi Hietpas](#); [Jan Hutton](#); [Jeff Moore](#); [Jennifer Farmer](#); [Jennifer M. Priddy](#); [Bender, Jerry](#); [Jim Frey](#); [John Deeder](#); [John Welch](#); [JoLynn Berge](#); [Davis, Kate \(OFM\)](#); [Kevin Chase](#) ([kevin.chase@esd105.org](#)); [Kim Scott](#); [Kim. brodie](#) ([kbrodie@fwps.org](#)); [Larry Francois](#); [Linda McDermott](#); [Marie Telecky](#); [Marla Miller](#); [Melissa de Vita](#); [Michael Dunn](#); [Michael Merlino](#); [Michael Nelson](#); ["Michelle Matakas"](#); [Michelle Price](#); [Mike Brophy](#); [Mitch Denning](#); [Monica Hunsaker](#); [Rich McBride](#); [Rich Puryear](#); [Rick Jones](#); [Rosalind Medina](#); [Ruth Russell](#); [Sally McLean](#); [Scott Izutsu](#); [Shelley Redinger](#); [Sheryl Moore](#); [Stephen Nielsen](#); [Steve McIntire](#); [Susan Smith Leland](#); [T.J. Kelly](#); [Teresa Main](#); [Garchow, Tim \(WSSDA\)](#); [Tim Merlino](#); [Tim Mills](#); [Tim Yeomans](#); [Vic Roberts](#); [roz@awsp.org](#)  
**Subject:** RE: 7/5 LFWG Call Re: Budget/Ed Bills & Impacts  
**Date:** Friday, June 30, 2017 1:40:13 PM  
**Attachments:** [image011.png](#)

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I have a 10:00 meeting that may go an hour. I'll join when I finish.

*Bill*

Dr. Bill Keim  
Executive Director | WASA | 825 Fifth Avenue SE, Olympia 98501  
*tel* 360.489.3651 | *fax* 360.352.2043 | [bkeim@wasa-oly.org](#) | [wasa-oly.org](#)



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**From:** Vavrus, Jessica (WSSDA) [<mailto:J.Vavrus@wssda.org>]  
**Sent:** Friday, June 30, 2017 12:25 PM  
**To:** [Nancy Moffatt <Nancy@wasbo.org>](#); [Alan Burke <aburke1245@aol.com>](#); [Bill Keim <bkeim@wasa-oly.org>](#); [Cal Brodie <cbrodie@esd113.org>](#); [Corine Pennington <penniccc@puyallup.k12.wa.us>](#); [Curtis Leonard](#) ([cleonard@wspa.net](#)) [<cleonard@wspa.net>](#); [Dan Steele <dsteeler@wasa-oly.org>](#); [Dana Anderson <danderson@esd113.org>](#); [Darcy Weisner <dweisner@esd123.org>](#); [David Bond <dave.bond@ksd.org>](#); [Donna Morey <Dmorey@whiteriver.wednet.edu>](#); [Doug A. Matson <Doug.Matson@wvwsd.org>](#); [Duggan Harman <duggan.harman@highlineschools.org>](#); [Frank Ashby <fashby@psesd.org>](#); [Frank Hewins <fhewins@fpschools.org>](#); [Gary Cohn <gcohn@everettsd.org>](#); [Kipp, Gary <gary@awsp.org>](#); [Gavin Hottman <gavin.hottman@esd112.org>](#); [Greg Lynch <glynch@oesd.wednet.edu>](#); [Heidi Hietpas <hhietpas@sequim.k12.wa.us>](#); [Jan Hutton <jhutton@cvsd.org>](#); [Jeff Moore <jmoore@everettsd.org>](#); [Jennifer Farmer <JFarmer@everettsd.org>](#); [Jennifer M. Priddy <jpriddy@osd.wednet.edu>](#); [Bender, Jerry <jerry@awsp.org>](#); [Jim Frey <freyj@lynden.wednet.edu>](#); [John Deeder <john.deeder@evergreenps.org>](#); [John Welch <jwelch@psesd.org>](#); [JoLynn Berge <jdberge@seattleschools.org>](#); [Davis, Kate \(OFM\) <Kate.Davis@OFM.WA.GOV>](#); [Kevin Chase](#) ([kevin.chase@esd105.org](#)) [<kevin.chase@esd105.org>](#); [Kim Scott <KScott@kibesd.org>](#); [Kim. brodie](#) ([kbrodie@fwps.org](#)) [<kbrodie@fwps.org>](#); [Larry Francois <lfrancois@nwesd.org>](#); [Linda McDermott <lindam@spokaneschools.org>](#); [Marie Telecky <teleckym@bsd405.org>](#); [Marla Miller <marla.miller@shorelineschools.org>](#); [Melissa de Vita <devitam@bsd405.org>](#); [Michael Dunn <mdunn@esd101.net>](#); [Michael Merlino <michael.merlino@evergreenps.org>](#); [Michael Nelson <michael\\_nelson@enumclaw.wednet.edu>](#); ["Michelle Matakas" <Michelle.Matakas@k12.wa.us>](#); [Michelle Price <mprice@mlsd.wednet.edu>](#); [Mike Brophy <brophym@wvwsd208.org>](#); [Mitch Denning <medenning@comcast.net>](#); [Monica Hunsaker <mhunsaker@oesd114.org>](#); [Rich McBride <richm@ncesd.org>](#); [Rich Puryear <rich.puryear@rsd.edu>](#); [Rick Jones](#)

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**Subject:** 7/5 LFWG Call Re: Budget/Ed Bills & Impacts

**Importance:** High

Dear Local Funding Work Group Members –

For those of you who are available, Dan and I would like to invite you to join a check-in conference call this coming **Wednesday, 7/5, 10:30am** as an opportunity to connect on the many quickly moving parts related to the budget and education funding proposals. By Wednesday the budget and education bills should be adopted, however now starts the real digging in to understand the implications of the words on the paper.

**The call-in number is 888-394-8197      Code: 28133930#.**

In addition, if any of you are near Olympia, you are welcome to join us in person at the WASA offices for the meeting.

Below are a few helpful links for you to dig in on during this coming holiday “weekend”... ☺

**McCleary Agreement** – As you are likely aware, the compromise education funding bill ([HB 2242](#)) has recently been released, is on the House Floor Calendar, but has yet to be deliberated and voted over to the Senate. In addition, Legislative staff have shared two documents to help stakeholders begin digesting the contents of the 120 page bill:

1. [McCleary Agreement summary](#)
2. [McCleary Agreement PowerPoint presentation](#)

In addition, below you’ll find links to four documents that should be helpful to districts in navigating the estimated local impacts of the proposed education funding plan.

- Statewide **Summary of K12 Basic Education Allocations and Additional Support Provided** in 2017-19 Biennium (1 page)
- Estimated Net **State and Local School District Funding Changes** Based on 2017-19 Biennial Budget (listing by district of estimated impacts starting in 2018-19)
- Estimated **District Impact of Policies** included in 2017-19 Biennial Budget and K12 Education Plan (HB 2242) (listing by district of estimated impacts starting with Calendar Year 2018)
- Estimated Net **State and Local District Per Pupil Funding Changes** Based on 2017-19 Biennial Budget (listing by district of estimated funding changes starting in 2018-19)
- **2017-19 Operating Budget Released** – While the budget still needs to be adopted by the Senate and House and then signed by the Governor, we wanted to provide you links to the

most current information and summary documents.

It is important to note that while proposed budget bill, [PSSB 5883](#) is the main budget document, and the numbers it is important to note that the associated summary documents produced by the Senate and House are slightly different in how they summarize the budget.

Here are links to the respective summary documents: [House](#) [Senate](#)

To get a picture for impacts to K-12, review the Summary Documents and Also the agency details under "Public Schools".

Thanks, everyone!

Talk to you on Wednesday, jessica & dan

*Jessica Vavrus*, Governmental Relations Director

Washington State School Directors' Association

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*"WSSDA provides leadership and advocacy, and empowers its members with knowledge and skills to govern with excellence."*

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**From:** Nancy Moffatt [<mailto:Nancy@wasbo.org>]

**Sent:** Friday, May 05, 2017 3:17 PM

**To:** Alan Burke <[aburke1245@aol.com](mailto:aburke1245@aol.com)>; Bill Keim <[bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org)>; Cal Brodie <[cbrodie@esd113.org](mailto:cbrodie@esd113.org)>; Corine Pennington <[pennicc@puyallup.k12.wa.us](mailto:pennicc@puyallup.k12.wa.us)>; Curtis Leonard <[cleonard@wspa.net](mailto:cleonard@wspa.net)> <[cleonard@wspa.net](mailto:cleonard@wspa.net)>; Dan Steele <[dsteele@wasa-oly.org](mailto:dsteele@wasa-oly.org)>; Dana Anderson <[danderson@esd113.org](mailto:danderson@esd113.org)>; Darcy Weisner <[dweisner@esd123.org](mailto:dweisner@esd123.org)>; David Bond <[dave.bond@ksd.org](mailto:dave.bond@ksd.org)>; Donna Morey <[Dmorey@whiteriver.wednet.edu](mailto:Dmorey@whiteriver.wednet.edu)>; Doug A. Matson <[Doug.Matson@wvwd.org](mailto:Doug.Matson@wvwd.org)>; Duggan Harman <[duggan.harman@highlineschools.org](mailto:duggan.harman@highlineschools.org)>; Frank Ashby <[fashby@psed.org](mailto:fashby@psed.org)>; Frank Hewins <[fhewins@fpschools.org](mailto:fhewins@fpschools.org)>; Gary Cohn <[gcohn@everettsd.org](mailto:gcohn@everettsd.org)>; Kipp, Gary <[gary@awsp.org](mailto:gary@awsp.org)>; Gavin Hottman <[gavin.hottman@esd112.org](mailto:gavin.hottman@esd112.org)>; Greg Lynch <[glynch@oesd.wednet.edu](mailto:glynch@oesd.wednet.edu)>; Heidi Hietpas <[hhietpas@sequim.k12.wa.us](mailto:hhietpas@sequim.k12.wa.us)>; Jan Hutton <[jhutton@cvsd.org](mailto:jhutton@cvsd.org)>; Jeff Moore <[jmoore@everettsd.org](mailto:jmoore@everettsd.org)>; Jennifer Farmer <[JFarmer@everettsd.org](mailto:JFarmer@everettsd.org)>; Jennifer M. Priddy <[jpriddy@osd.wednet.edu](mailto:jpriddy@osd.wednet.edu)>; Bender, Jerry <[jerry@awsp.org](mailto:jerry@awsp.org)>; Vavrus, Jessica (WSSDA) <[J.Vavrus@wssda.org](mailto:J.Vavrus@wssda.org)>; Jim Frey <[frej@lynden.wednet.edu](mailto:frej@lynden.wednet.edu)>; John Deeder <[john.deeder@evergreenps.org](mailto:john.deeder@evergreenps.org)>; John Welch <[jwelch@psed.org](mailto:jwelch@psed.org)>; JoLynn Berge <[jdberge@seattleschools.org](mailto:jdberge@seattleschools.org)>; Davis, Kate (OFM) <[Kate.Davis@OFM.WA.GOV](mailto:Kate.Davis@OFM.WA.GOV)>; Kevin Chase <[kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)> <[kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)>; Kim Scott <[KScott@kibesd.org](mailto:KScott@kibesd.org)>; Kim. brodie <[kbrodie@fwps.org](mailto:kbrodie@fwps.org)> <[kbrodie@fwps.org](mailto:kbrodie@fwps.org)>; Larry Francois <[lfrancois@nwesd.org](mailto:lfrancois@nwesd.org)>; Linda McDermott <[lindam@spokaneschools.org](mailto:lindam@spokaneschools.org)>; Marie Telecky <[teleckym@bsd405.org](mailto:teleckym@bsd405.org)>; Marla Miller <[marla.miller@shorelineschools.org](mailto:marla.miller@shorelineschools.org)>; Melissa de Vita <[devitam@bsd405.org](mailto:devitam@bsd405.org)>; Michael Dunn <[mdunn@esd101.net](mailto:mdunn@esd101.net)>; Michael Merlino <[michael.merlino@evergreenps.org](mailto:michael.merlino@evergreenps.org)>; Michael Nelson <[michael\\_nelson@enumclaw.wednet.edu](mailto:michael_nelson@enumclaw.wednet.edu)>; 'Michelle Matakas' <[Michelle.Matakas@k12.wa.us](mailto:Michelle.Matakas@k12.wa.us)>; Michelle Price <[mprice@mlsd.wednet.edu](mailto:mprice@mlsd.wednet.edu)>;

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**Subject:** FW: Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Please see the message from Dan Steele below.  
Nancy

---

**From:** Dan Steele [<mailto:dstele@wasa-oly.org>]  
**Sent:** Friday, May 05, 2017 1:53 PM  
**To:** Bill Keim; Nancy Moffatt; Nielsen, Stephen J  
**Cc:** Execs  
**Subject:** FW: Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Check out the attached document from OSPI—a proposed melding of the Prototypical Funding Model (as a base) and a Per Student Model (for categorical programs). It's a concept that is pretty consistent with what we have been discussing.

Dave Mastin and Chris Reykdal have been shopping this around with Ed Funding Task Force members, Budget-writers and Leg Leaders. It's unclear how receptive legislators have been; however, it has apparently sparked some conversation, along with questions, which this document attempts to address. The document does not provide a lot of background detail, but hopefully will continue to force a dialogue.

-d

Dan Steele  
360.489.3642



**From:** Stella Lugalía [<mailto:Stella.Lugalía@k12.wa.us>]

**Sent:** Friday, May 05, 2017 1:02 PM

**To:** [jerry@awsp.org](mailto:jerry@awsp.org); [LYoung@WashingtonEA.org](mailto:LYoung@WashingtonEA.org); Jessica Vavrus <[Jessica.Vavrus@k12.wa.us](mailto:Jessica.Vavrus@k12.wa.us)>; Dan Steele <[dsteele@wasa-oly.org](mailto:dsteele@wasa-oly.org)>; Melissa Gombosky ([melissagombosky@gmail.com](mailto:melissagombosky@gmail.com)) <[melissagombosky@gmail.com](mailto:melissagombosky@gmail.com)>; [medenning@comcast.net](mailto:medenning@comcast.net); Justin Montermini <[Justin.Montermini@k12.wa.us](mailto:Justin.Montermini@k12.wa.us)>; [JSalvi@WashingtonEA.org](mailto:JSalvi@WashingtonEA.org); [Inoahr@washingtonea.org](mailto:Inoahr@washingtonea.org); Wendy Rader-Konofalski [WA] <[WRader-Konofalski@WashingtonEA.org](mailto:WRader-Konofalski@WashingtonEA.org)>; Kaaren Heikes <[Kaaren.Heikes@k12.wa.us](mailto:Kaaren.Heikes@k12.wa.us)>; Jack Daray <[jdaray@aol.com](mailto:jdaray@aol.com)>

**Subject:** Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Good afternoon everyone,

Attached is an electronic copy of the Hybrid model. As you will see, there are some revisions, mostly based on feedback.

Your patience waiting for an electronic copy is greatly appreciated.

Have a great weekend!

**Stella Lugalía**

Government Relations & Policy Assistant  
Office of Superintendent of Public Instruction (OSPI)  
P.O. Box 47200 | Olympia, WA 98504-7200  
office: 360-725-6181  
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[www.k12.wa.us](http://www.k12.wa.us)

*Every student ready for career, college, and life*

**From:** [Bill Keim](#) on behalf of [Bill Keim <bkeim@wasa-oly.org>](#)  
**To:** [Vavrus, Jessica \(WSSDA\)](#); [Nancy Moffatt](#); [Alan Burke](#); [Cal Brodie](#); [Corine Pennington](#); [Curtis Leonard \(cleonard@wspa.net\)](#); [Dan Steele](#); [Dana Anderson](#); [Darcy Weisner](#); [David Bond](#); [Donna Morey](#); [Doug A. Matson](#); [Duggan Harman](#); [Frank Ashby](#); [Frank Hewins](#); [Gary Cohn](#); [Kipp, Gary](#); [Gavin Hottman](#); [Greg Lynch](#); [Heidi Hietpas](#); [Jan Hutton](#); [Jeff Moore](#); [Jennifer Farmer](#); [Jennifer M. Priddy](#); [Bender, Jerry](#); [Jim Frey](#); [John Deeder](#); [John Welch](#); [JoLynn Berge](#); [Davis, Kate \(OFM\)](#); [Kevin Chase \(kevin.chase@esd105.org\)](#); [Kim Scott](#); [Kim. brodie \(kbrodie@fwps.org\)](#); [Larry Francois](#); [Linda McDermott](#); [Marie Telecky](#); [Marla Miller](#); [Melissa de Vita](#); [Michael Dunn](#); [Michael Merlino](#); [Michael Nelson](#); ["Michelle Matakas"](#); [Michelle Price](#); [Mike Brophy](#); [Mitch Denning](#); [Monica Hunsaker](#); [Rich McBride](#); [Rich Puryear](#); [Rick Jones](#); [Rosalind Medina](#); [Ruth Russell](#); [Sally McLean](#); [Scott Izutsu](#); [Shelley Redinger](#); [Sheryl Moore](#); [Stephen Nielsen](#); [Steve McIntire](#); [Susan Smith Leland](#); [T.J. Kelly](#); [Teresa Main](#); [Garchow, Tim \(WSSDA\)](#); [Tim Merlino](#); [Tim Mills](#); [Tim Yeomans](#); [Vic Roberts](#); [roz@awsp.org](#)  
**Subject:** RE: 7/5 LFWG Call Re: Budget/Ed Bills & Impacts  
**Date:** Friday, June 30, 2017 1:45:35 PM  
**Attachments:** [image016.png](#)

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Here's rhetorical question for the group. Other than salaries for BEA duties, is there anything you can't spend levy dollar under this new legislation (Sec. 501)? I've not been able to come up with anything. That being the case, it sure seems like they've put a lot of hoops, hurdles and reporting requirements in place for spending decisions that means nothing in terms of permitted uses.

*Bill*

Dr. Bill Keim

Executive Director | WASA | 825 Fifth Avenue SE, Olympia 98501  
tel 360.489.3651 | fax 360.352.2043 | [bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org) | [wasa-oly.org](http://wasa-oly.org)



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**From:** Vavrus, Jessica (WSSDA) [mailto:[J.Vavrus@wssda.org](mailto:J.Vavrus@wssda.org)]

**Sent:** Friday, June 30, 2017 12:25 PM

**To:** [Nancy Moffatt <Nancy@wasbo.org>](#); [Alan Burke <aburke1245@aol.com>](#); [Bill Keim <bkeim@wasa-oly.org>](#); [Cal Brodie <cbrodie@esd113.org>](#); [Corine Pennington <penniccc@puyallup.k12.wa.us>](#); [Curtis Leonard \(cleonard@wspa.net\) <cleonard@wspa.net>](#); [Dan Steele <dsteeler@wasa-oly.org>](#); [Dana Anderson <danderson@esd113.org>](#); [Darcy Weisner <dweisner@esd123.org>](#); [David Bond <dave.bond@ksd.org>](#); [Donna Morey <Dmorey@whiteriver.wednet.edu>](#); [Doug A. Matson <Doug.Matson@wvwd.org>](#); [Duggan Harman <duggan.harman@highlineschools.org>](#); [Frank Ashby <fashby@psed.org>](#); [Frank Hewins <fhewins@fpschools.org>](#); [Gary Cohn <gcohn@everettsd.org>](#); [Kipp, Gary <gary@awsp.org>](#); [Gavin Hottman <gavin.hottman@esd112.org>](#); [Greg Lynch <glynch@oesd.wednet.edu>](#); [Heidi Hietpas <hhietpas@sequim.k12.wa.us>](#); [Jan Hutton <jhutton@cvsd.org>](#); [Jeff Moore <jmoore@everettsd.org>](#); [Jennifer Farmer <JFarmer@everettsd.org>](#); [Jennifer M. Priddy <jpriddy@osd.wednet.edu>](#); [Bender, Jerry <jerry@awsp.org>](#); [Jim Frey <freyj@lynden.wednet.edu>](#); [John Deeder <john.deeder@evergreenps.org>](#); [John Welch <jwelch@psed.org>](#); [JoLynn Berge <jdberge@seattleschools.org>](#); [Davis, Kate \(OFM\) <Kate.Davis@OFM.WA.GOV>](#); [Kevin Chase \(kevin.chase@esd105.org\) <kevin.chase@esd105.org>](#); [Kim Scott <KScott@kibesd.org>](#); [Kim. brodie \(kbrodie@fwps.org\) <kbrodie@fwps.org>](#); [Larry Francois <lfrancois@nwesd.org>](#); [Linda McDermott <lindam@spokaneschools.org>](#); [Marie Telecky <teleckym@bsd405.org>](#); [Marla Miller <marla.miller@shorelineschools.org>](#); [Melissa de Vita <devitam@bsd405.org>](#); [Michael Dunn <mdunn@esd101.net>](#); [Michael Merlino <michael.merlino@evergreenps.org>](#); [Michael Nelson <michael\\_nelson@enumclaw.wednet.edu>](#); ["Michelle Matakas" <Michelle.Matakas@k12.wa.us>](#);

Michelle Price <mprice@mlsd.wednet.edu>; Mike Brophy <brophym@wvdsd208.org>; Mitch Denning <medenning@comcast.net>; Monica Hunsaker <mhunsaker@oesd114.org>; Rich McBride <richm@ncesd.org>; Rich Puryear <rich.puryear@rsd.edu>; Rick Jones <rjones@napavineschools.org>; Rosalind Medina <rmedina@tacoma.k12.wa.us>; Ruth Russell <rrussell@upsd.wednet.edu>; Sally McLean <smclean@fwps.org>; Scott Izutsu <izutsu.scott@yakimaschools.org>; Shelley Redinger <shelleyr@spokaneschools.org>; Sheryl Moore <sheryl.moore@rentonschools.us>; Stephen Nielsen <sjnielsen@seattleschools.org>; Steve McIntire <smcIntire@oesd.wednet.edu>; Susan Smith Leland <susan.leland@rentonschools.us>; T.J. Kelly <thomas.kelly@k12.wa.us>; Teresa Main <Teresa\_Main@lkstevens.wednet.edu>; Garchow, Tim (WSSDA) <T.Garchow@wssda.org>; Tim Merlino <tim.merlino@esd112.org>; Tim Mills <Millst@bsd405.org>; Tim Yeomans <yeomats@puyallup.k12.wa.us>; Vic Roberts <vic.roberts@ksd.org>; roz@awsp.org

**Subject:** 7/5 LFWG Call Re: Budget/Ed Bills & Impacts

**Importance:** High

Dear Local Funding Work Group Members –

For those of you who are available, Dan and I would like to invite you to join a check-in conference call this coming **Wednesday, 7/5, 10:30am** as an opportunity to connect on the many quickly moving parts related to the budget and education funding proposals. By Wednesday the budget and education bills should be adopted, however now starts the real digging in to understand the implications of the words on the paper.

**The call-in number is 888-394-8197      Code: 28133930#.**

In addition, if any of you are near Olympia, you are welcome to join us in person at the WASA offices for the meeting.

Below are a few helpful links for you to dig in on during this coming holiday “weekend”... ☺

**McCleary Agreement** – As you are likely aware, the compromise education funding bill ([HB 2242](#)) has recently been released, is on the House Floor Calendar, but has yet to be deliberated and voted over to the Senate. In addition, Legislative staff have shared two documents to help stakeholders begin digesting the contents of the 120 page bill:

1. [McCleary Agreement summary](#)
2. [McCleary Agreement PowerPoint presentation](#)

In addition, below you’ll find links to four documents that should be helpful to districts in navigating the estimated local impacts of the proposed education funding plan.

- Statewide **Summary of K12 Basic Education Allocations and Additional Support Provided** in 2017-19 Biennium (1 page)
- Estimated Net **State and Local School District Funding Changes** Based on 2017-19 Biennial Budget (listing by district of estimated impacts starting in 2018-19)
- Estimated **District Impact of Policies** included in 2017-19 Biennial Budget and K12 Education Plan (HB 2242) (listing by district of estimated impacts starting with Calendar Year 2018)
- Estimated Net **State and Local District Per Pupil Funding Changes** Based on 2017-19 Biennial Budget (listing by district of estimated funding changes starting in 2018-19)



- **2017-19 Operating Budget Released** – While the budget still needs to be adopted by the Senate and House and then signed by the Governor, we wanted to provide you links to the most current information and summary documents.

It is important to note that while proposed budget bill, [PSSB 5883](#) is the main budget document, and the numbers it is important to note that the associated summary documents produced by the Senate and House are slightly different in how they summarize the budget. Here are links to the respective summary documents: [House](#) [Senate](#)  
To get a picture for impacts to K-12, review the Summary Documents and Also the agency details under “Public Schools”.

Thanks, everyone!

Talk to you on Wednesday, Jessica & dan

*Jessica Vavrus*, Governmental Relations Director

Washington State School Directors' Association

221 College Street NE Olympia, WA 98516

Office: 360.252.3010

Mobile: 360-890-5867

[j.vavrus@wssda.org](mailto:j.vavrus@wssda.org)

*“WSSDA provides leadership and advocacy, and empowers its members with knowledge and skills to govern with excellence.”*

---

**From:** Nancy Moffatt [<mailto:Nancy@wasbo.org>]

**Sent:** Friday, May 05, 2017 3:17 PM

**To:** Alan Burke <[aburke1245@aol.com](mailto:aburke1245@aol.com)>; Bill Keim <[bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org)>; Cal Brodie <[cbrodie@esd113.org](mailto:cbrodie@esd113.org)>; Corine Pennington <[pennicc@puvallup.k12.wa.us](mailto:pennicc@puvallup.k12.wa.us)>; Curtis Leonard <[cleonard@wspa.net](mailto:cleonard@wspa.net)> <[cleonard@wspa.net](mailto:cleonard@wspa.net)>; Dan Steele <[dsteele@wasa-oly.org](mailto:dsteele@wasa-oly.org)>; Dana Anderson <[danderson@esd113.org](mailto:danderson@esd113.org)>; Darcy Weisner <[dweisner@esd123.org](mailto:dweisner@esd123.org)>; David Bond <[dave.bond@ksd.org](mailto:dave.bond@ksd.org)>; Donna Morey <[Dmorey@whiteriver.wednet.edu](mailto:Dmorey@whiteriver.wednet.edu)>; Doug A. Matson <[Doug.Matson@wvwd.org](mailto:Doug.Matson@wvwd.org)>; Duggan Harman <[duggan.harman@highlineschools.org](mailto:duggan.harman@highlineschools.org)>; Frank Ashby <[fashby@psed.org](mailto:fashby@psed.org)>; Frank Hewins <[fhewins@fpschools.org](mailto:fhewins@fpschools.org)>; Gary Cohn <[gcohn@everettsd.org](mailto:gcohn@everettsd.org)>; Kipp, Gary <[gary@awsp.org](mailto:gary@awsp.org)>; Gavin Hottman <[gavin.hottman@esd112.org](mailto:gavin.hottman@esd112.org)>; Greg Lynch <[glynch@oesd.wednet.edu](mailto:glynch@oesd.wednet.edu)>; Heidi Hietpas <[hhietpas@sequim.k12.wa.us](mailto:hhietpas@sequim.k12.wa.us)>; Jan Hutton <[jhutton@cvsd.org](mailto:jhutton@cvsd.org)>; Jeff Moore <[jmoore@everettsd.org](mailto:jmoore@everettsd.org)>; Jennifer Farmer <[JFarmer@everettsd.org](mailto:JFarmer@everettsd.org)>; Jennifer M. Priddy <[jpriddy@osd.wednet.edu](mailto:jpriddy@osd.wednet.edu)>; Bender, Jerry <[jerry@awsp.org](mailto:jerry@awsp.org)>; Vavrus, Jessica (WSSDA) <[J.Vavrus@wssda.org](mailto:J.Vavrus@wssda.org)>; Jim Frey <[freyj@lynden.wednet.edu](mailto:freyj@lynden.wednet.edu)>; John Deeder <[john.deeder@evergreenps.org](mailto:john.deeder@evergreenps.org)>; John Welch <[jwelch@psed.org](mailto:jwelch@psed.org)>; JoLynn Berge <[jdberge@seattleschools.org](mailto:jdberge@seattleschools.org)>; Davis, Kate (OFM) <[Kate.Davis@OFM.WA.GOV](mailto:Kate.Davis@OFM.WA.GOV)>; Kevin Chase <[kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)> <[kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)>; Kim Scott <[KScott@kibesd.org](mailto:KScott@kibesd.org)>; Kim. brodie <[kbrodie@fwps.org](mailto:kbrodie@fwps.org)> <[kbrodie@fwps.org](mailto:kbrodie@fwps.org)>; Larry Francois <[lfrancois@nwesd.org](mailto:lfrancois@nwesd.org)>; Linda McDermott <[lindam@spokaneschools.org](mailto:lindam@spokaneschools.org)>; Marie Telecky <[teleckym@bsd405.org](mailto:teleckym@bsd405.org)>; Marla Miller <[marla.miller@shorelineschools.org](mailto:marla.miller@shorelineschools.org)>; Melissa de Vita

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**Subject:** FW: Hybrid model from Office of Superintendent of Public Instruction (OSPI)

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Nancy

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**Sent:** Friday, May 05, 2017 1:53 PM

**To:** Bill Keim; Nancy Moffatt; Nielsen, Stephen J

**Cc:** Execs

**Subject:** FW: Hybrid model from Office of Superintendent of Public Instruction (OSPI)

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Dan Steele  
360.489.3642



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**From:** Stella Lugalía [<mailto:Stella.Lugalía@k12.wa.us>]

**Sent:** Friday, May 05, 2017 1:02 PM

**To:** [jerry@awsp.org](mailto:jerry@awsp.org); [LYoung@WashingtonEA.org](mailto:LYoung@WashingtonEA.org); Jessica Vavrus <[Jessica.Vavrus@k12.wa.us](mailto:Jessica.Vavrus@k12.wa.us)>; Dan Steele <[dsteele@wasa-oly.org](mailto:dsteele@wasa-oly.org)>; Melissa Gombosky ([melissagombosky@gmail.com](mailto:melissagombosky@gmail.com)) <[melissagombosky@gmail.com](mailto:melissagombosky@gmail.com)>; [medenning@comcast.net](mailto:medenning@comcast.net); Justin Montermini <[Justin.Montermini@k12.wa.us](mailto:Justin.Montermini@k12.wa.us)>; [JSalvi@WashingtonEA.org](mailto:JSalvi@WashingtonEA.org); [Inoahr@washingtonea.org](mailto:Inoahr@washingtonea.org); Wendy Rader-Konofalski [WA] <[WRader-Konofalski@WashingtonEA.org](mailto:WRader-Konofalski@WashingtonEA.org)>; Kaaren Heikes <[Kaaren.Heikes@k12.wa.us](mailto:Kaaren.Heikes@k12.wa.us)>; Jack Daray <[jdaray@aol.com](mailto:jdaray@aol.com)>

**Subject:** Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Good afternoon everyone,

Attached is an electronic copy of the Hybrid model. As you will see, there are some revisions, mostly based on feedback.

Your patience waiting for an electronic copy is greatly appreciated.

Have a great weekend!

**Stella Lugalía**

Government Relations & Policy Assistant

Office of Superintendent of Public Instruction (OSPI)

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*Every student ready for career, college, and life*

**From:** [Bill Keim](#) on behalf of [Bill Keim <bkeim@wasa-oly.org>](#)  
**To:** [Vavrus, Jessica \(WSSDA\)](#); [Nancy Moffatt](#); [Alan Burke](#); [Cal Brodie](#); [Corine Pennington](#); [Curtis Leonard \(cleonard@wspa.net\)](#); [Dan Steele](#); [Dana Anderson](#); [Darcy Weisner](#); [David Bond](#); [Donna Morey](#); [Doug A. Matson](#); [Duggan Harman](#); [Frank Ashby](#); [Frank Hewins](#); [Gary Cohn](#); [Kipp, Gary](#); [Gavin Hottman](#); [Greg Lynch](#); [Heidi Hietpas](#); [Jan Hutton](#); [Jeff Moore](#); [Jennifer Farmer](#); [Jennifer M. Priddy](#); [Bender, Jerry](#); [Jim Frey](#); [John Deeder](#); [John Welch](#); [JoLynn Berge](#); [Davis, Kate \(OFM\)](#); [Kevin Chase \(kevin.chase@esd105.org\)](#); [Kim Scott](#); [Kim. brodie \(kbrodie@fwps.org\)](#); [Larry Francois](#); [Linda McDermott](#); [Marie Telecky](#); [Marla Miller](#); [Melissa de Vita](#); [Michael Dunn](#); [Michael Merlino](#); [Michael Nelson](#); ["Michelle Matakas"](#); [Michelle Price](#); [Mike Brophy](#); [Mitch Denning](#); [Monica Hunsaker](#); [Rich McBride](#); [Rich Puryear](#); [Rick Jones](#); [Rosalind Medina](#); [Ruth Russell](#); [Sally McLean](#); [Scott Izutsu](#); [Shelley Redinger](#); [Sheryl Moore](#); [Stephen Nielsen](#); [Steve McIntire](#); [Susan Smith Leland](#); [T.J. Kelly](#); [Teresa Main](#); [Garchow, Tim \(WSSDA\)](#); [Tim Merlino](#); [Tim Mills](#); [Tim Yeomans](#); [Vic Roberts](#); [roz@awsp.org](#)  
**Subject:** RE: 7/5 LFWG Call Re: Budget/Ed Bills & Impacts  
**Date:** Friday, June 30, 2017 1:45:35 PM  
**Attachments:** [image016.png](#)

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Here's rhetorical question for the group. Other than salaries for BEA duties, is there anything you can't spend levy dollar under this new legislation (Sec. 501)? I've not been able to come up with anything. That being the case, it sure seems like they've put a lot of hoops, hurdles and reporting requirements in place for spending decisions that means nothing in terms of permitted uses.

*Bill*

Dr. Bill Keim

Executive Director | WASA | 825 Fifth Avenue SE, Olympia 98501

tel 360.489.3651 | fax 360.352.2043 | [bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org) | [wasa-oly.org](http://wasa-oly.org)



---

**From:** Vavrus, Jessica (WSSDA) [mailto:[J.Vavrus@wssda.org](mailto:J.Vavrus@wssda.org)]

**Sent:** Friday, June 30, 2017 12:25 PM

**To:** [Nancy Moffatt <Nancy@wasbo.org>](#); [Alan Burke <aburke1245@aol.com>](#); [Bill Keim <bkeim@wasa-oly.org>](#); [Cal Brodie <cbrodie@esd113.org>](#); [Corine Pennington <penniccc@puyallup.k12.wa.us>](#); [Curtis Leonard \(cleonard@wspa.net\) <cleonard@wspa.net>](#); [Dan Steele <dsteeler@wasa-oly.org>](#); [Dana Anderson <danderson@esd113.org>](#); [Darcy Weisner <dweisner@esd123.org>](#); [David Bond <dave.bond@ksd.org>](#); [Donna Morey <Dmorey@whiteriver.wednet.edu>](#); [Doug A. Matson <Doug.Matson@wvwd.org>](#); [Duggan Harman <duggan.harman@highlineschools.org>](#); [Frank Ashby <fashby@psed.org>](#); [Frank Hewins <fhewins@fpschools.org>](#); [Gary Cohn <gcohn@everettsd.org>](#); [Kipp, Gary <gary@awsp.org>](#); [Gavin Hottman <gavin.hottman@esd112.org>](#); [Greg Lynch <glynch@oesd.wednet.edu>](#); [Heidi Hietpas <hhietpas@sequim.k12.wa.us>](#); [Jan Hutton <jhutton@cvsd.org>](#); [Jeff Moore <jmoore@everettsd.org>](#); [Jennifer Farmer <JFarmer@everettsd.org>](#); [Jennifer M. Priddy <jpriddy@osd.wednet.edu>](#); [Bender, Jerry <jerry@awsp.org>](#); [Jim Frey <freyj@lynden.wednet.edu>](#); [John Deeder <john.deeder@evergreenps.org>](#); [John Welch <jwelch@psed.org>](#); [JoLynn Berge <jdberge@seattleschools.org>](#); [Davis, Kate \(OFM\) <Kate.Davis@OFM.WA.GOV>](#); [Kevin Chase \(kevin.chase@esd105.org\) <kevin.chase@esd105.org>](#); [Kim Scott <KScott@kibesd.org>](#); [Kim. brodie \(kbrodie@fwps.org\) <kbrodie@fwps.org>](#); [Larry Francois <lfrancois@nwesd.org>](#); [Linda McDermott <lindam@spokaneschools.org>](#); [Marie Telecky <teleckym@bsd405.org>](#); [Marla Miller <marla.miller@shorelineschools.org>](#); [Melissa de Vita <devitam@bsd405.org>](#); [Michael Dunn <mdunn@esd101.net>](#); [Michael Merlino <michael.merlino@evergreenps.org>](#); [Michael Nelson <michael\\_nelson@enumclaw.wednet.edu>](#); ["Michelle Matakas" <Michelle.Matakas@k12.wa.us>](#);

Michelle Price <mprice@mlsd.wednet.edu>; Mike Brophy <brophym@wvsd208.org>; Mitch Denning <medenning@comcast.net>; Monica Hunsaker <mhunsaker@oesd114.org>; Rich McBride <richm@ncesd.org>; Rich Puryear <rich.puryear@rsd.edu>; Rick Jones <rjones@napavineschools.org>; Rosalind Medina <rmedina@tacoma.k12.wa.us>; Ruth Russell <rrussell@upsd.wednet.edu>; Sally McLean <smclean@fwps.org>; Scott Izutsu <izutsu.scott@yakimaschools.org>; Shelley Redinger <shelleyr@spokaneschools.org>; Sheryl Moore <sheryl.moore@rentonschools.us>; Stephen Nielsen <sjnielsen@seattleschools.org>; Steve McIntire <smcIntire@oesd.wednet.edu>; Susan Smith Leland <susan.leland@rentonschools.us>; T.J. Kelly <thomas.kelly@k12.wa.us>; Teresa Main <Teresa\_Main@lkstevens.wednet.edu>; Garchow, Tim (WSSDA) <T.Garchow@wssda.org>; Tim Merlino <tim.merlino@esd112.org>; Tim Mills <Millst@bsd405.org>; Tim Yeomans <yeomats@puyallup.k12.wa.us>; Vic Roberts <vic.roberts@ksd.org>; roz@awsp.org

**Subject:** 7/5 LFWG Call Re: Budget/Ed Bills & Impacts

**Importance:** High

Dear Local Funding Work Group Members –

For those of you who are available, Dan and I would like to invite you to join a check-in conference call this coming **Wednesday, 7/5, 10:30am** as an opportunity to connect on the many quickly moving parts related to the budget and education funding proposals. By Wednesday the budget and education bills should be adopted, however now starts the real digging in to understand the implications of the words on the paper.

**The call-in number is 888-394-8197      Code: 28133930#.**

In addition, if any of you are near Olympia, you are welcome to join us in person at the WASA offices for the meeting.

Below are a few helpful links for you to dig in on during this coming holiday “weekend”... ☺

**McCleary Agreement** – As you are likely aware, the compromise education funding bill ([HB 2242](#)) has recently been released, is on the House Floor Calendar, but has yet to be deliberated and voted over to the Senate. In addition, Legislative staff have shared two documents to help stakeholders begin digesting the contents of the 120 page bill:

1. [McCleary Agreement summary](#)
2. [McCleary Agreement PowerPoint presentation](#)

In addition, below you’ll find links to four documents that should be helpful to districts in navigating the estimated local impacts of the proposed education funding plan.

- Statewide **Summary of K12 Basic Education Allocations and Additional Support Provided** in 2017-19 Biennium (1 page)
- Estimated Net **State and Local School District Funding Changes** Based on 2017-19 Biennial Budget (listing by district of estimated impacts starting in 2018-19)
- Estimated **District Impact of Policies** included in 2017-19 Biennial Budget and K12 Education Plan (HB 2242) (listing by district of estimated impacts starting with Calendar Year 2018)
- Estimated Net **State and Local District Per Pupil Funding Changes** Based on 2017-19 Biennial Budget (listing by district of estimated funding changes starting in 2018-19)

- **2017-19 Operating Budget Released** – While the budget still needs to be adopted by the Senate and House and then signed by the Governor, we wanted to provide you links to the most current information and summary documents.

It is important to note that while proposed budget bill, [PSSB 5883](#) is the main budget document, and the numbers it is important to note that the associated summary documents produced by the Senate and House are slightly different in how they summarize the budget. Here are links to the respective summary documents: [House](#) [Senate](#)  
To get a picture for impacts to K-12, review the Summary Documents and Also the agency details under “Public Schools”.

Thanks, everyone!

Talk to you on Wednesday, Jessica & dan

*Jessica Vavrus*, Governmental Relations Director

Washington State School Directors' Association

221 College Street NE Olympia, WA 98516

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Mobile: 360-890-5867

[j.vavrus@wssda.org](mailto:j.vavrus@wssda.org)

*“WSSDA provides leadership and advocacy, and empowers its members with knowledge and skills to govern with excellence.”*

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**From:** Nancy Moffatt [<mailto:Nancy@wasbo.org>]

**Sent:** Friday, May 05, 2017 3:17 PM

**To:** Alan Burke <[aburke1245@aol.com](mailto:aburke1245@aol.com)>; Bill Keim <[bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org)>; Cal Brodie <[cbrodie@esd113.org](mailto:cbrodie@esd113.org)>; Corine Pennington <[pennicc@puvallup.k12.wa.us](mailto:pennicc@puvallup.k12.wa.us)>; Curtis Leonard <[cleonard@wspa.net](mailto:cleonard@wspa.net)> <[cleonard@wspa.net](mailto:cleonard@wspa.net)>; Dan Steele <[dsteele@wasa-oly.org](mailto:dsteele@wasa-oly.org)>; Dana Anderson <[danderson@esd113.org](mailto:danderson@esd113.org)>; Darcy Weisner <[dweisner@esd123.org](mailto:dweisner@esd123.org)>; David Bond <[dave.bond@ksd.org](mailto:dave.bond@ksd.org)>; Donna Morey <[Dmorey@whiteriver.wednet.edu](mailto:Dmorey@whiteriver.wednet.edu)>; Doug A. Matson <[Doug.Matson@wvwd.org](mailto:Doug.Matson@wvwd.org)>; Duggan Harman <[duggan.harman@highlineschools.org](mailto:duggan.harman@highlineschools.org)>; Frank Ashby <[fashby@psed.org](mailto:fashby@psed.org)>; Frank Hewins <[fhewins@fpschools.org](mailto:fhewins@fpschools.org)>; Gary Cohn <[gcohn@everettsd.org](mailto:gcohn@everettsd.org)>; Kipp, Gary <[gary@awsp.org](mailto:gary@awsp.org)>; Gavin Hottman <[gavin.hottman@esd112.org](mailto:gavin.hottman@esd112.org)>; Greg Lynch <[glynch@oesd.wednet.edu](mailto:glynch@oesd.wednet.edu)>; Heidi Hietpas <[hhietpas@sequim.k12.wa.us](mailto:hhietpas@sequim.k12.wa.us)>; Jan Hutton <[jhutton@cvsd.org](mailto:jhutton@cvsd.org)>; Jeff Moore <[jmoore@everettsd.org](mailto:jmoore@everettsd.org)>; Jennifer Farmer <[JFarmer@everettsd.org](mailto:JFarmer@everettsd.org)>; Jennifer M. Priddy <[jpriddy@osd.wednet.edu](mailto:jpriddy@osd.wednet.edu)>; Bender, Jerry <[jerry@awsp.org](mailto:jerry@awsp.org)>; Vavrus, Jessica (WSSDA) <[J.Vavrus@wssda.org](mailto:J.Vavrus@wssda.org)>; Jim Frey <[freyj@lynden.wednet.edu](mailto:freyj@lynden.wednet.edu)>; John Deeder <[john.deeder@evergreenps.org](mailto:john.deeder@evergreenps.org)>; John Welch <[jwelch@psed.org](mailto:jwelch@psed.org)>; JoLynn Berge <[jdberge@seattleschools.org](mailto:jdberge@seattleschools.org)>; Davis, Kate (OFM) <[Kate.Davis@OFM.WA.GOV](mailto:Kate.Davis@OFM.WA.GOV)>; Kevin Chase <[kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)> <[kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)>; Kim Scott <[KScott@kibesd.org](mailto:KScott@kibesd.org)>; Kim. brodie <[kbrodie@fwps.org](mailto:kbrodie@fwps.org)> <[kbrodie@fwps.org](mailto:kbrodie@fwps.org)>; Larry Francois <[lfrancois@nwesd.org](mailto:lfrancois@nwesd.org)>; Linda McDermott <[lindam@spokaneschools.org](mailto:lindam@spokaneschools.org)>; Marie Telecky <[teleckym@bsd405.org](mailto:teleckym@bsd405.org)>; Marla Miller <[marla.miller@shorelineschools.org](mailto:marla.miller@shorelineschools.org)>; Melissa de Vita

<[devitam@bsd405.org](mailto:devitam@bsd405.org)>; Michael Dunn <[mdunn@esd101.net](mailto:mdunn@esd101.net)>; Michael Merlino <[michael.merlino@evergreenps.org](mailto:michael.merlino@evergreenps.org)>; Michael Nelson <[michael\\_nelson@enumclaw.wednet.edu](mailto:michael_nelson@enumclaw.wednet.edu)>; 'Michelle Matakas' <[Michelle.Matakas@k12.wa.us](mailto:Michelle.Matakas@k12.wa.us)>; Michelle Price <[mprice@mlsd.wednet.edu](mailto:mprice@mlsd.wednet.edu)>; Mike Brophy <[brophym@wvsd208.org](mailto:brophym@wvsd208.org)>; Mitch Denning <[medenning@comcast.net](mailto:medenning@comcast.net)>; Monica Hunsaker <[mhunsaker@oesd114.org](mailto:mhunsaker@oesd114.org)>; Nancy Moffatt <[Nancy@wasbo.org](mailto:Nancy@wasbo.org)>; Rich McBride <[richm@ncesd.org](mailto:richm@ncesd.org)>; Rich Puryear <[rich.puryear@rsd.edu](mailto:rich.puryear@rsd.edu)>; Rick Jones <[rjones@napavineschools.org](mailto:rjones@napavineschools.org)>; Rosalind Medina <[rmedina@tacoma.k12.wa.us](mailto:rmedina@tacoma.k12.wa.us)>; Ruth Russell <[rrussell@upsd.wednet.edu](mailto:rrussell@upsd.wednet.edu)>; Sally McLean <[smclean@fwps.org](mailto:smclean@fwps.org)>; Scott Izutsu <[izutsu.scott@yakimaschools.org](mailto:izutsu.scott@yakimaschools.org)>; Shelley Redinger <[shelleyr@spokaneschools.org](mailto:shelleyr@spokaneschools.org)>; Sheryl Moore <[sheryl.moore@rentonschools.us](mailto:sheryl.moore@rentonschools.us)>; Stephen Nielsen <[sjnielsen@seattleschools.org](mailto:sjnielsen@seattleschools.org)>; Steve McIntire <[smcIntire@oesd.wednet.edu](mailto:smcIntire@oesd.wednet.edu)>; Susan Smith Leland <[susan.leland@rentonschools.us](mailto:susan.leland@rentonschools.us)>; T.J. Kelly <[thomas.kelly@k12.wa.us](mailto:thomas.kelly@k12.wa.us)>; Teresa Main <[Teresa\\_Main@lkstevens.wednet.edu](mailto:Teresa_Main@lkstevens.wednet.edu)>; Garchow, Tim (WSSDA) <[T.Garchow@wssda.org](mailto:T.Garchow@wssda.org)>; Tim Merlino <[tim.merlino@esd112.org](mailto:tim.merlino@esd112.org)>; Tim Mills <[Millst@bsd405.org](mailto:Millst@bsd405.org)>; Tim Yeomans <[yeomats@puyallup.k12.wa.us](mailto:yeomats@puyallup.k12.wa.us)>; Vic Roberts <[vic.roberts@ksd.org](mailto:vic.roberts@ksd.org)>

**Subject:** FW: Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Please see the message from Dan Steele below.

Nancy

---

**From:** Dan Steele [<mailto:dsteale@wasa-oly.org>]

**Sent:** Friday, May 05, 2017 1:53 PM

**To:** Bill Keim; Nancy Moffatt; Nielsen, Stephen J

**Cc:** Execs

**Subject:** FW: Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Check out the attached document from OSPI—a proposed melding of the Prototypical Funding Model (as a base) and a Per Student Model (for categorical programs). It's a concept that is pretty consistent with what we have been discussing.

Dave Mastin and Chris Reykdal have been shopping this around with Ed Funding Task Force members, Budget-writers and Leg Leaders. It's unclear how receptive legislators have been; however, it has apparently sparked some conversation, along with questions, which this document attempts to address. The document does not provide a lot of background detail, but hopefully will continue to force a dialogue.

-d

Dan Steele  
360.489.3642



---

**From:** Stella Lugalía [<mailto:Stella.Lugalía@k12.wa.us>]

**Sent:** Friday, May 05, 2017 1:02 PM

**To:** [jerry@awsp.org](mailto:jerry@awsp.org); [LYoung@WashingtonEA.org](mailto:LYoung@WashingtonEA.org); Jessica Vavrus <[Jessica.Vavrus@k12.wa.us](mailto:Jessica.Vavrus@k12.wa.us)>; Dan Steele <[dsteeler@wasa-oly.org](mailto:dsteeler@wasa-oly.org)>; Melissa Gombosky ([melissagombosky@gmail.com](mailto:melissagombosky@gmail.com)) <[melissagombosky@gmail.com](mailto:melissagombosky@gmail.com)>; [medenning@comcast.net](mailto:medenning@comcast.net); Justin Montermini <[Justin.Montermini@k12.wa.us](mailto:Justin.Montermini@k12.wa.us)>; [JSalvi@WashingtonEA.org](mailto:JSalvi@WashingtonEA.org); [Inoahr@washingtonea.org](mailto:Inoahr@washingtonea.org); Wendy Rader-Konofalski [WA] <[WRader-Konofalski@WashingtonEA.org](mailto:WRader-Konofalski@WashingtonEA.org)>; Kaaren Heikes <[Kaaren.Heikes@k12.wa.us](mailto:Kaaren.Heikes@k12.wa.us)>; Jack Daray <[jdaray@aol.com](mailto:jdaray@aol.com)>

**Subject:** Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Good afternoon everyone,

Attached is an electronic copy of the Hybrid model. As you will see, there are some revisions, mostly based on feedback.

Your patience waiting for an electronic copy is greatly appreciated.

Have a great weekend!

**Stella Lugalía**

Government Relations & Policy Assistant

Office of Superintendent of Public Instruction (OSPI)

P.O. Box 47200 | Olympia, WA 98504-7200

office: 360-725-6181

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**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [jrausch@wspsa.net](#); [sonjabrown@sequim.k12.wa.us](#); [carterd@edmonds.wednet.edu](#); [kellyg@wapatosd.org](#); [gaviganj@riverview.wednet.edu](#); [lkrining@cloverpark.k12.wa.us](#); [lmcstay@cloverpark.k12.wa.us](#); [TNeidhold@psd1.org](#); [csheridan@asd103.org](#); [jsteinernv@yahoo.com](#); [cstolz@everettsd.org](#)  
**Subject:** RE: Advisory Agenda/Time/Location of July 9 Meeting  
**Date:** Saturday, July 1, 2017 7:30:43 AM

---

Hi Jane

I plan to attend the advisory meeting. Additionally, I believe I am up-to-date on grading any submissions by the HELP I members assigned to me. There are only two (Phillips and Robbins) who consistently turn in papers. I am not sure if the others are planning on completing the portfolio. Isn't it required now? Should I be reaching out to them?

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](#)

---

**From:** [jrausch@wspsa.net](#) [mailto:[jrausch@wspsa.net](#)]  
**Sent:** Wednesday, June 28, 2017 1:53 PM  
**To:** [sonjabrown@sequim.k12.wa.us](#); [carterd@edmonds.wednet.edu](#); [kellyg@wapatosd.org](#); [gaviganj@riverview.wednet.edu](#); [Janet Hodson <jhodson@fwps.org>](#); [lkrining@cloverpark.k12.wa.us](#); [lmcstay@cloverpark.k12.wa.us](#); [TNeidhold@psd1.org](#); [csheridan@asd103.org](#); [jsteinernv@yahoo.com](#); [cstolz@everettsd.org](#)  
**Subject:** Advisory Agenda/Time/Location of July 9 Meeting

Hello!

HELP is right around the corner and reports are being submitted daily! Thank you for all the work you've been doing to grade the reports and provide support to HELP participants.

The draft agenda for our next advisory meeting is attached. It is scheduled for Sunday, July 9th, from 4-6 p.m. at the Double Tree Suites. The meeting will take place in Suite 1202. For planning purposes, if you haven't already done so, please let me know if you plan to attend. Following the meeting we are planning to go out to eat at Outback Steakhouse.

Last, Carol Stolz has recently resigned from the advisory committee. Toni Neidhold, Director of Employee Relations with the Pasco School District, has replaced her, so I would like to extend a warm welcome to Toni as well as thank Carol for her many years of service to WSPA. I am excited to have Toni on the advisory board, and am equally excited for what the future has in store for Carol. An updated contact list of advisory members is attached for your reference.

Thank you again for all that you do for the HELP program, and I look forward to seeing you on

the 9th.

Jane Rausch  
HELP Coordinator

**From:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org); [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [kellyg@wapatosd.org](mailto:kellyg@wapatosd.org); [gaviganj@riverview.wednet.edu](mailto:gaviganj@riverview.wednet.edu); [lkrining@cloverpark.k12.wa.us](mailto:lkrining@cloverpark.k12.wa.us); [lmestay@cloverpark.k12.wa.us](mailto:lmestay@cloverpark.k12.wa.us); [TNeidhold@psd1.org](mailto:TNeidhold@psd1.org); [cs Sheridan@asd103.org](mailto:cs Sheridan@asd103.org); [jsteinernv@yahoo.com](mailto:jsteinernv@yahoo.com); [cstolz@everettsd.org](mailto:cstolz@everettsd.org)  
**Subject:** Re: Advisory Agenda/Time/Location of July 9 Meeting  
**Date:** Monday, July 3, 2017 10:13:49 AM

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Thank you, Janet. It is required for them to receive the HELP certification; however, several have chosen not to do the work but to only receive the clock hours for attendance.

---

**From:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Sent:** Saturday, July 1, 2017 7:30:42 AM  
**To:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net); [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [kellyg@wapatosd.org](mailto:kellyg@wapatosd.org); [gaviganj@riverview.wednet.edu](mailto:gaviganj@riverview.wednet.edu); [lkrining@cloverpark.k12.wa.us](mailto:lkrining@cloverpark.k12.wa.us); [lmestay@cloverpark.k12.wa.us](mailto:lmestay@cloverpark.k12.wa.us); [TNeidhold@psd1.org](mailto:TNeidhold@psd1.org); [cs Sheridan@asd103.org](mailto:cs Sheridan@asd103.org); [jsteinernv@yahoo.com](mailto:jsteinernv@yahoo.com); [cstolz@everettsd.org](mailto:cstolz@everettsd.org)  
**Subject:** RE: Advisory Agenda/Time/Location of July 9 Meeting

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I plan to attend the advisory meeting. Additionally, I believe I am up-to-date on grading any submissions by the HELP I members assigned to me. There are only two (Phillips and Robbins) who consistently turn in papers. I am not sure if the others are planning on completing the portfolio. Isn't it required now? Should I be reaching out to them?

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net) [<mailto:jrausch@wspsa.net>]  
**Sent:** Wednesday, June 28, 2017 1:53 PM  
**To:** [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [kellyg@wapatosd.org](mailto:kellyg@wapatosd.org); [gaviganj@riverview.wednet.edu](mailto:gaviganj@riverview.wednet.edu); Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>; [lkrining@cloverpark.k12.wa.us](mailto:lkrining@cloverpark.k12.wa.us); [lmestay@cloverpark.k12.wa.us](mailto:lmestay@cloverpark.k12.wa.us); [TNeidhold@psd1.org](mailto:TNeidhold@psd1.org); [cs Sheridan@asd103.org](mailto:cs Sheridan@asd103.org); [jsteinernv@yahoo.com](mailto:jsteinernv@yahoo.com); [cstolz@everettsd.org](mailto:cstolz@everettsd.org)  
**Subject:** Advisory Agenda/Time/Location of July 9 Meeting

Hello!

HELP is right around the corner and reports are being submitted daily! Thank you for all the work you've been doing to grade the reports and provide support to HELP participants.

The draft agenda for our next advisory meeting is attached. It is scheduled for Sunday, July 9th, from 4-6 p.m. at the Double Tree Suites. The meeting will take place in Suite 1202. For planning purposes, if you haven't already done so, please let me know if you plan to attend.

Following the meeting we are planning to go out to eat at Outback Steakhouse.

Last, Carol Stolz has recently resigned from the advisory committee. Toni Neidhold, Director of Employee Relations with the Pasco School District, has replaced her, so I would like to extend a warm welcome to Toni as well as thank Carol for her many years of service to WSPA. I am excited to have Toni on the advisory board, and am equally excited for what the future has in store for Carol. An updated contact list of advisory members is attached for your reference.

Thank you again for all that you do for the HELP program, and I look forward to seeing you on the 9th.

Jane Rausch  
HELP Coordinator

**From:** [Jane Rausch](#) on behalf of [Jane Rausch <jane.rausch@rsdmail.org>](mailto:jane.rausch@rsdmail.org)  
**To:** [Susanne Reister](#); [Denise Kennedy](#); [Laurie Miner](#); [Robin Hay](#); [Susan Sparks](#); [Chris Willits](#); [Liz McFarland](#); [Alana Markham-Harris](#); [Janet Hodson](#); [Shaun Carey](#); [Brandy Japhet](#); [Toney Zeman](#); [Stacy Cook](#); [Burkhauser, Valerie](#)  
**Cc:** [Jennifer Tottenham](#)  
**Subject:** WSPA Presentation on Cultural Competence  
**Date:** Monday, July 3, 2017 10:28:19 AM  
**Attachments:** [Cultural Competence Checklist Educators.pdf](#)

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Greetings!

We are looking forward to having you attend Caprice Hollin's presentation on Cultural Competence on Monday, July 10th. Attached is a handout for your reference during her presentation. The presentation will occur at the DoubleTree Suites by Hilton at Southcenter. The address is 16500 Southcenter Parkway, Seattle, WA.

We will provide a continental breakfast for you prior to the presentation. Check-in will begin at 7:00, and her presentation will begin at 8:15. We look forward to having you attend.

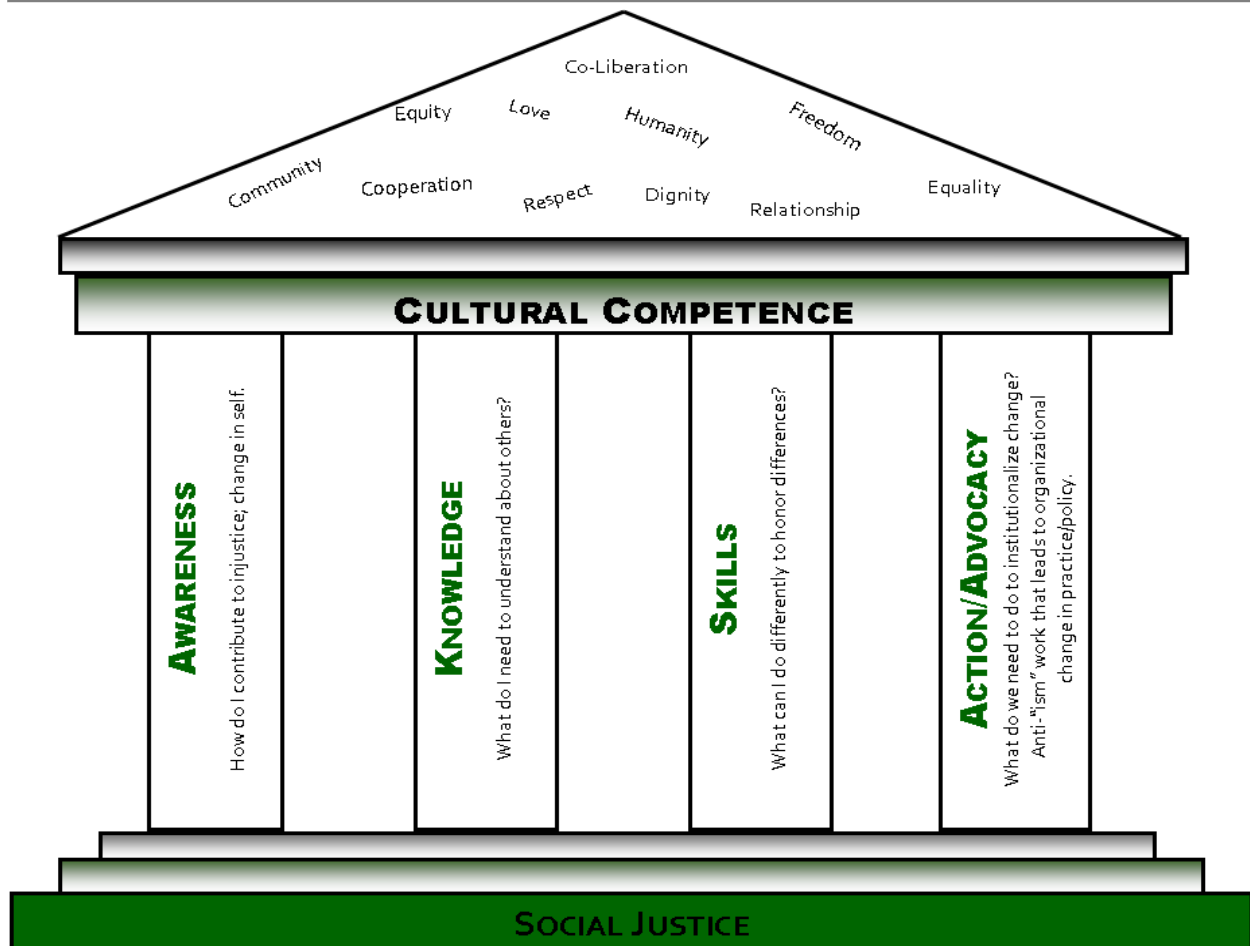
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# WHAT IS CULTURAL COMPETENCE?

(Adapted from Sue & Sue)



"A culturally competent professional is one who is actively in the process of becoming aware of his or her own assumptions about human behavior, values, biases, preconceived notions, personal limitations, and so forth.

Second, a culturally competent professional is one who actively attempts to understand the worldview of culturally diverse populations. In other words, what are the values, assumptions, practices, communication styles, group norms, biases, experiences, perspectives and so on, of culturally diverse students, families, communities and colleagues you interact with?

Third, a culturally competent professional is one who is in the process of actively developing and practicing appropriate, relevant, and sensitive strategies and skills in working with culturally diverse students, families, communities and colleagues.

Fourth, a culturally competent professional is one who advocates on behalf of the needs of students, families, community and colleagues. They take action in their workplace, community and society to create a culture of respect and equity.

Thus, cultural competence is active, developmental, an ongoing process and is aspirational rather than achieved."

## CULTURAL COMPETENCE: AWARENESS

Awareness The culturally competent professional...	<input checked="" type="checkbox"/> Check the box that most closely identifies where you are at in this work
<p><b><i>...moves from being culturally unaware to being aware and sensitive to his/her own cultural heritage and to valuing and respecting differences.</i></b></p> <ul style="list-style-type: none"> <li>• Explores ones values, standards and assumptions about human behavior.</li> <li>• Is not ethnocentric, believing in the superiority of one's group.</li> <li>• Learns about own cultural heritage</li> </ul>	<p>I _____ work towards becoming aware and sensitive to my own cultural heritage and valuing and respecting differences.</p> <p><input type="checkbox"/> Usually   <input type="checkbox"/> Often   <input type="checkbox"/> Sometimes   <input type="checkbox"/> Rarely</p>
<p><b><i>...is aware of one's values and biases and how they might affect culturally diverse people.</i></b></p> <ul style="list-style-type: none"> <li>• Avoid prejudices, unwarranted labeling, and stereotyping.</li> <li>• Actively challenges their own assumptions.</li> </ul>	<p>I _____ work towards becoming aware of my own values and biases and how they might affect culturally diverse people.</p> <p><input type="checkbox"/> Usually   <input type="checkbox"/> Often   <input type="checkbox"/> Sometimes   <input type="checkbox"/> Rarely</p>
<p><b><i>...is comfortable with differences that exist between themselves and their students, families and colleagues (e.g., racial, sexual orientation, class, etc).</i></b></p> <ul style="list-style-type: none"> <li>• Does not profess color blindness.</li> <li>• Does not negate the existence of.</li> <li>• Differences are not seen as negative.</li> </ul>	<p>I _____ feel comfortable with differences that exist between me and my students, families, and colleagues.</p> <p><input type="checkbox"/> Usually   <input type="checkbox"/> Often   <input type="checkbox"/> Sometimes   <input type="checkbox"/> Rarely</p>
<p><b><i>...is sensitive to circumstances that may require referral of a student to outside resources (personal biases; stage of racial, gender, and sexual orientation identity; sociopolitical influences, etc).</i></b></p> <ul style="list-style-type: none"> <li>• Aware of one's limitations. Not threatened by seeking help from other professionals. <i>HOWEVER...</i></li> <li>• Willing to work with people from ethnically and culturally diverse populations.</li> </ul>	<p>I am _____ sensitive to circumstances that may dictate referral of a student to someone else and at the same time I demonstrate commitment to working effectively with culturally diverse students and families.</p> <p><input type="checkbox"/> Usually   <input type="checkbox"/> Often   <input type="checkbox"/> Sometimes   <input type="checkbox"/> Rarely</p>
<p><b><i>...is aware of and accepts responsibility for one's own racist, sexist, heterosexist, or other detrimental attitudes, beliefs, feelings and behaviors.</i></b></p> <ul style="list-style-type: none"> <li>• Does not deny that s/he has directly or indirectly benefited from individual, institutional, and cultural biases.</li> <li>• Attempts to deal with their own racism, sexism, heterosexism etc., in a non-defensive, guilt-free manner.</li> <li>• Has begun the process of defining a new non-oppressive and non-exploitive attitude.</li> </ul>	<p>I _____ work towards becoming aware of and accepting responsibility for my own racist, sexist, heterosexist, or other detrimental attitudes, beliefs and feelings.</p> <p><input type="checkbox"/> Usually   <input type="checkbox"/> Often   <input type="checkbox"/> Sometimes   <input type="checkbox"/> Rarely</p>

## CULTURAL COMPETENCE: KNOWLEDGE

<b>Knowledge</b> The culturally competent professional...	<input checked="" type="checkbox"/> Check the box that most closely identifies where you are at in this work
<p><b><i>...possesses specific knowledge and information about the particular groups he/she works with.</i></b></p> <ul style="list-style-type: none"> <li>History, experiences related to power, privilege and oppression;</li> <li>Values, beliefs, communication styles, attitudes, norms, etc.</li> </ul>	<p>I am _____ intentional in learning more about the cultural norms, values, beliefs, communication styles, history of the diverse clients and colleagues I work with.</p> <p><input type="checkbox"/> Usually   <input type="checkbox"/> Often   <input type="checkbox"/> Sometimes   <input type="checkbox"/> Rarely</p>
<p><b><i>...will have a good understanding of the socio-political system's operating in the U.S. with respect to treatment of marginalized groups in our society.</i></b></p> <ul style="list-style-type: none"> <li>Impact of racism, power, privilege, and oppression in education, health, housing, etc.</li> <li>Roll of ethnocentric monoculturalism on the development of identity and worldviews among minority groups.</li> </ul>	<p>I have _____ understanding of the sociopolitical systems operating in the U.S. with respect to treatment of marginalized groups in the U.S.</p> <p><input type="checkbox"/> A Strong   <input type="checkbox"/> Some   <input type="checkbox"/> Little   <input type="checkbox"/> No</p>
<p><b><i>...will have clear and explicit knowledge and understanding of the generic characteristics of individuals from diverse ethnic, racial, and socioeconomic backgrounds.</i></b></p> <ul style="list-style-type: none"> <li>Language factors, culture and class-bound values.</li> <li>Able to determine theories and models that may be useful to working with diverse groups.</li> <li>Does not limit the potential of a person based on their group identity.</li> </ul>	<p>I _____ possess knowledge and understanding of the generic group characteristics of clients and colleagues I work.</p> <p><input type="checkbox"/> Usually   <input type="checkbox"/> Often   <input type="checkbox"/> Sometimes   <input type="checkbox"/> Rarely</p>
<p><b><i>...has knowledge of institutional barriers that prevent diverse groups from accessing and using services.</i></b></p> <ul style="list-style-type: none"> <li>Location of services, transportation</li> <li>Formality or informality of décor</li> <li>Languages used to advertise services</li> <li>Where/How services are publicized</li> <li>Availability of under represented groups at different levels in the organization</li> <li>Organizational climate</li> <li>Hours and days of operation</li> <li>How services may be viewed</li> </ul>	<p>I am _____ knowledgeable of institutional barriers that may prevent diverse groups from using services.</p> <p><input type="checkbox"/> Usually   <input type="checkbox"/> Often   <input type="checkbox"/> Sometimes   <input type="checkbox"/> Rarely</p>



## CULTURAL COMPETENCE: SKILLS

SKILLS The culturally competent professional...	<input checked="" type="checkbox"/> Check the box that most closely identifies where you are at in this work
<p><b><i>...is able to send and receive both verbal and nonverbal messages accurately and appropriately.</i></b></p> <ul style="list-style-type: none"> <li>• Effectively communicate thoughts and feelings</li> <li>• Accurately reads messages received.</li> <li>• Utilizes cultural cues operating with students and families.</li> <li>• Skilled in different styles in communicating e.g., subtlety and indirectness vs. directness and confrontation.</li> <li>• Comfortable with a multitude of teaching styles and modalities.</li> </ul>	<p>I _____ send and receive both verbal and nonverbal messages accurately and appropriately to students, families and colleagues</p> <p><input type="checkbox"/> Usually    <input type="checkbox"/> Often    <input type="checkbox"/> Sometimes    <input type="checkbox"/> Rarely</p>
<p><b><i>...is able to exercise a variety of relationship building skills.</i></b></p> <ul style="list-style-type: none"> <li>• Attending special events</li> <li>• Outreach</li> <li>• Home visits/community engagement</li> <li>• Acting as a change agent</li> <li>• Appropriately takes interest in personal life</li> <li>• Builds trust over time</li> </ul>	<p>I _____ build meaningful relationships with my students, families and colleagues.</p> <p><input type="checkbox"/> Usually    <input type="checkbox"/> Often    <input type="checkbox"/> Sometimes    <input type="checkbox"/> Rarely</p>
<p><b><i>...engages in courageous conversations around the impact of what they said or did that was offensive —with that person in growth promoting ways.</i></b></p> <ul style="list-style-type: none"> <li>• Has a non-defensive attitude</li> <li>• Focuses on impact vs. intent</li> <li>• Listens for understanding</li> <li>• Accepts responsibility for their words and actions</li> <li>• Is first to address impact of their words or behavior</li> </ul>	<p>I _____ practice a variety of relationship building skills.</p> <p><input type="checkbox"/> Usually    <input type="checkbox"/> Often    <input type="checkbox"/> Sometimes    <input type="checkbox"/> Rarely</p>
<p><b><i>...addresses racial differences and the impact of that difference on the individual or group dynamics.</i></b></p> <ul style="list-style-type: none"> <li>• Is aware of the tension that exists and speaks to it</li> <li>• Understands and is open to discuss historical impact of people who belong to their privileged group</li> <li>• Speaks to what their difference represents</li> <li>• Knows when to engage in courageous conversations around what is and isn't being said</li> </ul>	<p>I _____ aware of my helping style and recognize my limitations anticipating the impact on my culturally diverse students, families and colleagues.</p> <p><input type="checkbox"/> Usually    <input type="checkbox"/> Often    <input type="checkbox"/> Sometimes    <input type="checkbox"/> Rarely</p>

## SKILLS CONT'D

<b>SKILLS</b> <b>The culturally competent professional...</b>	<input checked="" type="checkbox"/> <b>Check the box that most closely identifies where you are at in this work</b>
<p><b><i>...is skilled at communicating empathy for race related oppression and marginalization without bringing in their own experiences of ism.</i></b></p> <ul style="list-style-type: none"> <li>• Listens for understanding</li> <li>• Asks questions</li> <li>• Avoids comparisons "Oppression Olympics"</li> <li>• Believes what they hear</li> <li>• Knows when/if to bring in own experiences of marginalization and oppression</li> </ul>	<p>I _____ effectively communicate empathy for race related oppression and marginalization with my diverse students, families and colleagues.</p> <p> <input type="checkbox"/> Usually              <input type="checkbox"/> Often              <input type="checkbox"/> Sometimes              <input type="checkbox"/> Rarely         </p>
<p><b><i>...is aware one's helping style, recognizes the limitations that they possess, and can anticipate the impact on culturally diverse clients and colleagues.</i></b></p> <ul style="list-style-type: none"> <li>• Consults with others</li> <li>• Participates in Culturally Relevant Professional Development (CRPD)</li> <li>• Effectively communicates desire to help</li> <li>• Does not manifest paternalistic behaviors or superior attitude when helping</li> </ul>	<p>I _____ am aware of my helping style and recognize my limitations, anticipating the impact on diverse students, families and colleagues.</p> <p> <input type="checkbox"/> Usually              <input type="checkbox"/> Often              <input type="checkbox"/> Sometimes              <input type="checkbox"/> Rarely         </p>

# CULTURAL COMPETENCE: SKILLS

## SPECIFIC TO EDUCATORS

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### The culturally competent educator...

#### ***...exercises culturally responsive instructional strategies with his/her students on a daily basis.***

- Has high expectations for each student; believes every child is highly capable despite their background, history, or negative life experiences.
- Uses information about each student to inform him/her of how to work more effectively with their student.
- Motivates each student to push themselves.
- Works hard to reach hard to reach students.
- Builds a relationship with the family including contacting about successes, finding out how their child learns best, and communicating progress.
- Respect is not assumed. Works to earn respect through demonstrating equitable treatment and holding students accountable to culturally relevant classroom expectations.
- Understands that the students' success is dependent on addressing the needs of the whole child (e.g., the role of parent/family, previous teachers, social, emotional etc)

#### ***...is skilled at differentiated instructional strategies, acknowledging the diverse learning styles of his/her students.***

- Begins with where the student is at (e.g., Ebonics)—prior knowledge, experiences.
- Engages students across varied learning styles and multiple intelligences: kinesthetic, logical, interpersonal, intrapersonal, musical/rhythmic, verbal and visual/spatial.
- Finds different ways for students to understand the information. Utilizes various instructional strategies recognizing that one size does not fit all.
- Provides rigorous and challenging instruction. Asks questions that encourage critical thinking skills.

#### ***...assesses the curriculum used in the class-room for its multicultural and anti-bias qualities.***

- Selects materials that accurately represent diverse groups including women, disabilities.
- Uses supplemental materials to meet the needs of diverse learning styles and curriculum that is more inclusive of diversity.
- Uses culturally relevant curriculum that reflects the diversity of the students in the classroom and does so in positive ways.
- Teaches the history of diverse groups and their contributions to the U.S. throughout the year.
- Provides meaningful context to bias literature that provides accurate up to date information and helps students identify the historical context in which the materials were written.

#### ***...creates a classroom environment where students are able to think critically about issues of diversity including race and equity and discuss these issues developmentally and age appropriately.***

- Middle and high school students have opportunity to explore cause and effect, listen to others, identify power paradigm, bias, discrimination, oppression, and marginalization.
- Bullying around race, class, and differences are explored with students.
- Willing to learn from his/her students and understands that learning about diverse cultures is on-going.

# CULTURAL COMPETENCE: ADVOCACY

(Adapted from J. Katz)

<b>ADVOCACY/ACTION</b> <i>In an effort to promote equity and deinstitutionalize racism in your workplace, to what degree do you take action and advocate for social justice? I...</i>	<input checked="" type="checkbox"/> <b>Check the box that most closely identifies your efforts to institutionalize building wide change?</b>
Educate co-workers and close friends about racism.	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Raise issues in my workplace with people in power, co-workers and staff.	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Act as a referral resource—directing people to those who might be of assistance.	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Act as a role model, taking risks and questioning the dominant power structure.	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Establish discussion groups and other learning activities around diversity e.g., books, articles, films, etc.	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Make sure that resources are allocated for enhancing the learning experience of students of color.	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Assess environment to ensure it reflects diversity of students (e.g., assemblies, décor, hiring staff of color).	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Contribute time and/or money to organizations or programs that actively confronts the problem of racism.	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Looks at own racist and or bias attitudes and behaviors and their impact on students, families and colleagues.	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Openly disagrees with racist comments, jokes or actions of those around me.	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Take the time to complain to those in charge when I notice racism whenever and wherever it is occurring.	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Demonstrate a willingness to change self vs. others.	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Seek and actively participate in CRPD aimed to enhance my ability to effectively work across cultures.	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Examine policies within my organization to see if they meet the needs of diverse students, families and staff.	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Question the norms of meetings to ensure equity and cultural relevance.	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Review hiring policy and practices to include diversity.	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never

## ADVOCACY CONT'D

<b>ADVOCACY/ACTION</b> <i>In an effort to promote equity and deinstitutionalize racism in your workplace, to what degree do you take action and advocate for social justice? I...</i>	<input checked="" type="checkbox"/> Check the box that most closely identifies your efforts to institutionalize building wide change?
Review the mission and vision of my organization to include diversity.	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Ensure evaluations and assessment tools take into consideration issues of racism, power, privilege, etc...	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Screen materials for multicultural content and anti-bias qualities.	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Align curriculum within my grade level and the school vs. independent teaching.	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Include and value diverse representation in decision making.	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Engage in conversations around race and social justice issues with my students, families and colleagues.	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Infuse cultural relevance in all professional development	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
<i>Add your own</i>	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
	<input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never

Adapted from Sue, D.W., & Sue, D (2003). Counseling the culturally diverse: Theory and practice, 4<sup>th</sup> Ed. New York: John Wiley. (Caprice D. Hollins)

Action/Advocacy Section Adapted from Katz, J.H. (1978) White awareness: Handbook for anti-racism training. Oklahoma Press. (Caprice D. Hollins)

**From:** [Nancy Moffatt](#) on behalf of [Nancy Moffatt <Nancy@wasbo.org>](#)  
**To:** [Bill Keim](#); [Vavrus, Jessica \(WSSDA\)](#); [Alan Burke](#); [Cal Brodie](#); [Corine Pennington](#); [Curtis Leonard \(cleonard@wspa.net\)](#); [Dan Steele](#); [Dana Anderson](#); [Darcy Weisner](#); [David Bond](#); [Donna Morey](#); [Doug A. Matson](#); [Duggan Harman](#); [Frank Ashby](#); [Frank Hewins](#); [Gary Cohn](#); [Kipp, Gary](#); [Gavin Hottman](#); [Greg Lynch](#); [Heidi Hietpas](#); [Jan Hutton](#); [Jeff Moore](#); [Jennifer Farmer](#); [Jennifer M. Priddy](#); [Bender, Jerry](#); [Jim Frey](#); [John Deeder](#); [John Welch](#); [JoLynn Berge](#); [Davis, Kate \(OFM\)](#); [Kevin Chase \(kevin.chase@esd105.org\)](#); [Kim Scott](#); [Kim. brodie \(kbrodie@fwps.org\)](#); [Larry Francois](#); [Linda McDermott](#); [Marie Telecky](#); [Marla Miller](#); [Melissa de Vita](#); [Michael Dunn](#); [Michael Merlino](#); [Michael Nelson](#); ["Michelle Matakas"](#); [Michelle Price](#); [Mike Brophy](#); [Mitch Denning](#); [Monica Hunsaker](#); [Rich McBride](#); [Rich Puryear](#); [Rick Jones](#); [Rosalind Medina](#); [Ruth Russell](#); [Sally McLean](#); [Scott Izutsu](#); [Shelley Redinger](#); [Sheryl Moore](#); [Stephen Nielsen](#); [Steve McIntire](#); [Susan Smith Leland](#); [T.J. Kelly](#); [Teresa Main](#); [Garchow, Tim \(WSSDA\)](#); [Tim Merlino](#); [Tim Mills](#); [Tim Yeomans](#); [Vic Roberts](#); [roz@awsp.org](#)  
**Subject:** RE: 7/5 LFWG Call Re: Budget/Ed Bills & Impacts  
**Date:** Monday, July 3, 2017 2:57:26 PM  
**Attachments:** [image006.png](#)

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Good afternoon,

I wanted to let you know that I, too, may be a little late to the conference call. I also want to let you know that WASBO's new Executive Director, Brianne King, will be joining you on the call so please make Brianne feel welcome.

Thank you,

Nancy

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**From:** Bill Keim [mailto:bkeim@wasa-oly.org]

**Sent:** Friday, June 30, 2017 1:40 PM

**To:** Vavrus, Jessica (WSSDA) <J.Vavrus@wssda.org>; Nancy Moffatt <Nancy@wasbo.org>; Alan Burke <aburke1245@aol.com>; Cal Brodie <cbrodie@esd113.org>; Corine Pennington <penniccc@puyallup.k12.wa.us>; Curtis Leonard (cleonard@wspa.net) <cleonard@wspa.net>; Dan Steele <dstele@wasa-oly.org>; Dana Anderson <danderson@esd113.org>; Darcy Weisner <dweisner@esd123.org>; David Bond <dave.bond@ksd.org>; Donna Morey <Dmorey@whiteriver.wednet.edu>; Doug A. Matson <Doug.Matson@wvwd.org>; Duggan Harman <duggan.harman@highlineschools.org>; Frank Ashby <fashby@psed.org>; Frank Hewins <fhewins@fpschools.org>; Gary Cohn <gcjohn@everettsd.org>; Kipp, Gary <gary@awsp.org>; Gavin Hottman <gavin.hottman@esd112.org>; Greg Lynch <glynch@oesd.wednet.edu>; Heidi Hietpas <hhietpas@sequim.k12.wa.us>; Jan Hutton <jhutton@cvsd.org>; Jeff Moore <jmoore@everettsd.org>; Jennifer Farmer <JFarmer@everettsd.org>; Jennifer M. Priddy <jpriddy@osd.wednet.edu>; Bender, Jerry <jerry@awsp.org>; Jim Frey <freyj@lynden.wednet.edu>; John Deeder <john.deeder@evergreenps.org>; John Welch <jwelch@psed.org>; JoLynn Berge <jdberge@seattleschools.org>; Davis, Kate (OFM) <Kate.Davis@OFM.WA.GOV>; Kevin Chase (kevin.chase@esd105.org) <kevin.chase@esd105.org>; Kim Scott <KScott@kibesd.org>; Kim. brodie (kbrodie@fwps.org) <kbrodie@fwps.org>; Larry Francois <lfrancois@nwesd.org>; Linda McDermott <lindam@spokaneschools.org>; Marie Telecky <teleckym@bsd405.org>; Marla Miller <marla.miller@shorelineschools.org>; Melissa de Vita <devitam@bsd405.org>; Michael Dunn <mdunn@esd101.net>; Michael Merlino <michael.merlino@evergreenps.org>; Michael Nelson <michael\_nelson@enumclaw.wednet.edu>; 'Michelle Matakas' <Michelle.Matakas@k12.wa.us>; Michelle Price <mprice@mlsd.wednet.edu>; Mike Brophy <brophym@wvwd208.org>; Mitch Denning <medenning@comcast.net>; Monica Hunsaker <mhunsaker@oesd114.org>; Rich McBride <richm@ncesd.org>; Rich Puryear <rich.puryear@rsd.edu>; Rick Jones <rjones@napavineschools.org>; Rosalind Medina <rmedina@tacoma.k12.wa.us>; Ruth Russell <rrussell@upsd.wednet.edu>; Sally McLean <smclean@fwps.org>; Scott Izutsu <izutsu.scott@yakimaschools.org>; Shelley Redinger <shelleyr@spokaneschools.org>; Sheryl Moore

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**Subject:** RE: 7/5 LFWG Call Re: Budget/Ed Bills & Impacts

I have a 10:00 meeting that may go an hour. I'll join when I finish.

*Bill*

Dr. Bill Keim

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*Wasa*



---

**From:** Vavrus, Jessica (WSSDA) [<mailto:J.Vavrus@wssda.org>]

**Sent:** Friday, June 30, 2017 12:25 PM

**To:** Nancy Moffatt <[Nancy@wasbo.org](mailto:Nancy@wasbo.org)>; Alan Burke <[aburke1245@aol.com](mailto:aburke1245@aol.com)>; Bill Keim <[bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org)>; Cal Brodie <[cbrodie@esd113.org](mailto:cbrodie@esd113.org)>; Corine Pennington <[pennicc@puyallup.k12.wa.us](mailto:pennicc@puyallup.k12.wa.us)>; Curtis Leonard ([cleonard@wspa.net](mailto:cleonard@wspa.net)) <[cleonard@wspa.net](mailto:cleonard@wspa.net)>; Dan Steele <[dsteale@wasa-oly.org](mailto:dsteale@wasa-oly.org)>; Dana Anderson <[danderson@esd113.org](mailto:danderson@esd113.org)>; Darcy Weisner <[dweisner@esd123.org](mailto:dweisner@esd123.org)>; David Bond <[dave.bond@ksd.org](mailto:dave.bond@ksd.org)>; Donna Morey <[Dmorey@whiteriver.wednet.edu](mailto:Dmorey@whiteriver.wednet.edu)>; Doug A. Matson <[Doug.Matson@wvwsd.org](mailto:Doug.Matson@wvwsd.org)>; Duggan Harman <[duggan.harman@highlineschools.org](mailto:duggan.harman@highlineschools.org)>; Frank Ashby <[fashby@psesd.org](mailto:fashby@psesd.org)>; Frank Hewins <[fhewins@fpschools.org](mailto:fhewins@fpschools.org)>; Gary Cohn <[gcohn@everettsd.org](mailto:gcohn@everettsd.org)>; Kipp, Gary <[gary@awsp.org](mailto:gary@awsp.org)>; Gavin Hottman <[gavin.hottman@esd112.org](mailto:gavin.hottman@esd112.org)>; Greg Lynch <[glynch@oesd.wednet.edu](mailto:glynch@oesd.wednet.edu)>; Heidi Hietpas <[hhietpas@sequim.k12.wa.us](mailto:hhietpas@sequim.k12.wa.us)>; Jan Hutton <[jhutton@cvwsd.org](mailto:jhutton@cvwsd.org)>; Jeff Moore <[jmoore@everettsd.org](mailto:jmoore@everettsd.org)>; Jennifer Farmer <[JFarmer@everettsd.org](mailto:JFarmer@everettsd.org)>; Jennifer M. Priddy <[jpriddy@osd.wednet.edu](mailto:jpriddy@osd.wednet.edu)>; Bender, Jerry <[jerry@awsp.org](mailto:jerry@awsp.org)>; Jim Frey <[frej@lynden.wednet.edu](mailto:frej@lynden.wednet.edu)>; John Deeder <[john.deeder@evergreenps.org](mailto:john.deeder@evergreenps.org)>; John Welch <[jwelch@psesd.org](mailto:jwelch@psesd.org)>; JoLynn Berge <[jdberge@seattleschools.org](mailto:jdberge@seattleschools.org)>; Davis, Kate (OFM) <[Kate.Davis@OFM.WA.GOV](mailto:Kate.Davis@OFM.WA.GOV)>; Kevin Chase <[kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)> <[kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)>; Kim Scott <[KScott@kibesd.org](mailto:KScott@kibesd.org)>; Kim. brodie <[kbrodie@fwps.org](mailto:kbrodie@fwps.org)> <[kbrodie@fwps.org](mailto:kbrodie@fwps.org)>; Larry Francois <[lfrancois@nwesd.org](mailto:lfrancois@nwesd.org)>; Linda McDermott <[lindam@spokaneschools.org](mailto:lindam@spokaneschools.org)>; Marie Telecky <[teleckym@bsd405.org](mailto:teleckym@bsd405.org)>; Marla Miller <[marla.miller@shorelineschools.org](mailto:marla.miller@shorelineschools.org)>; Melissa de Vita <[devitam@bsd405.org](mailto:devitam@bsd405.org)>; Michael Dunn <[mdunn@esd101.net](mailto:mdunn@esd101.net)>; Michael Merlino <[michael.merlino@evergreenps.org](mailto:michael.merlino@evergreenps.org)>; Michael Nelson <[michael\\_nelson@enumclaw.wednet.edu](mailto:michael_nelson@enumclaw.wednet.edu)>; 'Michelle Matakas' <[Michelle.Matakas@k12.wa.us](mailto:Michelle.Matakas@k12.wa.us)>; Michelle Price <[mprice@mlsd.wednet.edu](mailto:mprice@mlsd.wednet.edu)>; Mike Brophy <[brophym@wvwsd208.org](mailto:brophym@wvwsd208.org)>; Mitch Denning <[medenning@comcast.net](mailto:medenning@comcast.net)>; Monica Hunsaker <[mhunsaker@oesd114.org](mailto:mhunsaker@oesd114.org)>; Rich McBride <[richm@ncesd.org](mailto:richm@ncesd.org)>; Rich Puryear <[rich.puryear@rsd.edu](mailto:rich.puryear@rsd.edu)>; Rick Jones <[rjones@napavineschools.org](mailto:rjones@napavineschools.org)>; Rosalind Medina <[rmedina@tacoma.k12.wa.us](mailto:rmedina@tacoma.k12.wa.us)>; Ruth Russell <[rrussell@upsd.wednet.edu](mailto:rrussell@upsd.wednet.edu)>; Sally McLean <[smclean@fwps.org](mailto:smclean@fwps.org)>; Scott Izutsu

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**Subject:** 7/5 LFWG Call Re: Budget/Ed Bills & Impacts

**Importance:** High

Dear Local Funding Work Group Members –

For those of you who are available, Dan and I would like to invite you to join a check-in conference call this coming **Wednesday, 7/5, 10:30am** as an opportunity to connect on the many quickly moving parts related to the budget and education funding proposals. By Wednesday the budget and education bills should be adopted, however now starts the real digging in to understand the implications of the words on the paper.

**The call-in number is 888-394-8197      Code: 28133930#.**

In addition, if any of you are near Olympia, you are welcome to join us in person at the WASA offices for the meeting.

Below are a few helpful links for you to dig in on during this coming holiday “weekend”... ☺

**McCleary Agreement** – As you are likely aware, the compromise education funding bill ([HB 2242](#)) has recently been released, is on the House Floor Calendar, but has yet to be deliberated and voted over to the Senate. In addition, Legislative staff have shared two documents to help stakeholders begin digesting the contents of the 120 page bill:

- 1) [McCleary Agreement summary](#)
- 2) [McCleary Agreement PowerPoint presentation](#)

In addition, below you’ll find links to four documents that should be helpful to districts in navigating the estimated local impacts of the proposed education funding plan.

- Statewide **Summary of K12 Basic Education Allocations and Additional Support Provided** in 2017-19 Biennium (1 page)
- Estimated Net **State and Local School District Funding Changes** Based on 2017-19 Biennial Budget (listing by district of estimated impacts starting in 2018-19)
- Estimated **District Impact of Policies** included in 2017-19 Biennial Budget and K12 Education Plan (HB 2242) (listing by district of estimated impacts starting with Calendar Year 2018)
- Estimated Net **State and Local District Per Pupil Funding Changes** Based on 2017-19 Biennial Budget (listing by district of estimated funding changes starting in 2018-19)
- **2017-19 Operating Budget Released** – While the budget still needs to be adopted by the Senate and House and then signed by the Governor, we wanted to provide you links to the most current information and summary documents.

It is important to note that while proposed budget bill, [PSSB 5883](#) is the main budget



document, and the numbers it is important to note that the associated summary documents produced by the Senate and House are slightly different in how they summarize the budget. Here are links to the respective summary documents: [House](#) [Senate](#)  
To get a picture for impacts to K-12, review the Summary Documents and Also the agency details under "Public Schools".

Thanks, everyone!

Talk to you on Wednesday, Jessica & Dan

*Jessica Vavrus*, Governmental Relations Director

Washington State School Directors' Association

221 College Street NE Olympia, WA 98516

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[j.vavrus@wssda.org](mailto:j.vavrus@wssda.org)

*"WSSDA provides leadership and advocacy, and empowers its members with knowledge and skills to govern with excellence."*

---

**From:** Nancy Moffatt [<mailto:Nancy@wasbo.org>]

**Sent:** Friday, May 05, 2017 3:17 PM

**To:** Alan Burke <[aburke1245@aol.com](mailto:aburke1245@aol.com)>; Bill Keim <[bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org)>; Cal Brodie <[cbrodie@esd113.org](mailto:cbrodie@esd113.org)>; Corine Pennington <[pennicc@puyallup.k12.wa.us](mailto:pennicc@puyallup.k12.wa.us)>; Curtis Leonard <[cleonard@wspa.net](mailto:cleonard@wspa.net)> <[cleonard@wspa.net](mailto:cleonard@wspa.net)>; Dan Steele <[dsteele@wasa-oly.org](mailto:dsteele@wasa-oly.org)>; Dana Anderson <[danderson@esd113.org](mailto:danderson@esd113.org)>; Darcy Weisner <[dweisner@esd123.org](mailto:dweisner@esd123.org)>; David Bond <[dave.bond@ksd.org](mailto:dave.bond@ksd.org)>; Donna Morey <[Dmorey@whiteriver.wednet.edu](mailto:Dmorey@whiteriver.wednet.edu)>; Doug A. Matson <[Doug.Matson@wvwd.org](mailto:Doug.Matson@wvwd.org)>; Duggan Harman <[duggan.harman@highlineschools.org](mailto:duggan.harman@highlineschools.org)>; Frank Ashby <[fashby@psed.org](mailto:fashby@psed.org)>; Frank Hewins <[fhewins@fpschools.org](mailto:fhewins@fpschools.org)>; Gary Cohn <[gcohn@everettsd.org](mailto:gcohn@everettsd.org)>; Kipp, Gary <[gary@awsp.org](mailto:gary@awsp.org)>; Gavin Hottman <[gavin.hottman@esd112.org](mailto:gavin.hottman@esd112.org)>; Greg Lynch <[glynch@oesd.wednet.edu](mailto:glynch@oesd.wednet.edu)>; Heidi Hietpas <[hhietpas@sequim.k12.wa.us](mailto:hhietpas@sequim.k12.wa.us)>; Jan Hutton <[jhutton@cvsd.org](mailto:jhutton@cvsd.org)>; Jeff Moore <[jmoore@everettsd.org](mailto:jmoore@everettsd.org)>; Jennifer Farmer <[JFarmer@everettsd.org](mailto:JFarmer@everettsd.org)>; Jennifer M. Priddy <[jpriddy@osd.wednet.edu](mailto:jpriddy@osd.wednet.edu)>; Bender, Jerry <[jerry@awsp.org](mailto:jerry@awsp.org)>; Vavrus, Jessica (WSSDA) <[J.Vavrus@wssda.org](mailto:J.Vavrus@wssda.org)>; Jim Frey <[frejy@lynden.wednet.edu](mailto:frejy@lynden.wednet.edu)>; John Deeder <[john.deeder@evergreenps.org](mailto:john.deeder@evergreenps.org)>; John Welch <[jwelch@psed.org](mailto:jwelch@psed.org)>; JoLynn Berge <[jdberge@seattleschools.org](mailto:jdberge@seattleschools.org)>; Davis, Kate (OFM) <[Kate.Davis@OFM.WA.GOV](mailto:Kate.Davis@OFM.WA.GOV)>; Kevin Chase <[kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)> <[kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)>; Kim Scott <[KScott@kibesd.org](mailto:KScott@kibesd.org)>; Kim. brodie <[kbrodie@fwps.org](mailto:kbrodie@fwps.org)> <[kbrodie@fwps.org](mailto:kbrodie@fwps.org)>; Larry Francois <[lfrancois@nwesd.org](mailto:lfrancois@nwesd.org)>; Linda McDermott <[lindam@spokaneschools.org](mailto:lindam@spokaneschools.org)>; Marie Telecky <[teleckym@bsd405.org](mailto:teleckym@bsd405.org)>; Marla Miller <[marla.miller@shorelineschools.org](mailto:marla.miller@shorelineschools.org)>; Melissa de Vita <[devitam@bsd405.org](mailto:devitam@bsd405.org)>; Michael Dunn <[mdunn@esd101.net](mailto:mdunn@esd101.net)>; Michael Merlino <[michael.merlino@evergreenps.org](mailto:michael.merlino@evergreenps.org)>; Michael Nelson <[michael\\_nelson@enumclaw.wednet.edu](mailto:michael_nelson@enumclaw.wednet.edu)>; 'Michelle Matakas' <[Michelle.Matakas@k12.wa.us](mailto:Michelle.Matakas@k12.wa.us)>; Michelle Price <[mprice@mlsd.wednet.edu](mailto:mprice@mlsd.wednet.edu)>; Mike Brophy <[brophym@wvwd208.org](mailto:brophym@wvwd208.org)>; Mitch Denning <[medenning@comcast.net](mailto:medenning@comcast.net)>; Monica Hunsaker <[mhunsaker@oesd114.org](mailto:mhunsaker@oesd114.org)>; Nancy Moffatt <[Nancy@wasbo.org](mailto:Nancy@wasbo.org)>; Rich McBride

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**Subject:** FW: Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Please see the message from Dan Steele below.

Nancy

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**From:** Dan Steele [<mailto:dstele@wasa-oly.org>]

**Sent:** Friday, May 05, 2017 1:53 PM

**To:** Bill Keim; Nancy Moffatt; Nielsen, Stephen J

**Cc:** Execs

**Subject:** FW: Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Check out the attached document from OSPI—a proposed melding of the Prototypical Funding Model (as a base) and a Per Student Model (for categorical programs). It's a concept that is pretty consistent with what we have been discussing.

Dave Mastin and Chris Reykdal have been shopping this around with Ed Funding Task Force members, Budget-writers and Leg Leaders. It's unclear how receptive legislators have been; however, it has apparently sparked some conversation, along with questions, which this document attempts to address. The document does not provide a lot of background detail, but hopefully will continue to force a dialogue.

-d

Dan Steele

360.489.3642



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**From:** Stella Lugalía [<mailto:Stella.Lugalía@k12.wa.us>]

**Sent:** Friday, May 05, 2017 1:02 PM

**To:** [jerry@awsp.org](mailto:jerry@awsp.org); [LYoung@WashingtonEA.org](mailto:LYoung@WashingtonEA.org); Jessica Vavrus <[Jessica.Vavrus@k12.wa.us](mailto:Jessica.Vavrus@k12.wa.us)>; Dan Steele <[dsteele@wasa-oly.org](mailto:dsteele@wasa-oly.org)>; Melissa Gombosky ([melissagombosky@gmail.com](mailto:melissagombosky@gmail.com)) <[melissagombosky@gmail.com](mailto:melissagombosky@gmail.com)>; [medenning@comcast.net](mailto:medenning@comcast.net); Justin Montermini <[Justin.Montermini@k12.wa.us](mailto:Justin.Montermini@k12.wa.us)>; [JSalvi@WashingtonEA.org](mailto:JSalvi@WashingtonEA.org); [Inoahr@washingtonea.org](mailto:Inoahr@washingtonea.org); Wendy Rader-Konofalski [WA] <[WRader-Konofalski@WashingtonEA.org](mailto:WRader-Konofalski@WashingtonEA.org)>; Kaaren Heikes <[Kaaren.Heikes@k12.wa.us](mailto:Kaaren.Heikes@k12.wa.us)>; Jack Daray <[jdaray@aol.com](mailto:jdaray@aol.com)>

**Subject:** Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Good afternoon everyone,

Attached is an electronic copy of the Hybrid model. As you will see, there are some revisions, mostly based on feedback.

Your patience waiting for an electronic copy is greatly appreciated.

Have a great weekend!

**Stella Lugalía**

Government Relations & Policy Assistant  
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*Every student ready for career, college, and life*

**From:** [Bill Keim](#) on behalf of [Bill Keim <bkeim@wasa-oly.org>](#)  
**To:** [Vavrus, Jessica \(WSSDA\)](#); [Nancy Moffatt](#); [Alan Burke](#); [Cal Brodie](#); [Corine Pennington](#); [Curtis Leonard](#) ([cleonard@wspa.net](#)); [Dan Steele](#); [Dana Anderson](#); [Darcy Weisner](#); [David Bond](#); [Donna Morey](#); [Doug A. Matson](#); [Duggan Harman](#); [Frank Ashby](#); [Frank Hewins](#); [Gary Cohn](#); [Kipp, Gary](#); [Gavin Hottman](#); [Greg Lynch](#); [Heidi Hietpas](#); [Jan Hutton](#); [Jeff Moore](#); [Jennifer Farmer](#); [Jennifer M. Priddy](#); [Bender, Jerry](#); [Jim Frey](#); [John Deeder](#); [John Welch](#); [JoLynn Berge](#); [Davis, Kate \(OFM\)](#); [Kevin Chase](#) ([kevin.chase@esd105.org](#)); [Kim Scott](#); [Kim. brodie](#) ([kbrodie@fwps.org](#)); [Larry Francois](#); [Linda McDermott](#); [Marie Telecky](#); [Marla Miller](#); [Melissa de Vita](#); [Michael Dunn](#); [Michael Merlino](#); [Michael Nelson](#); "Michelle Matakas"; [Michelle Price](#); [Mike Brophy](#); [Mitch Denning](#); [Monica Hunsaker](#); [Rich McBride](#); [Rich Puryear](#); [Rick Jones](#); [Rosalind Medina](#); [Ruth Russell](#); [Sally McLean](#); [Scott Izutsu](#); [Shelley Redinger](#); [Sheryl Moore](#); [Stephen Nielsen](#); [Steve McIntire](#); [Susan Smith Leland](#); [T.J. Kelly](#); [Teresa Main](#); [Garchow, Tim \(WSSDA\)](#); [Tim Merlino](#); [Tim Mills](#); [Tim Yeomans](#); [Vic Roberts](#); [roz@awsp.org](#)  
**Subject:** RE: 7/5 LFWG Call Re: Budget/Ed Bills & Impacts  
**Date:** Wednesday, July 5, 2017 9:23:27 AM  
**Attachments:** [soK12PerPupil\\_0629.xlsx](#)  
[hoK12TaxPolicyAnalysis\\_0629.xlsx](#)  
[soK12TotalFunding\\_0629.xlsx](#)  
[image016.png](#)

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Hi All,

I converted some of the worksheets linked by Jessica to Excel format and have attached them. It's interesting to see the winners and losers in the per student funding sheet and try to figure out how the system works.

*Bill*

Dr. Bill Keim

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**From:** Vavrus, Jessica (WSSDA) [<mailto:J.Vavrus@wssda.org>]

**Sent:** Friday, June 30, 2017 12:25 PM

**To:** [Nancy Moffatt <Nancy@wasbo.org>](#); [Alan Burke <aburke1245@aol.com>](#); [Bill Keim <bkeim@wasa-oly.org>](#); [Cal Brodie <cbrodie@esd113.org>](#); [Corine Pennington <pennicc@puyallup.k12.wa.us>](#); [Curtis Leonard](#) ([cleonard@wspa.net](#)) [<cleonard@wspa.net>](#); [Dan Steele <dstele@wasa-oly.org>](#); [Dana Anderson <danderson@esd113.org>](#); [Darcy Weisner <dweisner@esd123.org>](#); [David Bond <dave.bond@ksd.org>](#); [Donna Morey <Dmorey@whiteriver.wednet.edu>](#); [Doug A. Matson <Doug.Matson@wvwd.org>](#); [Duggan Harman <duggan.harman@highlineschools.org>](#); [Frank Ashby <fashby@psed.org>](#); [Frank Hewins <fhewins@fpschools.org>](#); [Gary Cohn <gcohn@everettsd.org>](#); [Kipp, Gary <gary@awsp.org>](#); [Gavin Hottman <gavin.hottman@esd112.org>](#); [Greg Lynch <glynch@oesd.wednet.edu>](#); [Heidi Hietpas <hhietpas@sequim.k12.wa.us>](#); [Jan Hutton <jhutton@cvsd.org>](#); [Jeff Moore <jmoore@everettsd.org>](#); [Jennifer Farmer <JFarmer@everettsd.org>](#); [Jennifer M. Priddy <jpriddy@osd.wednet.edu>](#); [Bender, Jerry <jerry@awsp.org>](#); [Jim Frey <freyj@lynden.wednet.edu>](#); [John Deeder <john.deeder@evergreenps.org>](#); [John Welch <jwelch@psed.org>](#); [JoLynn Berge <jdberge@seattleschools.org>](#); [Davis, Kate \(OFM\) <Kate.Davis@OFM.WA.GOV>](#); [Kevin Chase](#) ([kevin.chase@esd105.org](#)) [<kevin.chase@esd105.org>](#); [Kim Scott <KScott@kibesd.org>](#); [Kim. brodie](#) ([kbrodie@fwps.org](#)) [<kbrodie@fwps.org>](#); [Larry Francois <lfrancois@nwesd.org>](#); [Linda McDermott <lindam@spokaneschools.org>](#); [Marie Telecky <teleckym@bsd405.org>](#); [Marla Miller](#)

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**Subject:** 7/5 LFWG Call Re: Budget/Ed Bills & Impacts

**Importance:** High

Dear Local Funding Work Group Members –

For those of you who are available, Dan and I would like to invite you to join a check-in conference call this coming **Wednesday, 7/5, 10:30am** as an opportunity to connect on the many quickly moving parts related to the budget and education funding proposals. By Wednesday the budget and education bills should be adopted, however now starts the real digging in to understand the implications of the words on the paper.

**The call-in number is 888-394-8197      Code: 28133930#.**

In addition, if any of you are near Olympia, you are welcome to join us in person at the WASA offices for the meeting.

Below are a few helpful links for you to dig in on during this coming holiday “weekend”... ☺

**McCleary Agreement** – As you are likely aware, the compromise education funding bill ([HB 2242](#)) has recently been released, is on the House Floor Calendar, but has yet to be deliberated and voted over to the Senate. In addition, Legislative staff have shared two documents to help stakeholders begin digesting the contents of the 120 page bill:

1. [McCleary Agreement summary](#)
2. [McCleary Agreement PowerPoint presentation](#)

In addition, below you'll find links to four documents that should be helpful to districts in navigating the estimated local impacts of the proposed education funding plan.

- Statewide **Summary of K12 Basic Education Allocations and Additional Support Provided** in 2017-19 Biennium (1 page)
- Estimated Net **State and Local School District Funding Changes** Based on 2017-19 Biennial Budget (listing by district of estimated impacts starting in 2018-19)
- Estimated **District Impact of Policies** included in 2017-19 Biennial Budget and K12 Education Plan (HB 2242) (listing by district of estimated impacts starting with Calendar

Year 2018)

- Estimated Net [State and Local District Per Pupil Funding Changes](#) Based on 2017-19 Biennial Budget (listing by district of estimated funding changes starting in 2018-19)

- 2017-19 Operating Budget Released** – While the budget still needs to be adopted by the Senate and House and then signed by the Governor, we wanted to provide you links to the most current information and summary documents.

It is important to note that while proposed budget bill, [PSSB 5883](#) is the main budget document, and the numbers it is important to note that the associated summary documents produced by the Senate and House are slightly different in how they summarize the budget.

Here are links to the respective summary documents: [House](#) [Senate](#)

To get a picture for impacts to K-12, review the Summary Documents and Also the agency details under “Public Schools”.

Thanks, everyone!

Talk to you on Wednesday, jessica & dan

*Jessica Vavrus*, Governmental Relations Director

Washington State School Directors' Association

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*“WSSDA provides leadership and advocacy, and empowers its members with knowledge and skills to govern with excellence.”*

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**From:** Nancy Moffatt [<mailto:Nancy@wasbo.org>]

**Sent:** Friday, May 05, 2017 3:17 PM

**To:** Alan Burke <[aburke1245@aol.com](mailto:aburke1245@aol.com)>; Bill Keim <[bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org)>; Cal Brodie <[cbrodie@esd113.org](mailto:cbrodie@esd113.org)>; Corine Pennington <[pennicc@puyallup.k12.wa.us](mailto:pennicc@puyallup.k12.wa.us)>; Curtis Leonard <[cleonard@wspa.net](mailto:cleonard@wspa.net)> <[cleonard@wspa.net](mailto:cleonard@wspa.net)>; Dan Steele <[dsteele@wasa-oly.org](mailto:dsteele@wasa-oly.org)>; Dana Anderson <[danderson@esd113.org](mailto:danderson@esd113.org)>; Darcy Weisner <[dweisner@esd123.org](mailto:dweisner@esd123.org)>; David Bond <[dave.bond@ksd.org](mailto:dave.bond@ksd.org)>; Donna Morey <[Dmorey@whiteriver.wednet.edu](mailto:Dmorey@whiteriver.wednet.edu)>; Doug A. Matson <[Doug.Matson@wvsd.org](mailto:Doug.Matson@wvsd.org)>; Duggan Harman <[duggan.harman@highlineschools.org](mailto:duggan.harman@highlineschools.org)>; Frank Ashby <[fashby@psesd.org](mailto:fashby@psesd.org)>; Frank Hewins <[fhewins@fpschools.org](mailto:fhewins@fpschools.org)>; Gary Cohn <[gcohn@everettsd.org](mailto:gcohn@everettsd.org)>; Kipp, Gary <[gary@awsp.org](mailto:gary@awsp.org)>; Gavin Hottman <[gavin.hottman@esd112.org](mailto:gavin.hottman@esd112.org)>; Greg Lynch <[glynch@oesd.wednet.edu](mailto:glynch@oesd.wednet.edu)>; Heidi Hietpas <[hhietpas@sequim.k12.wa.us](mailto:hhietpas@sequim.k12.wa.us)>; Jan Hutton <[jhutton@cvsd.org](mailto:jhutton@cvsd.org)>; Jeff Moore <[jmoore@everettsd.org](mailto:jmoore@everettsd.org)>; Jennifer Farmer <[JFarmer@everettsd.org](mailto:JFarmer@everettsd.org)>; Jennifer M. Priddy <[jpriddy@osd.wednet.edu](mailto:jpriddy@osd.wednet.edu)>; Bender, Jerry <[jerry@awsp.org](mailto:jerry@awsp.org)>; Vavrus, Jessica (WSSDA) <[J.Vavrus@wssda.org](mailto:J.Vavrus@wssda.org)>; Jim Frey <[frej@lynden.wednet.edu](mailto:frej@lynden.wednet.edu)>; John Deeder <[john.deeder@evergreenps.org](mailto:john.deeder@evergreenps.org)>; John Welch <[jwelch@psesd.org](mailto:jwelch@psesd.org)>; JoLynn Berge <[jdberge@seattleschools.org](mailto:jdberge@seattleschools.org)>; Davis, Kate (OFM) <[Kate.Davis@OFM.WA.GOV](mailto:Kate.Davis@OFM.WA.GOV)>; Kevin Chase <[kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)> <[kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)>;

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**Subject:** FW: Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Please see the message from Dan Steele below.

Nancy

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**From:** Dan Steele [<mailto:dsteele@wasa-oly.org>]

**Sent:** Friday, May 05, 2017 1:53 PM

**To:** Bill Keim; Nancy Moffatt; Nielsen, Stephen J

**Cc:** Execs

**Subject:** FW: Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Check out the attached document from OSPI—a proposed melding of the Prototypical Funding Model (as a base) and a Per Student Model (for categorical programs). It's a concept that is pretty consistent with what we have been discussing.

Dave Mastin and Chris Reykdal have been shopping this around with Ed Funding Task Force members, Budget-writers and Leg Leaders. It's unclear how receptive legislators have been; however, it has apparently sparked some conversation, along with questions, which this document attempts to address. The document does not provide a lot of background detail, but hopefully will continue to force a dialogue.

-d

Dan Steele  
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**From:** Stella Lugalía [<mailto:Stella.Lugalía@k12.wa.us>]

**Sent:** Friday, May 05, 2017 1:02 PM

**To:** [jerry@awsp.org](mailto:jerry@awsp.org); [LYoung@WashingtonEA.org](mailto:LYoung@WashingtonEA.org); Jessica Vavrus <[Jessica.Vavrus@k12.wa.us](mailto:Jessica.Vavrus@k12.wa.us)>; Dan Steele <[dsteele@wasa-oly.org](mailto:dsteele@wasa-oly.org)>; Melissa Gombosky ([melissagombosky@gmail.com](mailto:melissagombosky@gmail.com)) <[melissagombosky@gmail.com](mailto:melissagombosky@gmail.com)>; [medenning@comcast.net](mailto:medenning@comcast.net); Justin Montermini <[Justin.Montermini@k12.wa.us](mailto:Justin.Montermini@k12.wa.us)>; [JSalvi@WashingtonEA.org](mailto:JSalvi@WashingtonEA.org); [Inoahr@washingtonea.org](mailto:Inoahr@washingtonea.org); Wendy Rader-Konofalski [WA] <[WRader-Konofalski@WashingtonEA.org](mailto:WRader-Konofalski@WashingtonEA.org)>; Kaaren Heikes <[Kaaren.Heikes@k12.wa.us](mailto:Kaaren.Heikes@k12.wa.us)>; Jack Daray <[jdaray@aol.com](mailto:jdaray@aol.com)>

**Subject:** Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Good afternoon everyone,

Attached is an electronic copy of the Hybrid model. As you will see, there are some revisions, mostly based on feedback.

Your patience waiting for an electronic copy is greatly appreciated.

Have a great weekend!

**Stella Lugalía**

Government Relations & Policy Assistant  
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Est. 2016-17		Estimated Total State, Local Levy & LEA Pe				Net Per Pupil Policy Change (State, Local Levy, LEA)			Estimated Total Per Pupil Funding With Policy Impact			% Chg	% Chg
School Year	2016-17	2018-19	2019-20	2020-21	2018-19	2019-20	2020-21	2018-19	2019-20	2020-21		2020-21 To 2016-17	2020-21 To 2020-21 ML
Shaw	\$27,580	\$28,634	\$29,144	\$29,667	\$8,970	\$13,396	\$13,761	\$37,604	\$42,540	\$43,429		57%	46%
Skykomish	\$34,523	\$35,920	\$36,501	\$37,066	\$5,179	\$7,777	\$8,149	\$41,099	\$44,278	\$45,215		31%	22%
Roosevelt	\$15,604	\$15,914	\$16,158	\$16,408	\$4,051	\$6,104	\$6,260	\$19,965	\$22,262	\$22,668		45%	38%
Mill A	\$30,472	\$31,367	\$31,778	\$32,199	\$3,826	\$6,856	\$7,041	\$35,193	\$38,633	\$39,239		29%	22%
Star	\$31,233	\$32,254	\$32,764	\$33,285	\$2,940	\$6,584	\$6,751	\$35,195	\$39,347	\$40,036		28%	20%
North River	\$27,677	\$28,778	\$29,280	\$29,795	\$2,939	\$6,278	\$6,469	\$31,717	\$35,558	\$36,263		31%	22%
Palisades	\$19,286	\$19,881	\$20,174	\$20,488	\$2,751	\$4,319	\$4,539	\$22,632	\$24,492	\$25,027		30%	22%
Mount Pleasant	\$10,162	\$9,813	\$9,989	\$10,169	\$2,201	\$3,495	\$3,595	\$12,014	\$13,483	\$13,765		35%	35%
Lake Washington	\$9,792	\$10,268	\$10,249	\$10,367	\$2,193	\$3,419	\$3,510	\$12,461	\$13,668	\$13,877		42%	34%
Mukilteo	\$11,147	\$11,370	\$11,251	\$11,384	\$2,073	\$3,122	\$3,189	\$13,443	\$14,374	\$14,573		31%	28%
Issaquah	\$9,765	\$10,122	\$10,006	\$10,122	\$2,029	\$3,312	\$3,442	\$12,151	\$13,318	\$13,564		39%	34%
Lake Stevens	\$9,905	\$10,536	\$10,647	\$10,791	\$2,026	\$3,019	\$3,002	\$12,562	\$13,666	\$13,792		39%	28%
Renton	\$11,297	\$11,560	\$11,418	\$11,540	\$2,021	\$3,038	\$3,169	\$13,581	\$14,456	\$14,708		30%	27%
Highline	\$11,339	\$11,489	\$11,251	\$11,376	\$1,955	\$2,719	\$2,875	\$13,444	\$13,971	\$14,251		26%	25%
Lopez	\$16,406	\$16,755	\$16,625	\$16,752	\$1,934	\$3,203	\$3,384	\$18,689	\$19,828	\$20,136		23%	20%
Bremerton	\$11,166	\$11,427	\$11,353	\$11,480	\$1,822	\$2,558	\$2,710	\$13,249	\$13,911	\$14,190		27%	24%
Bellevue	\$11,116	\$11,418	\$11,260	\$11,369	\$1,812	\$2,906	\$3,062	\$13,229	\$14,166	\$14,431		30%	27%
Snoqualmie Valle	\$9,931	\$10,329	\$10,219	\$10,340	\$1,810	\$2,850	\$2,984	\$12,139	\$13,069	\$13,324		34%	29%
Shoreline	\$10,446	\$10,972	\$10,983	\$11,105	\$1,809	\$2,834	\$2,914	\$12,781	\$13,817	\$14,019		34%	26%
South Whidbey	\$10,997	\$11,303	\$11,163	\$11,295	\$1,808	\$3,077	\$3,090	\$13,111	\$14,241	\$14,385		31%	27%
Bainbridge	\$10,357	\$10,676	\$10,602	\$10,723	\$1,776	\$3,020	\$3,107	\$12,452	\$13,622	\$13,830		34%	29%
Mary M Knight	\$5,394	\$5,651	\$5,686	\$5,861	\$1,769	\$2,871	\$2,967	\$7,420	\$8,557	\$8,828		64%	51%
Snohomish	\$10,671	\$10,969	\$10,848	\$10,973	\$1,712	\$2,566	\$2,570	\$12,682	\$13,414	\$13,543		27%	23%
Kent	\$11,214	\$11,381	\$11,183	\$11,300	\$1,711	\$2,471	\$2,611	\$13,093	\$13,653	\$13,911		24%	23%
Edmonds	\$11,194	\$11,505	\$11,319	\$11,450	\$1,693	\$2,834	\$3,068	\$13,198	\$14,153	\$14,518		30%	27%
Riverview	\$10,309	\$10,621	\$10,505	\$10,625	\$1,656	\$2,627	\$2,762	\$12,277	\$13,131	\$13,387		30%	26%
South Kitsap	\$10,588	\$10,943	\$10,892	\$11,021	\$1,617	\$2,394	\$2,535	\$12,560	\$13,286	\$13,556		28%	23%
Chimacum	\$11,730	\$11,846	\$11,624	\$11,750	\$1,611	\$2,836	\$2,980	\$13,458	\$14,460	\$14,730		26%	25%
San Juan	\$10,617	\$10,970	\$10,843	\$10,967	\$1,603	\$2,848	\$2,989	\$12,572	\$13,690	\$13,956		31%	27%
Burlington Edison	\$11,257	\$11,574	\$11,386	\$11,514	\$1,586	\$2,378	\$2,440	\$13,160	\$13,764	\$13,954		24%	21%
Sultan	\$11,218	\$11,367	\$11,200	\$11,330	\$1,570	\$2,355	\$2,496	\$12,937	\$13,555	\$13,826		23%	22%
Northshore	\$10,274	\$10,834	\$10,872	\$11,000	\$1,560	\$2,697	\$2,903	\$12,394	\$13,569	\$13,902		35%	26%
Starbuck	\$21,146	\$21,931	\$22,327	\$22,733	\$1,507	\$4,130	\$4,247	\$23,438	\$26,457	\$26,980		28%	19%
Mercer Island	\$10,640	\$10,869	\$10,697	\$10,805	\$1,506	\$2,470	\$2,622	\$12,375	\$13,167	\$13,427		26%	24%
Auburn	\$11,187	\$11,407	\$11,286	\$11,414	\$1,487	\$2,255	\$2,316	\$12,895	\$13,541	\$13,731		23%	20%
Monroe	\$10,407	\$10,640	\$10,517	\$10,641	\$1,487	\$2,301	\$2,422	\$12,127	\$12,818	\$13,063		26%	23%
Seattle	\$12,120	\$12,382	\$12,195	\$12,304	\$1,480	\$2,329	\$2,495	\$13,862	\$14,524	\$14,799		22%	20%
Vashon Island	\$10,412	\$10,717	\$10,634	\$10,745	\$1,478	\$2,554	\$2,617	\$12,195	\$13,188	\$13,362		28%	24%
Coupeville	\$9,884	\$10,408	\$10,318	\$10,449	\$1,475	\$2,594	\$2,671	\$11,883	\$12,912	\$13,119		33%	26%
Lakewood	\$10,421	\$10,823	\$10,697	\$10,832	\$1,462	\$2,338	\$2,459	\$12,284	\$13,035	\$13,291		28%	23%
Quillayute Valley	\$9,053	\$9,359	\$9,465	\$9,596	\$1,460	\$2,518	\$2,641	\$10,819	\$11,982	\$12,237		35%	28%
Stanwood-Caman	\$10,570	\$11,011	\$10,887	\$11,020	\$1,459	\$2,476	\$2,553	\$12,470	\$13,363	\$13,573		28%	23%

Est. 2016-17		Estimated Total State, Local Levy & LEA Pe				Net Per Pupil Policy Change (State, Local Levy, LEA)			Estimated Total Per Pupil Funding With Policy Impact			% Chg 2020-21 To 2016-17	% Chg 2020-21 To 2020-21 ML
School Year	2016-17	2018-19	2019-20	2020-21	2018-19	2019-20	2020-21	2018-19	2019-20	2020-21			
Wahluke	\$10,308	\$10,697	\$10,762	\$10,898	\$1,436	\$2,456	\$2,573	\$12,133	\$13,217	\$13,471		31%	24%
Oak Harbor	\$9,982	\$10,588	\$10,689	\$10,826	\$1,426	\$2,341	\$2,461	\$12,014	\$13,030	\$13,287		33%	23%
Orcas	\$10,563	\$10,733	\$10,682	\$10,794	\$1,426	\$2,581	\$2,708	\$12,159	\$13,264	\$13,502		28%	25%
Everett	\$11,348	\$11,771	\$11,667	\$11,797	\$1,398	\$2,197	\$2,196	\$13,169	\$13,864	\$13,993		23%	19%
Central Kitsap	\$10,581	\$11,102	\$11,117	\$11,249	\$1,393	\$2,156	\$2,289	\$12,495	\$13,273	\$13,538		28%	20%
Mt Vernon	\$11,337	\$11,516	\$11,390	\$11,517	\$1,389	\$2,129	\$2,267	\$12,904	\$13,520	\$13,784		22%	20%
Blaine	\$11,156	\$11,581	\$11,415	\$11,543	\$1,360	\$2,362	\$2,402	\$12,941	\$13,778	\$13,945		25%	21%
Grandview	\$9,711	\$10,059	\$10,100	\$10,240	\$1,358	\$2,441	\$2,545	\$11,418	\$12,540	\$12,785		32%	25%
Federal Way	\$11,573	\$11,729	\$11,607	\$11,727	\$1,353	\$2,037	\$2,176	\$13,082	\$13,644	\$13,903		20%	19%
Fife	\$10,370	\$10,771	\$10,752	\$10,872	\$1,353	\$2,105	\$2,231	\$12,124	\$12,857	\$13,103		26%	21%
Arlington	\$10,899	\$11,261	\$11,133	\$11,261	\$1,340	\$2,126	\$2,187	\$12,601	\$13,259	\$13,449		23%	19%
Quilcene	\$9,196	\$9,506	\$9,646	\$9,781	\$1,333	\$2,397	\$2,495	\$10,839	\$12,043	\$12,276		33%	26%
Bridgeport	\$9,510	\$9,881	\$9,925	\$10,059	\$1,322	\$2,400	\$2,507	\$11,203	\$12,325	\$12,566		32%	25%
Tukwila	\$12,435	\$12,673	\$12,622	\$12,726	\$1,310	\$1,696	\$1,853	\$13,983	\$14,318	\$14,579		17%	15%
Toppenish	\$9,615	\$9,925	\$9,974	\$10,115	\$1,305	\$2,376	\$2,481	\$11,230	\$12,350	\$12,596		31%	25%
Index	\$24,811	\$25,264	\$25,443	\$25,723	\$1,292	\$2,240	\$2,444	\$26,556	\$27,683	\$28,168		14%	10%
Marysville	\$11,486	\$11,782	\$11,615	\$11,751	\$1,291	\$2,074	\$2,134	\$13,072	\$13,689	\$13,884		21%	18%
North Kitsap	\$11,497	\$11,756	\$11,609	\$11,733	\$1,280	\$2,030	\$2,176	\$13,037	\$13,640	\$13,909		21%	19%
Wapato	\$9,839	\$10,191	\$10,229	\$10,367	\$1,258	\$2,323	\$2,429	\$11,449	\$12,552	\$12,796		30%	23%
Mabton	\$10,524	\$10,877	\$10,878	\$11,009	\$1,243	\$2,280	\$2,302	\$12,120	\$13,158	\$13,311		26%	21%
Peninsula	\$10,527	\$10,860	\$10,774	\$10,902	\$1,233	\$2,299	\$2,490	\$12,093	\$13,073	\$13,392		27%	23%
Royal	\$9,836	\$10,199	\$10,286	\$10,425	\$1,224	\$2,281	\$2,305	\$11,423	\$12,566	\$12,730		29%	22%
La Conner	\$11,948	\$11,914	\$12,045	\$12,182	\$1,220	\$2,155	\$2,269	\$13,134	\$14,201	\$14,451		21%	19%
Evergreen (Stev)	\$15,256	\$15,954	\$16,264	\$16,565	\$1,219	\$3,016	\$3,125	\$17,173	\$19,281	\$19,690		29%	19%
Mount Adams	\$9,377	\$9,948	\$10,109	\$10,248	\$1,218	\$2,230	\$2,300	\$11,165	\$12,339	\$12,549		34%	22%
Lind	\$18,340	\$18,916	\$18,825	\$18,948	\$1,205	\$2,373	\$2,601	\$20,122	\$21,198	\$21,550		17%	14%
Omak	\$8,484	\$8,765	\$8,820	\$8,960	\$1,193	\$2,145	\$2,227	\$9,958	\$10,964	\$11,187		32%	25%
North Franklin	\$10,293	\$10,705	\$10,796	\$10,934	\$1,182	\$2,176	\$2,264	\$11,887	\$12,971	\$13,198		28%	21%
Paterson	\$11,709	\$12,383	\$12,563	\$12,704	\$1,178	\$2,331	\$2,392	\$13,561	\$14,893	\$15,096		29%	19%
Tahoma	\$10,263	\$10,773	\$10,810	\$10,936	\$1,176	\$1,923	\$2,049	\$11,948	\$12,734	\$12,986		27%	19%
Inchelium	\$13,201	\$13,414	\$13,461	\$13,600	\$1,153	\$2,351	\$2,469	\$14,567	\$15,812	\$16,069		22%	18%
Warden	\$10,163	\$10,529	\$10,608	\$10,738	\$1,152	\$1,944	\$2,053	\$11,681	\$12,552	\$12,791		26%	19%
Orchard Prairie	\$10,327	\$11,321	\$11,491	\$11,670	\$1,141	\$2,218	\$2,298	\$12,462	\$13,708	\$13,968		35%	20%
Darrington	\$13,395	\$13,367	\$13,152	\$13,272	\$1,140	\$1,817	\$1,961	\$14,507	\$14,969	\$15,232		14%	15%
Othello	\$9,698	\$10,120	\$10,200	\$10,346	\$1,124	\$2,140	\$2,244	\$11,244	\$12,340	\$12,590		30%	22%
Granite Falls	\$10,342	\$10,616	\$10,424	\$10,549	\$1,120	\$1,787	\$1,915	\$11,736	\$12,211	\$12,463		21%	18%
Sequim	\$10,081	\$10,592	\$10,750	\$10,887	\$1,119	\$2,105	\$2,167	\$11,711	\$12,855	\$13,055		29%	20%
Sumner	\$10,443	\$10,831	\$10,732	\$10,854	\$1,116	\$1,878	\$1,996	\$11,947	\$12,610	\$12,850		23%	18%
North Beach	\$11,579	\$11,892	\$11,863	\$11,982	\$1,115	\$2,230	\$2,366	\$13,007	\$14,093	\$14,349		24%	20%
Anacortes	\$10,692	\$11,177	\$11,165	\$11,286	\$1,108	\$2,107	\$2,248	\$12,285	\$13,271	\$13,534		27%	20%
Quincy	\$10,996	\$11,425	\$11,553	\$11,678	\$1,108	\$2,151	\$2,352	\$12,533	\$13,704	\$14,029		28%	20%
Crescent	\$11,439	\$11,853	\$12,030	\$12,169	\$1,095	\$2,188	\$2,294	\$12,948	\$14,217	\$14,462		26%	19%

Est. 2016-17		Estimated Total State, Local Levy & LEA Pe				Net Per Pupil Policy Change (State, Local Levy, LEA)			Estimated Total Per Pupil Funding With Policy Impact			% Chg 2020-21 To 2016-17	% Chg 2020-21 To 2020-21 ML
School Year	2016-17	2018-19	2019-20	2020-21	2018-19	2019-20	2020-21	2018-19	2019-20	2020-21			
Granger	\$10,353	\$10,682	\$10,732	\$10,872	\$1,092	\$2,125	\$2,232	\$11,774	\$12,856	\$13,105		27%	21%
Bellingham	\$10,927	\$11,214	\$11,070	\$11,195	\$1,082	\$1,897	\$1,951	\$12,296	\$12,967	\$13,146		20%	17%
Sunnyside	\$9,986	\$10,368	\$10,410	\$10,554	\$1,078	\$2,127	\$2,230	\$11,445	\$12,537	\$12,784		28%	21%
Valley	\$10,717	\$11,197	\$11,340	\$11,473	\$1,068	\$2,152	\$2,224	\$12,265	\$13,492	\$13,697		28%	19%
Bickleton	\$22,109	\$23,097	\$23,461	\$23,834	\$1,065	\$3,338	\$3,443	\$24,162	\$26,799	\$27,278		23%	14%
Manson	\$12,328	\$12,740	\$12,898	\$13,023	\$1,057	\$2,115	\$2,218	\$13,798	\$15,013	\$15,241		24%	17%
Northport	\$12,999	\$13,403	\$13,557	\$13,711	\$1,031	\$2,215	\$2,240	\$14,434	\$15,772	\$15,951		23%	16%
Port Townsend	\$11,424	\$11,540	\$11,381	\$11,509	\$1,022	\$2,109	\$2,242	\$12,562	\$13,490	\$13,751		20%	19%
Orient	\$14,432	\$15,879	\$16,090	\$16,334	\$1,017	\$2,579	\$2,634	\$16,896	\$18,669	\$18,968		31%	16%
West Valley (Yak)	\$9,798	\$10,324	\$10,431	\$10,569	\$1,008	\$1,839	\$1,869	\$11,332	\$12,270	\$12,438		27%	18%
Loon Lake	\$8,998	\$9,476	\$9,635	\$9,766	\$994	\$1,878	\$1,929	\$10,469	\$11,513	\$11,694		30%	20%
Sedro Woolley	\$11,101	\$11,364	\$11,212	\$11,339	\$988	\$1,685	\$1,805	\$12,352	\$12,897	\$13,144		18%	16%
Mansfield	\$20,009	\$20,555	\$20,641	\$20,806	\$986	\$2,597	\$2,733	\$21,541	\$23,238	\$23,539		18%	13%
Franklin Pierce	\$11,256	\$11,379	\$11,209	\$11,334	\$984	\$1,612	\$1,741	\$12,363	\$12,821	\$13,075		16%	15%
Camas	\$9,745	\$10,324	\$10,431	\$10,557	\$978	\$1,765	\$1,810	\$11,302	\$12,196	\$12,367		27%	17%
Mount Baker	\$11,502	\$11,672	\$11,453	\$11,576	\$978	\$1,644	\$1,773	\$12,650	\$13,097	\$13,349		16%	15%
Grapeview	\$10,677	\$11,154	\$11,112	\$11,211	\$975	\$1,779	\$1,921	\$12,129	\$12,891	\$13,132		23%	17%
Thorp	\$17,995	\$18,173	\$18,016	\$18,177	\$973	\$2,257	\$2,434	\$19,146	\$20,273	\$20,611		15%	13%
White Pass	\$11,446	\$11,854	\$12,018	\$12,159	\$973	\$2,035	\$2,031	\$12,827	\$14,053	\$14,190		24%	17%
Lynden	\$10,021	\$10,665	\$10,789	\$10,927	\$949	\$1,697	\$1,803	\$11,614	\$12,486	\$12,730		27%	17%
Dayton	\$13,095	\$13,203	\$13,037	\$13,161	\$944	\$2,089	\$2,225	\$14,148	\$15,126	\$15,386		18%	17%
Medical Lake	\$9,787	\$10,270	\$10,348	\$10,484	\$938	\$1,933	\$2,027	\$11,208	\$12,281	\$12,511		28%	19%
Taholah	\$15,046	\$15,282	\$15,246	\$15,389	\$918	\$1,920	\$2,060	\$16,200	\$17,166	\$17,449		16%	13%
Boistfort	\$12,394	\$13,340	\$13,484	\$13,674	\$917	\$1,796	\$1,924	\$14,257	\$15,279	\$15,598		26%	14%
Clover Park	\$11,409	\$11,942	\$11,960	\$12,093	\$912	\$1,518	\$1,642	\$12,854	\$13,478	\$13,735		20%	14%
Ferndale	\$11,093	\$11,242	\$11,007	\$11,141	\$904	\$1,562	\$1,614	\$12,146	\$12,569	\$12,754		15%	14%
Vancouver	\$10,503	\$10,895	\$10,958	\$11,081	\$904	\$1,605	\$1,731	\$11,798	\$12,563	\$12,812		22%	16%
Orting	\$9,932	\$10,545	\$10,604	\$10,730	\$902	\$1,602	\$1,723	\$11,448	\$12,206	\$12,453		25%	16%
Prescott	\$14,517	\$15,014	\$15,186	\$15,333	\$902	\$2,164	\$2,307	\$15,916	\$17,350	\$17,640		22%	15%
Ocean Beach	\$12,080	\$12,270	\$12,123	\$12,246	\$900	\$1,813	\$1,846	\$13,171	\$13,936	\$14,092		17%	15%
Wenatchee	\$10,825	\$11,250	\$11,280	\$11,414	\$897	\$1,637	\$1,673	\$12,146	\$12,918	\$13,087		21%	15%
Cascade	\$10,670	\$11,105	\$11,230	\$11,353	\$895	\$1,912	\$1,974	\$12,000	\$13,142	\$13,327		25%	17%
Pasco	\$10,496	\$10,961	\$11,032	\$11,164	\$889	\$1,589	\$1,702	\$11,850	\$12,621	\$12,865		23%	15%
Lake Chelan	\$11,322	\$11,758	\$11,918	\$12,048	\$887	\$1,896	\$1,975	\$12,644	\$13,814	\$14,023		24%	16%
Nooksack Valley	\$11,140	\$11,388	\$11,290	\$11,425	\$883	\$1,591	\$1,717	\$12,271	\$12,881	\$13,142		18%	15%
Woodland	\$10,082	\$10,495	\$10,635	\$10,776	\$883	\$1,735	\$1,829	\$11,377	\$12,370	\$12,605		25%	17%
Castle Rock	\$10,058	\$10,360	\$10,477	\$10,614	\$877	\$1,638	\$1,732	\$11,236	\$12,116	\$12,346		23%	16%
Soap Lake	\$12,250	\$12,525	\$12,595	\$12,716	\$867	\$1,546	\$1,663	\$13,392	\$14,142	\$14,379		17%	13%
Brewster	\$10,740	\$11,114	\$11,198	\$11,331	\$859	\$1,727	\$1,830	\$11,972	\$12,925	\$13,161		23%	16%
Skamania	\$10,655	\$11,414	\$11,585	\$11,760	\$848	\$1,918	\$1,978	\$12,261	\$13,503	\$13,738		29%	17%
Nespelem	\$11,506	\$11,883	\$11,815	\$11,967	\$846	\$1,883	\$2,002	\$12,729	\$13,698	\$13,969		21%	17%
Stevenson-Carson	\$9,046	\$9,521	\$9,689	\$9,841	\$846	\$1,870	\$1,951	\$10,367	\$11,559	\$11,792		30%	20%

Est. 2016-17		Estimated Total State, Local Levy & LEA Pe				Net Per Pupil Policy Change (State, Local Levy, LEA)			Estimated Total Per Pupil Funding With Policy Impact			% Chg	% Chg
School Year	2016-17	2018-19	2019-20	2020-21	2018-19	2019-20	2020-21	2018-19	2019-20	2020-21		2020-21 To 2016-17	2020-21 To 2020-21 ML
Ridgefield	\$9,090	\$9,831	\$9,846	\$9,971	\$844	\$1,703	\$1,863	\$10,675	\$11,549	\$11,834		30%	19%
Deer Park	\$9,627	\$9,974	\$10,057	\$10,193	\$839	\$1,730	\$1,820	\$10,813	\$11,786	\$12,013		25%	18%
Meridian	\$10,578	\$10,938	\$10,787	\$10,910	\$826	\$1,472	\$1,589	\$11,764	\$12,259	\$12,498		18%	15%
Richland	\$10,227	\$10,625	\$10,672	\$10,793	\$820	\$1,549	\$1,587	\$11,444	\$12,221	\$12,381		21%	15%
Moses Lake	\$10,813	\$11,119	\$11,040	\$11,173	\$812	\$1,473	\$1,514	\$11,931	\$12,513	\$12,688		17%	14%
Yakima	\$10,302	\$10,675	\$10,705	\$10,850	\$812	\$1,700	\$1,802	\$11,487	\$12,405	\$12,652		23%	17%
Cle Elum-Roslyn	\$10,562	\$11,083	\$11,138	\$11,264	\$810	\$1,863	\$1,920	\$11,893	\$13,001	\$13,184		25%	17%
North Thurston	\$10,573	\$10,946	\$10,781	\$10,907	\$798	\$1,490	\$1,537	\$11,744	\$12,270	\$12,444		18%	14%
Wishkah Valley	\$15,250	\$15,519	\$15,303	\$15,445	\$795	\$1,625	\$1,783	\$16,314	\$16,927	\$17,228		13%	12%
Enumclaw	\$10,997	\$11,448	\$11,406	\$11,532	\$790	\$1,416	\$1,543	\$12,238	\$12,822	\$13,076		19%	13%
Evergreen (Clark)	\$10,696	\$11,083	\$11,124	\$11,253	\$784	\$1,486	\$1,598	\$11,867	\$12,610	\$12,852		20%	14%
Grand Coulee Da	\$10,924	\$11,203	\$11,293	\$11,417	\$781	\$1,452	\$1,558	\$11,984	\$12,745	\$12,976		19%	14%
Hockinson	\$10,033	\$10,444	\$10,337	\$10,450	\$780	\$1,452	\$1,560	\$11,224	\$11,789	\$12,010		20%	15%
Selkirk	\$14,239	\$14,789	\$14,927	\$15,077	\$777	\$1,957	\$2,165	\$15,566	\$16,884	\$17,242		21%	14%
Kalama	\$9,654	\$10,165	\$10,198	\$10,311	\$775	\$1,755	\$1,921	\$10,940	\$11,953	\$12,231		27%	19%
White River	\$10,710	\$11,101	\$10,935	\$11,062	\$774	\$1,480	\$1,595	\$11,875	\$12,414	\$12,657		18%	14%
Onalaska	\$10,489	\$10,837	\$10,955	\$11,088	\$771	\$1,605	\$1,702	\$11,608	\$12,560	\$12,790		22%	15%
Spokane	\$11,306	\$11,569	\$11,438	\$11,560	\$771	\$1,396	\$1,440	\$12,340	\$12,834	\$13,000		15%	12%
Methow Valley	\$11,627	\$12,013	\$11,934	\$12,058	\$768	\$1,911	\$2,034	\$12,782	\$13,845	\$14,092		21%	17%
Battle Ground	\$10,832	\$11,174	\$11,116	\$11,232	\$756	\$1,410	\$1,521	\$11,929	\$12,526	\$12,753		18%	14%
Cape Flattery	\$12,671	\$12,959	\$13,009	\$13,137	\$749	\$1,700	\$1,805	\$13,707	\$14,709	\$14,942		18%	14%
Concrete	\$12,673	\$12,960	\$12,765	\$12,888	\$745	\$1,567	\$1,781	\$13,705	\$14,332	\$14,669		16%	14%
Raymond	\$11,316	\$11,624	\$11,657	\$11,783	\$739	\$1,442	\$1,547	\$12,363	\$13,099	\$13,330		18%	13%
Steilacoom Hist.	\$10,449	\$10,988	\$11,054	\$11,168	\$725	\$1,457	\$1,586	\$11,713	\$12,511	\$12,755		22%	14%
Summit Valley	\$11,552	\$12,481	\$12,592	\$12,790	\$719	\$1,730	\$1,793	\$13,200	\$14,322	\$14,583		26%	14%
Lyle	\$14,956	\$15,615	\$15,764	\$15,900	\$718	\$1,700	\$1,847	\$16,332	\$17,463	\$17,747		19%	12%
Mossyrock	\$11,678	\$12,067	\$12,220	\$12,360	\$714	\$1,603	\$1,709	\$12,781	\$13,824	\$14,069		20%	14%
Winlock	\$10,674	\$11,037	\$11,088	\$11,233	\$713	\$1,619	\$1,715	\$11,750	\$12,707	\$12,948		21%	15%
Port Angeles	\$10,744	\$11,032	\$11,048	\$11,178	\$709	\$1,345	\$1,387	\$11,741	\$12,393	\$12,566		17%	12%
Tonasket	\$10,249	\$10,631	\$10,715	\$10,849	\$697	\$1,411	\$1,505	\$11,328	\$12,125	\$12,354		21%	14%
Centralia	\$10,928	\$11,270	\$11,348	\$11,486	\$682	\$1,452	\$1,556	\$11,953	\$12,800	\$13,042		19%	14%
Morton	\$12,071	\$12,496	\$12,641	\$12,779	\$682	\$1,405	\$1,503	\$13,178	\$14,046	\$14,282		18%	12%
Shelton	\$10,801	\$11,057	\$11,004	\$11,139	\$677	\$1,402	\$1,513	\$11,734	\$12,406	\$12,652		17%	14%
Puyallup	\$10,723	\$11,087	\$10,941	\$11,065	\$672	\$1,332	\$1,441	\$11,759	\$12,273	\$12,506		17%	13%
Napavine	\$10,066	\$10,442	\$10,514	\$10,650	\$666	\$1,514	\$1,605	\$11,108	\$12,028	\$12,255		22%	15%
Great Northern	\$13,696	\$14,248	\$14,413	\$14,597	\$665	\$1,271	\$1,416	\$14,913	\$15,684	\$16,012		17%	10%
Kennewick	\$10,124	\$10,553	\$10,640	\$10,776	\$663	\$1,408	\$1,511	\$11,216	\$12,048	\$12,287		21%	14%
North Mason	\$10,647	\$11,078	\$11,248	\$11,383	\$662	\$1,429	\$1,527	\$11,740	\$12,677	\$12,910		21%	13%
Sprague	\$26,518	\$27,601	\$27,901	\$28,313	\$651	\$2,274	\$2,534	\$28,253	\$30,175	\$30,847		16%	9%
Tacoma	\$12,174	\$12,585	\$12,541	\$12,653	\$645	\$976	\$1,119	\$13,230	\$13,517	\$13,772		13%	9%
Yelm	\$10,007	\$10,428	\$10,399	\$10,526	\$645	\$1,295	\$1,401	\$11,073	\$11,695	\$11,927		19%	13%
Goldendale	\$10,879	\$11,036	\$10,934	\$11,065	\$643	\$1,531	\$1,612	\$11,679	\$12,465	\$12,677		17%	15%

Est. 2016-17		Estimated Total State, Local Levy & LEA Pe				Net Per Pupil Policy Change (State, Local Levy, LEA)			Estimated Total Per Pupil Funding With Policy Impact			% Chg 2020-21 To 2016-17	% Chg 2020-21 To 2020-21 ML
School Year	2016-17	2018-19	2019-20	2020-21	2018-19	2019-20	2020-21	2018-19	2019-20	2020-21			
South Bend	\$12,295	\$12,657	\$12,745	\$12,876	\$641	\$1,469	\$1,570	\$13,297	\$14,214	\$14,445		17%	12%
Highland	\$11,014	\$11,360	\$11,441	\$11,580	\$632	\$1,456	\$1,558	\$11,992	\$12,897	\$13,139		19%	13%
Kettle Falls	\$10,315	\$10,721	\$10,817	\$10,956	\$627	\$1,377	\$1,470	\$11,348	\$12,194	\$12,427		20%	13%
Kelso	\$10,462	\$10,831	\$10,924	\$11,056	\$620	\$1,242	\$1,346	\$11,452	\$12,166	\$12,402		19%	12%
Zillah	\$9,269	\$9,630	\$9,694	\$9,834	\$620	\$1,568	\$1,659	\$10,250	\$11,261	\$11,493		24%	17%
Oakville	\$13,442	\$13,887	\$13,874	\$14,032	\$613	\$1,571	\$1,703	\$14,500	\$15,445	\$15,735		17%	12%
Kittitas	\$11,334	\$11,812	\$11,928	\$12,048	\$604	\$1,522	\$1,714	\$12,416	\$13,450	\$13,762		21%	14%
College Place	\$10,267	\$10,652	\$10,798	\$10,931	\$599	\$1,135	\$1,244	\$11,252	\$11,933	\$12,175		19%	11%
Eastmont	\$9,982	\$10,383	\$10,509	\$10,646	\$595	\$1,355	\$1,450	\$10,978	\$11,863	\$12,096		21%	14%
Oroville	\$11,164	\$11,568	\$11,700	\$11,827	\$582	\$1,268	\$1,346	\$12,150	\$12,969	\$13,173		18%	11%
Mead	\$10,527	\$10,812	\$10,689	\$10,819	\$575	\$1,259	\$1,295	\$11,387	\$11,948	\$12,114		15%	12%
Chewelah	\$10,309	\$10,696	\$10,808	\$10,949	\$562	\$1,432	\$1,526	\$11,258	\$12,240	\$12,475		21%	14%
Cheney	\$10,264	\$10,727	\$10,750	\$10,880	\$561	\$1,239	\$1,354	\$11,288	\$11,989	\$12,234		19%	12%
Selah	\$10,709	\$11,066	\$11,147	\$11,276	\$552	\$1,194	\$1,295	\$11,618	\$12,341	\$12,571		17%	11%
Cusick	\$12,726	\$13,275	\$13,495	\$13,670	\$547	\$1,842	\$1,900	\$13,822	\$15,338	\$15,570		22%	14%
Toledo	\$10,060	\$10,407	\$10,516	\$10,649	\$543	\$1,355	\$1,442	\$10,951	\$11,871	\$12,091		20%	14%
Hoquiam	\$10,484	\$10,807	\$10,734	\$10,868	\$541	\$1,141	\$1,254	\$11,349	\$11,875	\$12,123		16%	12%
Liberty	\$12,243	\$12,550	\$12,396	\$12,517	\$541	\$1,474	\$1,662	\$13,091	\$13,870	\$14,180		16%	13%
Longview	\$11,168	\$11,385	\$11,391	\$11,516	\$541	\$1,138	\$1,247	\$11,926	\$12,529	\$12,764		14%	11%
Okanogan	\$10,113	\$10,465	\$10,537	\$10,681	\$538	\$1,385	\$1,475	\$11,003	\$11,922	\$12,155		20%	14%
Bethel	\$10,950	\$11,253	\$11,047	\$11,173	\$519	\$1,137	\$1,244	\$11,772	\$12,184	\$12,416		13%	11%
Republic	\$11,141	\$11,622	\$11,767	\$11,918	\$513	\$1,566	\$1,657	\$12,135	\$13,333	\$13,575		22%	14%
Washougal	\$10,772	\$11,230	\$11,279	\$11,399	\$512	\$1,187	\$1,290	\$11,742	\$12,465	\$12,690		18%	11%
Curlew	\$14,853	\$15,240	\$15,331	\$15,498	\$509	\$1,804	\$1,920	\$15,748	\$17,135	\$17,418		17%	12%
Tenino	\$10,288	\$10,503	\$10,358	\$10,479	\$507	\$1,085	\$1,193	\$11,010	\$11,444	\$11,673		13%	11%
Newport	\$10,140	\$10,570	\$10,679	\$10,812	\$498	\$1,228	\$1,324	\$11,069	\$11,907	\$12,136		20%	12%
Union Gap	\$10,739	\$11,171	\$11,238	\$11,373	\$498	\$1,253	\$1,370	\$11,669	\$12,491	\$12,743		19%	12%
Rainier	\$10,598	\$10,812	\$10,729	\$10,852	\$482	\$1,115	\$1,226	\$11,295	\$11,844	\$12,078		14%	11%
Wellpinit	\$12,713	\$13,169	\$13,239	\$13,370	\$480	\$1,332	\$1,315	\$13,650	\$14,571	\$14,685		16%	10%
East Valley (Yak)	\$10,334	\$10,769	\$10,870	\$11,008	\$478	\$1,170	\$1,274	\$11,248	\$12,040	\$12,282		19%	12%
Pullman	\$9,404	\$10,311	\$10,437	\$10,567	\$470	\$1,102	\$1,201	\$10,781	\$11,539	\$11,768		25%	11%
Rochester	\$10,533	\$10,838	\$10,852	\$10,973	\$470	\$1,022	\$1,129	\$11,308	\$11,874	\$12,103		15%	10%
Adna	\$9,472	\$10,033	\$10,122	\$10,250	\$460	\$1,302	\$1,383	\$10,493	\$11,424	\$11,633		23%	13%
Chehalis	\$11,398	\$11,739	\$11,825	\$11,950	\$456	\$1,113	\$1,208	\$12,195	\$12,938	\$13,158		15%	10%
Kahlotus	\$39,123	\$40,879	\$41,557	\$42,213	\$456	\$3,778	\$3,992	\$41,334	\$45,334	\$46,205		18%	9%
Waterville	\$12,975	\$13,288	\$13,422	\$13,557	\$443	\$904	\$1,035	\$13,731	\$14,326	\$14,591		12%	8%
St John	\$16,125	\$17,384	\$17,538	\$17,686	\$437	\$1,529	\$1,717	\$17,821	\$19,067	\$19,403		20%	10%
Tumwater	\$10,122	\$10,555	\$10,446	\$10,575	\$435	\$1,103	\$1,196	\$10,990	\$11,549	\$11,771		16%	11%
Eatonville	\$10,696	\$11,037	\$10,876	\$10,995	\$415	\$1,008	\$1,114	\$11,452	\$11,884	\$12,109		13%	10%
University Place	\$10,199	\$10,621	\$10,705	\$10,830	\$410	\$913	\$1,023	\$11,030	\$11,619	\$11,853		16%	9%
Coulee/Hartline	\$15,406	\$15,828	\$16,009	\$16,160	\$394	\$1,396	\$1,529	\$16,222	\$17,405	\$17,690		15%	9%
Lacenter	\$10,616	\$11,232	\$11,345	\$11,474	\$393	\$1,066	\$1,161	\$11,625	\$12,410	\$12,635		19%	10%

Est. 2016-17		Estimated Total State, Local Levy & LEA Pe				Net Per Pupil Policy Change (State, Local Levy, LEA)			Estimated Total Per Pupil Funding With Policy Impact			% Chg 2020-21 To 2016-17	% Chg 2020-21 To 2020-21 ML
School Year	2016-17	2018-19	2019-20	2020-21	2018-19	2019-20	2020-21	2018-19	2019-20	2020-21			
Trout Lake	\$13,047	\$13,711	\$13,812	\$13,950	\$393	\$1,308	\$1,426	\$14,104	\$15,120	\$15,376		18%	10%
Ephrata	\$10,277	\$10,613	\$10,677	\$10,808	\$390	\$993	\$1,095	\$11,003	\$11,670	\$11,903		16%	10%
Aberdeen	\$10,293	\$11,622	\$11,642	\$11,777	\$388	\$968	\$1,074	\$12,010	\$12,610	\$12,851		25%	9%
Willapa Valley	\$12,518	\$12,926	\$13,025	\$13,167	\$385	\$1,141	\$1,367	\$13,310	\$14,166	\$14,533		16%	10%
West Valley (Spo)	\$11,047	\$11,332	\$11,315	\$11,436	\$371	\$857	\$969	\$11,703	\$12,171	\$12,405		12%	8%
Elma	\$11,654	\$11,776	\$11,561	\$11,697	\$369	\$1,038	\$1,141	\$12,145	\$12,599	\$12,837		10%	10%
Ocosta	\$12,150	\$12,519	\$12,528	\$12,649	\$359	\$1,070	\$1,194	\$12,877	\$13,598	\$13,843		14%	9%
Naches Valley	\$11,160	\$11,453	\$11,390	\$11,511	\$352	\$950	\$1,059	\$11,805	\$12,340	\$12,570		13%	9%
Prosser	\$11,114	\$11,465	\$11,564	\$11,704	\$347	\$1,101	\$1,199	\$11,812	\$12,665	\$12,903		16%	10%
Colville	\$10,796	\$11,240	\$11,318	\$11,451	\$332	\$1,004	\$1,101	\$11,572	\$12,322	\$12,553		16%	10%
Pateros	\$13,247	\$13,636	\$13,745	\$13,889	\$325	\$1,030	\$1,144	\$13,962	\$14,775	\$15,032		13%	8%
Ellensburg	\$10,644	\$11,112	\$11,085	\$11,215	\$324	\$971	\$1,070	\$11,435	\$12,056	\$12,285		15%	10%
Mary Walker	\$10,354	\$11,041	\$11,187	\$11,326	\$317	\$1,193	\$1,287	\$11,358	\$12,380	\$12,614		22%	11%
Olympia	\$10,465	\$10,876	\$10,735	\$10,864	\$311	\$952	\$1,044	\$11,187	\$11,687	\$11,908		14%	10%
Pioneer	\$12,607	\$12,898	\$12,896	\$13,010	\$303	\$806	\$958	\$13,201	\$13,702	\$13,968		11%	7%
Green Mountain	\$11,568	\$12,611	\$12,762	\$12,880	\$293	\$877	\$1,134	\$12,904	\$13,638	\$14,014		21%	9%
Central Valley	\$10,552	\$11,022	\$11,025	\$11,154	\$288	\$928	\$1,032	\$11,311	\$11,953	\$12,186		15%	9%
Asotin-Anatone	\$10,190	\$10,524	\$10,400	\$10,526	\$285	\$919	\$1,020	\$10,809	\$11,320	\$11,546		13%	10%
Finley	\$11,971	\$12,195	\$12,199	\$12,326	\$274	\$903	\$1,004	\$12,470	\$13,102	\$13,330		11%	8%
Clarkston	\$10,639	\$11,008	\$11,052	\$11,183	\$272	\$864	\$970	\$11,280	\$11,917	\$12,153		14%	9%
Kiona Benton	\$11,772	\$11,957	\$12,050	\$12,185	\$264	\$965	\$1,057	\$12,222	\$13,014	\$13,242		12%	9%
Garfield	\$20,827	\$21,776	\$21,833	\$22,005	\$252	\$1,468	\$1,612	\$22,028	\$23,300	\$23,617		13%	7%
Davenport	\$11,255	\$11,681	\$11,760	\$11,886	\$247	\$802	\$902	\$11,928	\$12,562	\$12,787		14%	8%
Freeman	\$10,178	\$10,746	\$10,840	\$10,965	\$243	\$867	\$970	\$10,989	\$11,707	\$11,934		17%	9%
Cashmere	\$9,717	\$10,127	\$10,230	\$10,373	\$230	\$840	\$935	\$10,356	\$11,070	\$11,308		16%	9%
Walla Walla	\$10,930	\$11,301	\$11,276	\$11,405	\$226	\$801	\$908	\$11,527	\$12,076	\$12,313		13%	8%
Riverside	\$11,393	\$11,700	\$11,744	\$11,860	\$219	\$719	\$826	\$11,919	\$12,462	\$12,686		11%	7%
Montesano	\$10,041	\$10,629	\$10,623	\$10,759	\$214	\$872	\$974	\$10,843	\$11,495	\$11,734		17%	9%
Quinalt	\$17,737	\$18,283	\$18,189	\$18,336	\$202	\$995	\$1,153	\$18,485	\$19,185	\$19,488		10%	6%
Dieringer	\$12,525	\$13,056	\$12,727	\$12,841	\$201	\$678	\$915	\$13,257	\$13,405	\$13,757		10%	7%
East Valley	\$11,839	\$12,011	\$11,834	\$11,961	\$195	\$799	\$904	\$12,206	\$12,633	\$12,865		9%	8%
Hood Canal	\$14,654	\$14,591	\$14,215	\$14,325	\$187	\$473	\$638	\$14,778	\$14,689	\$14,963		2%	4%
Colfax	\$10,790	\$11,667	\$11,658	\$11,780	\$176	\$845	\$957	\$11,843	\$12,503	\$12,738		18%	8%
Naselle Grays Riv	\$14,470	\$14,894	\$14,993	\$15,118	\$173	\$923	\$1,022	\$15,067	\$15,915	\$16,141		12%	7%
Easton	\$20,385	\$21,047	\$21,311	\$21,505	\$133	\$1,379	\$1,539	\$21,180	\$22,690	\$23,044		13%	7%
Toutle Lake	\$10,464	\$11,076	\$11,203	\$11,344	\$133	\$815	\$904	\$11,209	\$12,018	\$12,247		17%	8%
White Salmon	\$10,829	\$11,370	\$11,509	\$11,655	\$131	\$828	\$973	\$11,501	\$12,337	\$12,627		17%	8%
Griffin	\$12,261	\$12,768	\$12,608	\$12,734	\$128	\$873	\$999	\$12,896	\$13,481	\$13,732		12%	8%
Nine Mile Falls	\$10,896	\$11,371	\$11,308	\$11,429	\$128	\$676	\$781	\$11,499	\$11,984	\$12,210		12%	7%
Columbia (Walla)	\$11,980	\$12,297	\$12,306	\$12,422	\$64	\$528	\$649	\$12,361	\$12,834	\$13,071		9%	5%
Pomeroy	\$14,489	\$14,745	\$14,739	\$14,879	\$63	\$1,013	\$1,149	\$14,808	\$15,751	\$16,028		11%	8%
Mc Cleary	\$10,755	\$11,404	\$11,439	\$11,571	\$60	\$407	\$528	\$11,464	\$11,846	\$12,099		12%	5%



Est. 2016-17		Estimated Total State, Local Levy & LEA Pe			Net Per Pupil Policy Change (State, Local Levy, LEA)			Estimated Total Per Pupil Funding With Policy Impact			% Chg 2020-21 To 2016-17	% Chg 2020-21 To 2020-21 ML
School Year	2016-17	2018-19	2019-20	2020-21	2018-19	2019-20	2020-21	2018-19	2019-20	2020-21		
Waitsburg	\$12,299	\$12,709	\$12,819	\$12,967	\$46	\$772	\$883	\$12,755	\$13,591	\$13,850	13%	7%
Brinnon	\$15,533	\$15,702	\$15,699	\$15,888	\$38	\$285	\$433	\$15,740	\$15,984	\$16,321	5%	3%
Conway	\$11,397	\$12,179	\$12,192	\$12,311	\$37	\$298	\$360	\$12,216	\$12,490	\$12,671	11%	3%
Columbia (Stev)	\$16,607	\$17,205	\$17,422	\$17,587	\$15	\$1,300	\$1,360	\$17,220	\$18,722	\$18,946	14%	8%
Almira	\$30,274	\$31,315	\$31,530	\$31,994	\$0	\$0	\$0	\$31,315	\$31,530	\$31,994	6%	0%
Benge	\$32,485	\$34,047	\$34,352	\$34,855	\$0	\$357	\$525	\$34,047	\$34,709	\$35,380	9%	2%
Carbonado	\$12,882	\$13,375	\$13,250	\$13,357	\$0	\$0	\$0	\$13,375	\$13,250	\$13,357	4%	0%
Centerville	\$13,859	\$14,795	\$14,905	\$15,083	\$0	\$0	\$0	\$14,795	\$14,905	\$15,083	9%	0%
Colton	\$18,198	\$19,296	\$19,339	\$19,493	\$0	\$0	\$0	\$19,296	\$19,339	\$19,493	7%	0%
Cosmopolis	\$15,133	\$15,408	\$15,116	\$15,205	\$0	\$0	\$0	\$15,408	\$15,116	\$15,205	0%	0%
Creston	\$25,438	\$26,858	\$27,219	\$27,589	\$0	\$0	\$144	\$26,858	\$27,219	\$27,734	9%	1%
Damman	\$19,705	\$19,956	\$19,738	\$19,983	\$0	\$0	\$0	\$19,956	\$19,738	\$19,983	1%	0%
Dixie	\$33,390	\$34,142	\$34,502	\$34,870	\$0	\$0	\$0	\$34,142	\$34,502	\$34,870	4%	0%
Endicott	\$25,919	\$27,353	\$27,556	\$27,931	\$0	\$1,020	\$1,238	\$27,353	\$28,576	\$29,170	13%	4%
Entiat	\$12,532	\$12,999	\$13,143	\$13,301	\$0	\$435	\$538	\$12,999	\$13,578	\$13,839	10%	4%
Evaline	\$11,673	\$12,642	\$12,839	\$13,042	\$0	\$493	\$600	\$12,642	\$13,332	\$13,642	17%	5%
Glenwood	\$26,793	\$27,607	\$27,749	\$28,176	\$0	\$934	\$1,097	\$27,607	\$28,683	\$29,273	9%	4%
Harrington	\$22,293	\$23,416	\$23,571	\$23,756	\$0	\$0	\$0	\$23,416	\$23,571	\$23,756	7%	0%
Keller	\$20,644	\$21,843	\$22,217	\$22,573	\$0	\$1,244	\$1,390	\$21,843	\$23,460	\$23,964	16%	6%
Klickitat	\$34,200	\$34,925	\$35,048	\$35,513	\$0	\$470	\$621	\$34,925	\$35,518	\$36,135	6%	2%
Lacrosse Joint	\$39,108	\$40,837	\$40,981	\$41,499	\$0	\$0	\$0	\$40,837	\$40,981	\$41,499	6%	0%
Lamont	\$24,256	\$25,601	\$25,671	\$25,976	\$0	\$0	\$0	\$25,601	\$25,671	\$25,976	7%	0%
Oakesdale	\$23,081	\$23,899	\$23,243	\$23,388	\$0	\$445	\$617	\$23,899	\$23,687	\$24,006	4%	3%
Odessa	\$14,561	\$15,184	\$15,330	\$15,480	\$0	\$766	\$898	\$15,184	\$16,096	\$16,379	12%	6%
Onion Creek	\$19,643	\$20,093	\$20,183	\$20,490	\$0	\$648	\$771	\$20,093	\$20,832	\$21,261	8%	4%
Orondo	\$14,613	\$15,222	\$15,397	\$15,531	\$0	\$0	\$53	\$15,222	\$15,397	\$15,584	7%	0%
Palouse	\$14,825	\$15,879	\$15,985	\$16,134	\$0	\$0	\$132	\$15,879	\$15,985	\$16,266	10%	1%
Pe Ell	\$13,990	\$14,465	\$14,576	\$14,736	\$0	\$666	\$769	\$14,465	\$15,242	\$15,504	11%	5%
Queets-Clearwate	\$27,573	\$28,557	\$28,824	\$29,244	\$0	\$896	\$1,052	\$28,557	\$29,721	\$30,297	10%	4%
Reardan	\$11,104	\$11,842	\$11,980	\$12,115	\$0	\$423	\$575	\$11,842	\$12,403	\$12,690	14%	5%
Ritzville	\$11,677	\$12,535	\$12,624	\$12,739	\$0	\$102	\$280	\$12,535	\$12,725	\$13,019	11%	2%
Rosalia	\$17,544	\$18,109	\$18,032	\$18,169	\$0	\$852	\$1,211	\$18,109	\$18,884	\$19,379	10%	7%
Satsop	\$10,834	\$12,108	\$12,125	\$12,308	\$0	\$297	\$383	\$12,108	\$12,423	\$12,691	17%	3%
Southside	\$10,052	\$10,794	\$10,574	\$10,698	\$0	\$197	\$327	\$10,794	\$10,771	\$11,025	10%	3%
Stehekin	\$45,892	\$47,736	\$48,559	\$49,402	\$0	\$4,964	\$4,777	\$47,736	\$53,523	\$54,178	18%	10%
Steptoe	\$19,034	\$20,064	\$20,236	\$20,530	\$0	\$1,024	\$1,281	\$20,064	\$21,261	\$21,811	15%	6%
Tekoa	\$17,309	\$17,831	\$17,869	\$18,006	\$0	\$518	\$634	\$17,831	\$18,387	\$18,640	8%	4%
Touchet	\$17,079	\$17,365	\$17,369	\$17,504	\$0	\$0	\$0	\$17,365	\$17,369	\$17,504	2%	0%
Wahkiakum	\$13,121	\$13,595	\$13,730	\$13,866	\$0	\$578	\$704	\$13,595	\$14,308	\$14,570	11%	5%
Washtucna	\$42,062	\$43,312	\$43,555	\$44,208	\$0	\$1,144	\$1,451	\$43,312	\$44,699	\$45,659	9%	3%
Wilbur	\$13,835	\$14,272	\$14,151	\$14,280	\$0	\$617	\$731	\$14,272	\$14,769	\$15,012	9%	5%
Wilson Creek	\$18,459	\$18,769	\$18,849	\$19,016	\$0	\$642	\$753	\$18,769	\$19,491	\$19,768	7%	4%

Est. 2016-17		Estimated Total State, Local Levy & LEA Pe			Net Per Pupil Policy Change (State, Local Levy, LEA)			Estimated Total Per Pupil Funding With Policy Impact			% Chg 2020-21 To 2016-17	% Chg 2020-21 To 2020-21 ML
School Year	2016-17	2018-19	2019-20	2020-21	2018-19	2019-20	2020-21	2018-19	2019-20	2020-21		
Wishram	\$21,976	\$22,896	\$23,296	\$23,708	\$0	\$2,207	\$2,306	\$22,896	\$25,504	\$26,013	18%	10%

Please note the following:

- \*The following estimates are based on a specific set of assumptions regarding items such as caseload, inflation, and school district M&O levy certification. A different set of assumptions would result in different estimates.
- \*School district estimates for maintenance level are limited to estimated state basic education allocations, local effort assistance payments, and maintenance and operation levies.
- \*School district M&O and local effort assistance payments estimated at current law include the impact of enactment of ESB 5023, delaying the levy cliff by one calendar year.
- \*School district estimates for current law and the estimated impact of the policy changes assume caseload forecast and inflation estimates as of March 2017.
- \*School district policy impacts do not include the estimated impact of increased funding school districts may receive as the result of changes in grant program funding amounts, and other items that can not be estimated at the school district level. Examples of items not included in these estimates are: increased allocations under the BEST program, anticipated growth in the number of National Board certified teachers, and pupil transportation formula adjustments.
- \*For districts showing a net policy change loss, a hold harmless has been applied.



	Estimated Median Taxable Single Family Residence Value Adjusted for the Combined Indicated Ratio				Estimated Net Tax Due For a single family residence with a median taxable value. Assuming both new state and local M&O levy policies. Annual change is compared to estimated tax due under current law.				Estimated Net School District Impact New Basic Education Compensation and Program Funding Allocations, M&O Levy and Local Effort Assistance			
School District	CY 2018	CY 2019	CY 2020	CY 2021	CY 2018	CY 2019	CY 2020	CY 2021	SY 2017-18	SY 2018-19	SY 2019-20	SY 2020-21
Mercer Island	1,110,800	1,165,200	1,222,200	1,282,000	\$ 970	\$ 990	\$ 1,140	\$ 1,280	828,386	6,779,984	11,175,900	11,970,349
Bellevue	687,200	720,800	756,100	793,100	\$ 600	\$ 660	\$ 750	\$ 830	4,672,383	37,345,226	60,203,011	64,008,871
Issaquah	640,800	672,200	705,100	739,600	\$ 560	\$ 800	\$ 910	\$ 970	3,889,691	41,692,001	68,411,048	71,725,141
Lake Washington	594,500	623,600	654,100	686,100	\$ 520	\$ 670	\$ 730	\$ 790	6,253,065	65,280,136	102,259,347	105,924,220
Bainbridge	567,400	573,500	579,600	585,800	\$ 490	\$ 660	\$ 700	\$ 730	913,014	6,915,724	11,815,549	12,266,741
Seattle	529,300	555,200	582,400	610,900	\$ 460	\$ 420	\$ 490	\$ 550	13,953,224	80,803,513	127,780,419	138,149,964
Shaw	520,500	530,800	541,300	552,000	\$ 450	\$ 480	\$ 520	\$ 550	4,663	76,245	113,863	116,971
Snoqualmie Valley	485,300	509,000	533,900	560,000	\$ 420	\$ 430	\$ 490	\$ 570	1,353,254	12,860,075	20,347,997	21,498,184
Northshore	484,600	508,300	533,200	559,300	\$ 420	\$ 460	\$ 560	\$ 650	4,887,821	33,877,858	58,865,541	63,913,464
Vashon Island	455,700	478,000	501,400	525,900	\$ 400	\$ 530	\$ 580	\$ 630	353,583	2,411,698	4,189,654	4,331,480
Riverview	448,600	470,500	493,500	517,600	\$ 390	\$ 300	\$ 380	\$ 440	711,887	5,571,625	8,882,921	9,426,833
Shoreline	426,100	446,900	468,800	491,700	\$ 370	\$ 280	\$ 380	\$ 460	2,372,677	17,598,683	27,710,207	28,754,643
Dieringer	424,100	444,900	466,700	489,500	\$ 370	(\$ 20)	\$ 80	\$ 190	312,308	294,063	994,522	1,355,194
San Juan	393,700	401,500	409,400	417,500	\$ 340	\$ 400	\$ 440	\$ 470	238,576	1,320,964	2,359,145	2,498,774
Tahoma	389,300	408,300	428,300	449,300	\$ 340	(\$ 30)	\$ 40	\$ 100	1,747,778	9,533,177	15,668,928	16,846,040
Hockinson	385,900	404,800	424,600	445,400	\$ 340	\$ 40	\$ 130	\$ 210	379,474	1,472,885	2,755,905	2,987,896
Lopez	385,300	392,900	400,600	408,500	\$ 330	\$ 300	\$ 330	\$ 360	74,801	458,608	763,305	813,657
Orcas	383,200	390,800	398,500	406,400	\$ 330	\$ 390	\$ 430	\$ 460	139,871	1,144,484	2,081,614	2,203,169
Snohomish	382,300	401,000	420,600	441,200	\$ 330	\$ 50	\$ 140	\$ 210	2,446,393	17,514,520	26,374,387	26,649,125
Camas	378,300	396,800	416,200	436,600	\$ 330	\$ 100	\$ 190	\$ 270	1,615,143	6,996,463	12,691,702	13,135,565
Edmonds	366,700	384,600	403,400	423,100	\$ 320	\$ 300	\$ 390	\$ 460	6,190,618	35,832,641	60,263,246	65,828,715
Peninsula	354,500	371,800	390,000	409,100	\$ 310	\$ 320	\$ 390	\$ 460	2,272,425	11,149,443	20,885,199	22,822,198
Renton	340,600	357,300	374,800	393,100	\$ 300	\$ 250	\$ 280	\$ 340	5,276,680	32,120,979	48,535,521	51,075,909
Ridgefield	339,000	355,600	373,000	391,300	\$ 290	\$ 270	\$ 320	\$ 400	686,323	2,382,649	4,830,096	5,330,282
Monroe	338,500	355,100	372,500	390,700	\$ 290	\$ 60	\$ 130	\$ 210	1,686,414	10,291,521	16,005,057	17,000,041
Everett	336,100	352,500	369,700	387,800	\$ 290	\$ 40	\$ 120	\$ 170	6,461,378	28,378,863	44,811,042	45,186,530
Mukilteo	330,000	346,100	363,000	380,800	\$ 290	\$ 180	\$ 250	\$ 320	5,543,929	32,591,641	49,338,868	50,851,167
Kent	324,000	339,900	356,500	373,900	\$ 280	(\$ 90)	(\$ 50)	(\$ 10)	8,852,364	47,892,656	69,487,887	74,098,804
South Whidbey	320,600	325,700	330,800	336,000	\$ 280	\$ 320	\$ 350	\$ 380	376,941	2,511,196	4,295,726	4,352,199
Anacortes	320,000	325,200	330,500	335,900	\$ 280	\$ 280	\$ 310	\$ 340	712,189	3,124,103	5,968,444	6,427,111
University Place	317,800	333,300	349,600	366,700	\$ 280	(\$ 300)	(\$ 220)	(\$ 140)	1,570,749	2,362,194	5,293,410	5,981,688
Damman	314,900	322,100	329,400	336,900	\$ 270	(\$ 110)	(\$ 80)	(\$ 40)	9,163	-	-	-
Enumclaw	313,300	328,600	344,700	361,600	\$ 270	(\$ 80)	(\$ 40)	(\$ 10)	1,149,083	3,234,952	5,825,703	6,408,771
Stanwood-Camano	311,800	327,100	343,100	359,900	\$ 270	\$ 230	\$ 290	\$ 330	1,271,845	6,704,964	11,437,503	11,899,240
Lacenter	303,700	318,600	334,200	350,600	\$ 260	\$ -	\$ 60	\$ 120	387,921	656,601	1,787,524	1,965,679
Lake Stevens	301,500	316,300	331,800	348,000	\$ 260	(\$ 20)	\$ 40	\$ 110	2,371,181	17,875,629	26,759,584	26,851,387
Conway	299,300	304,200	309,200	314,300	\$ 260	(\$ 240)	(\$ 180)	(\$ 130)	96,857	16,115	129,325	157,758
Arlington	294,300	308,700	323,800	339,600	\$ 260	(\$ 80)	(\$ 20)	\$ 10	1,581,701	7,344,777	11,708,064	12,157,204
Orondo	290,900	305,000	319,800	335,300	\$ 250	(\$ 70)	(\$ 50)	(\$ 20)	77,172	-	-	10,124
Griffin	290,600	294,100	297,600	301,200	\$ 250	\$ 140	\$ 170	\$ 200	136,955	81,389	559,395	645,999
Battle Ground	289,900	304,100	319,000	334,600	\$ 250	(\$ 30)	\$ 30	\$ 80	3,583,286	10,179,095	19,079,959	20,766,683
La Conner	289,600	294,300	299,100	304,000	\$ 250	(\$ 50)	(\$ 80)	(\$ 120)	181,365	708,386	1,257,914	1,336,105
Steilacoom Hist.	287,900	302,000	316,800	332,300	\$ 250	\$ 110	\$ 190	\$ 260	781,494	2,346,601	4,739,223	5,205,759
Meridian	285,000	290,600	296,300	302,100	\$ 250	(\$ 130)	(\$ 70)	(\$ 40)	440,040	1,441,268	2,583,123	2,812,038
Bellingham	283,500	289,100	294,800	300,600	\$ 250	\$ 130	\$ 170	\$ 200	3,126,215	12,439,390	21,924,349	22,746,632
Fife	282,500	296,300	310,800	326,000	\$ 250	\$ 30	\$ 70	\$ 120	1,166,038	5,055,481	7,904,956	8,451,611
Auburn	282,400	296,200	310,700	325,900	\$ 250	(\$ 110)	(\$ 70)	(\$ 20)	5,548,147	24,163,622	36,810,686	38,157,226
Pullman	282,400	298,300	315,100	332,900	\$ 250	\$ 20	\$ 80	\$ 130	752,610	1,349,902	3,180,834	3,497,575
Federal Way	281,200	295,000	309,400	324,500	\$ 240	(\$ 230)	(\$ 190)	(\$ 160)	7,744,840	30,969,661	46,858,278	50,511,531
Sumner	278,100	291,700	306,000	321,000	\$ 240	\$ 60	\$ 130	\$ 210	2,422,811	10,715,075	18,118,408	19,434,785
North Kitsap	277,600	280,600	283,600	286,600	\$ 240	\$ 20	\$ 60	\$ 60	1,692,750	7,614,023	12,134,011	13,120,436
Orchard Prairie	276,900	290,400	304,600	319,500	\$ 240	\$ 260	\$ 290	\$ 320	15,713	86,003	167,219	173,289

Highline	276,500	290,000	304,200	319,100	\$ 240	(\$ 100)	(\$ 70)	(\$ 50)	7,412,200	38,760,309	54,180,167	57,805,653
Marysville	274,200	287,600	301,700	316,500	\$ 240	(\$ 100)	(\$ 40)	\$ 10	3,793,639	14,371,609	23,215,526	24,095,991
Coupeville	273,000	277,300	281,700	286,200	\$ 240	\$ 280	\$ 300	\$ 310	241,218	1,480,978	2,617,467	2,718,842
Washougal	272,000	285,300	299,300	313,900	\$ 240	\$ 40	\$ 100	\$ 160	925,382	1,665,848	3,883,581	4,260,431
Lakewood	270,700	283,900	297,800	312,400	\$ 240	\$ 70	\$ 140	\$ 200	662,258	3,506,236	5,635,292	5,980,453
Grapeview	269,900	275,000	280,200	285,500	\$ 230	\$ 220	\$ 250	\$ 270	53,767	216,263	396,506	432,027
Lynden	267,700	273,000	278,400	283,900	\$ 230	(\$ 50)	(\$ 10)	\$ 20	908,074	3,073,729	5,520,094	5,920,316
Puyallup	266,200	279,200	292,900	307,200	\$ 230	(\$ 100)	(\$ 40)	\$ 30	6,528,051	15,680,669	31,228,451	34,077,524
Manson	263,700	269,400	275,200	281,100	\$ 230	\$ 210	\$ 250	\$ 270	289,086	717,785	1,442,832	1,526,549
Cascade	263,400	269,000	274,800	280,700	\$ 230	\$ 250	\$ 270	\$ 290	469,717	1,203,047	2,583,134	2,690,621
Trout Lake	259,200	266,000	273,000	280,200	\$ 230	\$ 60	\$ 110	\$ 140	49,108	92,232	308,211	339,003
Ferndale	255,800	260,800	265,900	271,100	\$ 220	(\$ 70)	(\$ 40)	(\$ 10)	1,529,548	4,362,897	7,572,730	7,895,687
White River	255,300	267,800	280,900	294,600	\$ 220	(\$ 30)	\$ 20	\$ 70	1,056,485	2,878,162	5,526,221	6,011,589
Olympia	254,300	257,300	260,400	263,500	\$ 220	(\$ 10)	\$ 10	\$ 50	2,745,266	3,141,148	9,670,519	10,695,805
Freeman	252,100	264,400	277,300	290,900	\$ 220	(\$ 80)	(\$ 20)	\$ 20	232,168	220,546	789,253	891,147
Vancouver	251,600	263,900	276,800	290,300	\$ 220	\$ 10	\$ 80	\$ 130	7,547,972	21,568,793	38,507,319	41,895,366
Mount Pleasant	246,500	246,300	246,100	245,900	\$ 210	\$ 220	\$ 230	\$ 240	13,662	137,791	218,770	225,055
Evergreen (Clark)	244,000	255,900	268,400	281,500	\$ 210	(\$ 100)	(\$ 50)	\$ -	9,410,254	21,245,615	40,488,129	43,937,036
Central Kitsap	243,200	245,800	248,400	251,100	\$ 210	(\$ 210)	(\$ 200)	(\$ 190)	3,283,366	15,737,327	24,480,798	26,225,434
Mead	238,800	250,500	262,800	275,700	\$ 210	(\$ 90)	(\$ 40)	\$ 10	2,709,534	5,732,965	12,622,949	13,101,691
Port Townsend	236,600	241,700	246,900	252,200	\$ 210	\$ 230	\$ 260	\$ 280	359,538	1,208,212	2,504,646	2,686,843
Tukwila	235,000	246,500	258,600	271,300	\$ 200	(\$ 110)	(\$ 90)	(\$ 70)	1,152,221	3,909,636	5,088,684	5,607,768
Easton	234,000	239,300	244,800	250,400	\$ 200	\$ 140	\$ 160	\$ 180	55,489	15,532	161,658	182,096
Chimacum	233,800	238,800	243,900	249,100	\$ 200	\$ 240	\$ 270	\$ 290	319,920	1,714,896	3,033,058	3,215,643
White Salmon	233,700	239,900	246,200	252,700	\$ 200	\$ 80	\$ 120	\$ 170	435,477	170,043	1,079,208	1,279,339
Orting	233,300	244,700	256,700	269,300	\$ 200	(\$ 130)	(\$ 60)	(\$ 10)	732,622	2,359,503	4,208,736	4,566,881
Eastmont	232,600	243,900	255,700	268,100	\$ 200	\$ 30	\$ 70	\$ 120	2,121,319	3,643,379	8,328,596	8,995,532
Oak Harbor	232,000	235,700	239,400	243,200	\$ 200	\$ 30	\$ 50	\$ 50	1,661,139	8,386,272	13,834,634	14,672,900
Bethel	229,700	240,900	252,700	265,100	\$ 200	(\$ 160)	(\$ 110)	(\$ 60)	6,091,694	10,159,394	22,368,281	24,694,719
Tumwater	225,600	228,300	231,000	233,800	\$ 200	(\$ 50)	(\$ 40)	(\$ 10)	2,027,785	3,054,982	7,793,070	8,521,684
Burlington Edison	225,200	228,900	232,600	236,400	\$ 200	(\$ 40)	(\$ 20)	\$ 10	1,318,929	5,945,728	8,958,150	9,274,144
Sequim	224,400	228,400	232,500	236,600	\$ 200	\$ 210	\$ 220	\$ 240	876,703	3,215,724	6,079,258	6,314,811
Green Mountain	224,300	235,300	246,800	258,900	\$ 190	\$ 50	\$ 100	\$ 160	39,717	45,540	136,903	178,660
South Kitsap	223,600	226,000	228,400	230,800	\$ 190	(\$ 150)	(\$ 110)	(\$ 100)	2,817,062	16,153,661	24,040,563	25,690,551
Clover Park	220,700	231,500	242,800	254,700	\$ 190	(\$ 410)	(\$ 370)	(\$ 360)	4,713,750	11,910,887	19,915,104	21,747,786
Asotin-Anatone	218,400	223,900	229,500	235,200	\$ 190	(\$ 120)	(\$ 90)	(\$ 60)	191,808	191,415	619,841	693,913
Nine Mile Falls	217,500	228,100	239,300	251,000	\$ 190	(\$ 80)	(\$ 30)	\$ -	375,496	185,818	985,579	1,149,985
Columbia (Walla)	216,900	222,300	227,900	233,600	\$ 190	(\$ 60)	(\$ 20)	\$ -	275,155	50,039	416,508	515,842
North Thurston	215,200	217,800	220,400	223,000	\$ 190	(\$ 40)	\$ -	\$ 20	4,467,919	12,078,567	22,676,791	23,597,467
Methow Valley	213,600	212,900	212,200	211,500	\$ 190	\$ 200	\$ 220	\$ 240	176,902	479,018	1,197,194	1,285,620
Tacoma	213,500	223,900	234,900	246,400	\$ 190	(\$ 220)	(\$ 170)	(\$ 120)	10,186,724	18,794,147	28,580,198	33,051,631
Granite Falls	213,100	223,500	234,400	245,900	\$ 190	(\$ 80)	(\$ 40)	\$ -	600,503	2,409,110	3,864,070	4,176,699
Richland	212,000	222,400	233,300	244,700	\$ 180	\$ 20	\$ 60	\$ 100	3,327,375	10,984,914	20,858,145	21,563,841
Blaine	210,500	214,600	218,800	223,100	\$ 180	\$ 180	\$ 190	\$ 200	637,600	3,047,789	5,320,155	5,458,363
Mt Vernon	210,400	213,800	217,300	220,800	\$ 180	(\$ 200)	(\$ 170)	(\$ 150)	2,608,184	9,567,076	14,741,539	15,836,692
Great Northern	210,000	220,300	231,100	242,400	\$ 180	\$ 50	\$ 80	\$ 110	9,091	31,061	59,367	66,106
Cashmere	208,800	213,300	217,900	222,600	\$ 180	(\$ 200)	(\$ 160)	(\$ 140)	572,282	373,111	1,372,901	1,541,032
Adna	208,700	211,700	214,700	217,800	\$ 180	\$ 70	\$ 90	\$ 110	176,396	303,704	864,658	926,622
Nooksack Valley	208,200	212,300	216,500	220,700	\$ 180	(\$ 160)	(\$ 120)	(\$ 90)	562,077	1,523,553	2,758,747	3,003,814
College Place	204,800	209,900	215,200	220,600	\$ 180	(\$ 150)	(\$ 120)	(\$ 110)	469,401	812,860	1,547,084	1,711,311
Wenatchee	203,600	208,000	212,500	217,100	\$ 180	(\$ 100)	(\$ 70)	(\$ 50)	3,013,268	7,125,027	13,076,797	13,481,288
Ellensburg	202,000	206,600	211,300	216,100	\$ 180	(\$ 50)	(\$ 30)	(\$ 10)	977,612	1,086,777	3,275,104	3,642,772
Central Valley	199,700	209,500	219,800	230,600	\$ 170	(\$ 70)	(\$ 10)	\$ 20	3,652,177	3,977,536	12,858,971	14,440,875
Eatonville	199,000	208,700	218,900	229,600	\$ 170	(\$ 70)	(\$ 30)	(\$ 10)	543,454	819,697	2,001,726	2,232,786
Sultan	199,000	208,700	218,900	229,600	\$ 170	(\$ 120)	(\$ 80)	(\$ 50)	676,245	3,150,324	4,749,545	5,078,147
Lake Chelan	198,500	202,800	207,100	211,500	\$ 170	\$ 180	\$ 200	\$ 210	571,770	1,304,316	2,802,087	2,944,803
Franklin Pierce	197,900	207,600	217,800	228,500	\$ 170	(\$ 280)	(\$ 230)	(\$ 200)	2,915,553	7,818,862	12,873,693	14,027,670

Cle Elum-Roslyn	196,500	201,000	205,600	210,300	\$ 170	\$ 200	\$ 210	\$ 220	271,157	728,884	1,684,091	1,751,877
Sedro Woolley	195,100	198,300	201,500	204,800	\$ 170	(\$ 140)	(\$ 120)	(\$ 90)	1,424,401	4,347,418	7,449,579	8,051,079
Woodland	192,800	197,400	202,100	207,000	\$ 170	\$ 10	\$ 40	\$ 80	680,348	2,133,785	4,216,035	4,484,950
Skamania	191,700	191,500	191,300	191,100	\$ 170	\$ 170	\$ 180	\$ 190	24,240	70,853	160,359	165,341
Crescent	191,000	194,400	197,800	201,300	\$ 170	\$ 150	\$ 170	\$ 180	75,929	361,004	725,053	766,963
West Valley (Yak)	190,900	195,200	199,600	204,100	\$ 170	(\$ 40)	(\$ 20)	\$ 10	1,649,990	5,295,741	9,709,691	9,954,852
Pasco	189,200	198,600	208,400	218,700	\$ 160	(\$ 340)	(\$ 280)	(\$ 250)	6,726,170	15,982,157	28,718,115	31,026,193
North Mason	187,100	190,600	194,200	197,800	\$ 160	\$ 70	\$ 100	\$ 110	704,215	1,445,891	3,137,084	3,382,310
Kennewick	185,500	194,600	204,100	214,100	\$ 160	(\$ 60)	(\$ 10)	\$ 20	6,608,560	12,415,551	26,512,472	28,709,250
Kalama	185,300	189,800	194,400	199,100	\$ 160	\$ 170	\$ 210	\$ 230	230,988	757,998	1,725,067	1,904,576
Walla Walla	183,500	188,100	192,800	197,600	\$ 160	(\$ 170)	(\$ 130)	(\$ 120)	2,048,862	1,349,857	4,801,277	5,494,611
Rainier	180,800	183,000	185,200	187,400	\$ 160	(\$ 110)	(\$ 70)	(\$ 40)	267,127	393,213	913,712	1,013,249
Quilcene	180,500	184,400	188,400	192,400	\$ 160	\$ 160	\$ 180	\$ 190	101,085	826,114	1,493,134	1,568,231
Selah	180,400	184,500	188,700	193,000	\$ 160	(\$ 190)	(\$ 170)	(\$ 150)	1,126,246	2,041,473	4,435,594	4,856,253
Mill A	179,500	179,300	179,100	178,900	\$ 160	\$ 160	\$ 170	\$ 180	11,153	73,455	131,628	135,182
Carbonado	178,400	187,100	196,300	205,900	\$ 160	(\$ 570)	(\$ 540)	(\$ 520)	41,400	-	-	-
East Valley	177,900	186,600	195,700	205,300	\$ 150	(\$ 20)	\$ 30	\$ 70	1,356,120	830,232	3,415,773	3,896,253
Liberty	176,300	184,900	193,900	203,400	\$ 150	\$ 100	\$ 140	\$ 170	137,597	254,323	696,403	792,622
Medical Lake	175,800	184,400	193,400	202,900	\$ 150	\$ 100	\$ 130	\$ 160	544,934	1,772,157	3,669,408	3,881,131
Southside	175,800	179,100	182,500	185,900	\$ 150	(\$ 70)	(\$ 50)	(\$ 40)	51,019	-	44,687	74,917
Riverside	175,100	183,700	192,700	202,100	\$ 150	(\$ 80)	(\$ 40)	(\$ 10)	504,224	319,957	1,055,778	1,224,535
Thorp	174,000	178,000	182,100	186,300	\$ 150	\$ 60	\$ 80	\$ 100	54,393	141,866	330,656	359,790
Cheney	173,500	182,000	190,900	200,200	\$ 150	\$ 10	\$ 70	\$ 110	1,348,608	2,627,017	5,830,336	6,430,064
Wahkiakum	172,700	179,900	187,400	195,200	\$ 150	\$ 30	\$ 50	\$ 80	161,497	-	257,007	316,205
Tenino	172,200	174,300	176,400	178,500	\$ 150	(\$ 40)	(\$ 10)	\$ 10	354,974	629,909	1,354,594	1,502,677
Kittitas	172,000	175,900	179,900	184,000	\$ 150	\$ 110	\$ 140	\$ 170	230,547	392,128	993,111	1,128,802
Yelm	169,100	171,100	173,100	175,200	\$ 150	(\$ 150)	(\$ 130)	(\$ 100)	1,703,669	3,774,820	7,616,956	8,314,773
Rochester	167,300	169,300	171,300	173,400	\$ 150	(\$ 210)	(\$ 190)	(\$ 170)	667,752	1,084,135	2,371,761	2,643,866
East Valley (Yak)	167,200	171,000	174,900	178,800	\$ 150	(\$ 120)	(\$ 80)	(\$ 70)	1,095,732	1,542,824	3,791,317	4,166,626
Loon Lake	166,700	170,200	173,800	177,500	\$ 140	\$ 150	\$ 170	\$ 180	45,101	188,336	357,729	370,709
Chehalis	165,700	168,100	170,500	172,900	\$ 140	(\$ 70)	(\$ 70)	(\$ 60)	902,649	1,322,090	3,242,427	3,549,263
Moses Lake	165,600	175,100	185,100	195,700	\$ 140	(\$ 260)	(\$ 270)	(\$ 290)	3,167,665	7,095,193	12,936,757	13,419,642
Stehekin	164,700	168,200	171,800	175,500	\$ 140	\$ 150	\$ 160	\$ 170	4,973	-	29,784	28,660
Deer Park	163,500	171,500	179,900	188,700	\$ 140	\$ 20	\$ 50	\$ 70	682,892	2,102,193	4,355,032	4,624,916
Port Angeles	162,600	165,500	168,400	171,400	\$ 140	(\$ 80)	(\$ 70)	(\$ 50)	1,286,588	2,751,257	5,246,950	5,460,711
Reardan	162,600	169,500	176,700	184,200	\$ 140	\$ -	\$ 40	\$ 80	173,436	-	247,727	339,661
Stevenson-Carson	162,600	162,400	162,200	162,000	\$ 140	\$ 150	\$ 150	\$ 160	291,287	797,668	1,772,407	1,865,724
West Valley (Spo)	162,500	170,500	178,800	187,500	\$ 140	(\$ 190)	(\$ 140)	(\$ 120)	1,170,316	1,385,309	3,217,566	3,673,557
Quincy	160,300	169,500	179,200	189,500	\$ 140	\$ 130	\$ 170	\$ 190	1,306,789	3,335,616	6,509,453	7,179,011
Zillah	160,300	163,900	167,600	171,400	\$ 140	\$ 110	\$ 140	\$ 160	431,609	836,647	2,125,699	2,269,720
Touchet	159,800	163,800	167,900	172,100	\$ 140	(\$ 70)	(\$ 40)	(\$ 50)	95,986	-	-	-
Wishkah Valley	159,200	162,100	165,000	168,000	\$ 140	(\$ 260)	(\$ 220)	(\$ 220)	60,825	130,765	268,417	297,173
Bremerton	159,100	160,800	162,500	164,200	\$ 140	(\$ 180)	(\$ 170)	(\$ 170)	2,049,233	9,563,501	13,493,260	14,420,443
Pioneer	158,100	161,100	164,100	167,200	\$ 140	\$ 40	\$ 60	\$ 70	230,923	218,331	584,035	700,573
Clarkston	156,400	160,300	164,300	168,400	\$ 140	(\$ 120)	(\$ 90)	(\$ 70)	867,949	737,840	2,360,315	2,673,799
Prosser	156,200	163,800	171,800	180,200	\$ 140	\$ 30	\$ 70	\$ 110	1,084,201	961,546	3,063,972	3,367,339
Creston	156,000	162,600	169,500	176,700	\$ 140	(\$ 60)	(\$ 40)	(\$ 20)	43,015	-	-	13,056
Toutle Lake	155,200	158,900	162,700	166,600	\$ 130	(\$ 120)	(\$ 100)	(\$ 90)	207,455	88,895	547,350	612,146
Montesano	154,400	157,200	160,000	162,900	\$ 130	(\$ 90)	(\$ 60)	(\$ 40)	423,120	305,054	1,249,260	1,407,984
Colton	153,000	161,600	170,700	180,300	\$ 130	(\$ 110)	(\$ 80)	(\$ 50)	52,796	-	-	-
Entiat	152,300	155,600	158,900	162,300	\$ 130	(\$ 40)	(\$ 20)	(\$ 10)	133,578	-	152,385	190,024
Longview	151,500	155,100	158,800	162,600	\$ 130	(\$ 80)	(\$ 60)	(\$ 40)	2,286,595	3,651,466	7,717,768	8,532,645
Evaline	151,200	153,400	155,600	157,800	\$ 130	\$ 70	\$ 80	\$ 90	17,326	-	25,051	30,499
Skykomish	150,700	158,100	165,800	173,900	\$ 130	(\$ 40)	(\$ 40)	(\$ 30)	40,057	281,845	423,215	443,463
Naches Valley	149,300	152,700	156,100	159,600	\$ 130	(\$ 60)	(\$ 30)	(\$ 10)	408,795	461,218	1,250,559	1,406,015
Lyle	147,800	151,700	155,700	159,800	\$ 130	\$ 80	\$ 100	\$ 120	91,748	170,974	406,815	446,160
Finley	146,300	153,500	161,000	168,900	\$ 130	(\$ 40)	(\$ 20)	\$ 20	374,288	252,778	835,662	937,854

Napavine	145,100	147,200	149,300	151,400	\$ 130	(\$ 60)	(\$ 60)	(\$ 50)	255,025	543,939	1,242,156	1,328,541
Spokane	144,800	151,900	159,300	167,100	\$ 130	(\$ 80)	(\$ 60)	(\$ 20)	10,435,537	23,847,417	43,397,210	45,150,610
Satsop	144,000	146,600	149,200	151,900	\$ 130	\$ 60	\$ 80	\$ 90	20,416	-	20,823	26,820
Toledo	143,200	145,200	147,300	149,400	\$ 120	\$ 10	\$ 20	\$ 40	249,577	430,272	1,078,068	1,158,055
Colville	142,700	145,700	148,800	152,000	\$ 120	(\$ 20)	(\$ 10)	\$ 10	589,645	605,551	1,839,409	2,035,452
Pateros	142,600	142,100	141,600	141,200	\$ 120	(\$ 90)	(\$ 70)	(\$ 50)	121,354	102,325	325,619	364,809
Kelso	141,900	145,300	148,800	152,400	\$ 120	(\$ 270)	(\$ 250)	(\$ 250)	1,688,643	3,150,114	6,340,379	6,933,126
Newport	141,700	144,000	146,400	148,800	\$ 120	\$ 50	\$ 60	\$ 70	392,980	556,752	1,379,442	1,499,832
Mount Baker	141,300	144,100	146,900	149,800	\$ 120	(\$ 50)	(\$ 40)	(\$ 40)	611,267	1,877,319	3,171,114	3,449,560
Evergreen (Stev)	141,100	144,100	147,200	150,300	\$ 120	\$ 130	\$ 140	\$ 150	13,119	35,361	87,474	90,628
Shelton	140,900	143,500	146,200	148,900	\$ 120	(\$ 180)	(\$ 150)	(\$ 150)	1,712,626	2,998,078	6,242,255	6,794,172
Kiona Benton	140,100	147,000	154,200	161,700	\$ 120	(\$ 20)	\$ 10	\$ 40	548,437	384,154	1,408,388	1,557,372
Waitsburg	139,900	143,400	147,000	150,700	\$ 120	(\$ 70)	(\$ 40)	(\$ 20)	114,205	14,027	235,391	271,758
Palouse	138,900	146,700	155,000	163,700	\$ 120	(\$ 150)	(\$ 110)	(\$ 90)	63,846	-	63	25,233
Boistfort	138,600	140,600	142,600	144,600	\$ 120	\$ 60	\$ 70	\$ 80	30,333	87,009	170,319	182,469
Cosmopolis	138,200	140,700	143,200	145,800	\$ 120	(\$ 310)	(\$ 350)	(\$ 380)	43,938	-	-	-
Castle Rock	137,800	141,100	144,500	148,000	\$ 120	(\$ 50)	(\$ 50)	(\$ 30)	378,321	1,130,352	2,122,793	2,264,624
Oakville	136,400	138,900	141,400	143,900	\$ 120	(\$ 10)	(\$ 10)	(\$ 20)	76,374	130,558	336,163	367,787
Highland	135,400	138,500	141,600	144,800	\$ 120	(\$ 10)	\$ 10	\$ 40	468,737	744,554	1,724,461	1,862,810
North River	135,400	137,400	139,500	141,600	\$ 120	\$ 120	\$ 130	\$ 140	40,496	176,920	377,921	389,428
Centralia	135,200	137,100	139,100	141,100	\$ 120	(\$ 10)	\$ 20	\$ 40	1,349,035	2,509,913	5,367,380	5,802,127
Colfax	134,900	142,500	150,500	159,000	\$ 120	\$ -	\$ 30	\$ 50	179,774	105,975	510,983	584,095
Ephrata	133,400	141,100	149,200	157,800	\$ 120	(\$ 290)	(\$ 300)	(\$ 290)	833,474	978,286	2,499,371	2,781,488
Wahluke	132,000	139,600	147,600	156,100	\$ 110	\$ 30	\$ 60	\$ 90	1,029,813	3,464,181	5,953,174	6,293,005
Elma	129,300	131,600	134,000	136,400	\$ 110	(\$ 100)	(\$ 110)	(\$ 110)	574,977	527,415	1,490,031	1,652,699
Dixie	129,100	132,300	135,600	139,000	\$ 110	(\$ 110)	(\$ 80)	(\$ 70)	13,292	-	-	-
Mc Cleary	128,400	130,700	133,100	135,500	\$ 110	(\$ 140)	(\$ 120)	(\$ 110)	91,634	20,206	138,337	180,897
Naselle Grays Riv	127,600	129,500	131,400	133,400	\$ 110	\$ -	\$ 30	\$ 50	121,606	64,232	345,075	385,848
Dayton	126,000	136,300	147,400	159,400	\$ 110	\$ 120	\$ 140	\$ 170	160,433	400,516	890,273	956,900
Onalaska	124,700	126,500	128,300	130,100	\$ 110	(\$ 10)	(\$ 10)	\$ -	276,427	605,911	1,268,198	1,356,458
Mary M Knight	123,800	126,100	128,500	130,900	\$ 110	(\$ 70)	(\$ 60)	(\$ 60)	71,649	929,107	1,515,259	1,579,588
Othello	123,000	128,100	133,400	138,900	\$ 110	\$ 40	\$ 60	\$ 90	1,780,676	4,950,131	9,474,884	10,025,092
Chewelah	122,500	125,100	127,800	130,500	\$ 110	\$ 50	\$ 60	\$ 70	284,091	453,877	1,163,013	1,250,173
Brinnon	122,200	124,800	127,500	130,200	\$ 110	\$ 50	\$ 60	\$ 60	22,339	2,171	16,266	24,663
Grandview	121,900	124,700	127,500	130,400	\$ 110	\$ 80	\$ 100	\$ 110	1,524,980	5,121,779	9,248,323	9,731,770
Hood Canal	121,700	124,000	126,300	128,700	\$ 110	\$ 40	\$ 60	\$ 60	101,449	58,139	148,151	201,603
Darrington	121,600	127,500	133,700	140,200	\$ 110	(\$ 140)	(\$ 140)	(\$ 160)	147,382	472,266	756,153	823,341
Summit Valley	120,700	123,300	125,900	128,600	\$ 100	\$ 110	\$ 120	\$ 130	22,825	45,422	109,306	113,315
Winlock	120,700	122,400	124,100	125,900	\$ 100	(\$ 30)	(\$ 40)	(\$ 30)	284,805	493,940	1,126,643	1,204,425
Yakima	119,200	121,900	124,700	127,500	\$ 100	(\$ 50)	(\$ 40)	(\$ 30)	7,601,892	13,463,558	28,328,572	30,301,203
Kettle Falls	117,000	119,500	122,000	124,600	\$ 100	(\$ 30)	(\$ 10)	\$ 10	278,145	595,680	1,316,040	1,417,633
North Beach	114,400	116,500	118,600	120,700	\$ 100	\$ 110	\$ 120	\$ 130	243,913	763,732	1,535,882	1,644,428
Quillayute Valley	113,300	115,300	117,300	119,400	\$ 100	\$ 100	\$ 110	\$ 120	630,651	4,387,429	7,603,708	8,047,122
Cusick	113,000	114,900	116,800	118,700	\$ 100	\$ 100	\$ 110	\$ 120	99,980	132,897	450,134	468,509
Mossyrock	111,700	113,300	114,900	116,500	\$ 100	\$ 40	\$ 50	\$ 60	198,239	370,099	834,722	897,609
Willapa Valley	111,600	113,300	115,000	116,700	\$ 100	\$ 10	\$ 40	\$ 80	116,738	130,565	389,197	470,343
Grand Coulee Dam	111,300	117,700	124,500	131,600	\$ 100	(\$ 210)	(\$ 210)	(\$ 210)	264,584	575,718	1,075,965	1,164,908
Pe Ell	110,400	112,000	113,600	115,200	\$ 100	\$ 10	\$ 20	\$ 20	124,425	-	186,303	217,026
Sunnyside	110,200	112,700	115,200	117,800	\$ 100	\$ 60	\$ 80	\$ 90	2,814,421	7,391,506	14,663,821	15,513,327
Selkirk	109,200	111,000	112,800	114,700	\$ 90	\$ 70	\$ 90	\$ 110	94,881	201,500	510,197	569,668
Quinault	108,700	110,700	112,700	114,700	\$ 90	(\$ 100)	(\$ 90)	(\$ 90)	91,647	34,876	172,458	201,486
Pomeroy	108,000	116,600	125,900	135,900	\$ 90	\$ 80	\$ 100	\$ 110	124,372	18,945	308,047	352,780
Toppenish	106,800	109,200	111,700	114,200	\$ 90	\$ 70	\$ 90	\$ 100	1,798,955	5,607,985	10,260,099	10,808,303
Granger	106,500	108,900	111,400	113,900	\$ 90	\$ 60	\$ 80	\$ 90	693,929	1,652,029	3,229,128	3,423,737
Morton	106,100	107,600	109,100	110,700	\$ 90	\$ -	\$ 10	\$ 20	136,041	223,424	462,720	499,152
Northport	103,600	105,800	108,100	110,400	\$ 90	\$ 100	\$ 100	\$ 110	77,451	238,149	514,091	524,707
Prescott	100,900	103,400	106,000	108,700	\$ 90	\$ 80	\$ 100	\$ 110	151,176	255,984	617,030	663,615

Ocean Beach	100,800	102,300	103,800	105,300	\$ 90	\$ 80	\$ 80	\$ 90	368,071	948,227	1,919,281	1,971,943
Omak	100,700	100,400	100,100	99,800	\$ 90	(\$ 110)	(\$ 120)	(\$ 120)	1,038,009	6,402,382	11,567,703	12,120,639
North Franklin	100,400	105,400	110,600	116,100	\$ 90	\$ 70	\$ 100	\$ 120	811,042	2,521,534	4,663,407	4,896,298
Coulee/Hartline	100,300	106,100	112,200	118,600	\$ 90	\$ 20	\$ 40	\$ 50	76,366	78,939	281,086	310,804
White Pass	100,100	101,500	103,000	104,500	\$ 90	\$ 90	\$ 90	\$ 90	171,320	416,223	874,350	880,541
Orient	100,000	101,200	102,400	103,600	\$ 90	\$ 90	\$ 100	\$ 100	17,626	64,666	164,010	167,543
Centerville	99,300	101,900	104,600	107,400	\$ 90	(\$ 10)	(\$ 10)	(\$ 10)	25,187	-	-	-
Soap Lake	98,700	104,400	110,400	116,700	\$ 90	(\$ 180)	(\$ 190)	(\$ 200)	200,558	434,227	778,081	844,295
Waterville	97,700	102,400	107,400	112,600	\$ 80	(\$ 130)	(\$ 100)	(\$ 90)	98,726	125,462	257,383	297,197
Index	96,000	100,700	105,600	110,800	\$ 80	(\$ 10)	\$ -	\$ 10	13,673	46,127	79,964	87,268
Davenport	94,700	98,700	102,900	107,300	\$ 80	(\$ 160)	(\$ 160)	(\$ 160)	210,595	151,826	495,698	562,162
Ritzville	94,600	98,500	102,600	106,900	\$ 80	(\$ 20)	\$ -	\$ 20	113,079	-	36,197	100,584
Glenwood	94,400	96,900	99,500	102,100	\$ 80	\$ 50	\$ 70	\$ 80	37,945	-	68,578	80,488
Goldendale	94,400	96,900	99,500	102,100	\$ 80	\$ 70	\$ 80	\$ 90	354,238	615,041	1,472,150	1,563,877
Ocosta	93,900	95,600	97,300	99,100	\$ 80	\$ 20	\$ 40	\$ 50	239,245	222,772	667,904	752,452
Wapato	93,600	95,700	97,900	100,100	\$ 80	\$ 70	\$ 90	\$ 100	1,442,528	4,265,241	7,914,444	8,349,547
Wilbur	93,600	97,600	101,700	106,000	\$ 80	(\$ 60)	(\$ 40)	(\$ 10)	92,088	-	171,645	205,200
Warden	93,200	98,500	104,200	110,200	\$ 80	\$ -	\$ 20	\$ 50	352,559	1,137,093	1,928,833	2,055,734
Aberdeen	92,800	94,500	96,200	97,900	\$ 80	(\$ 180)	(\$ 180)	(\$ 190)	1,323,263	1,313,806	3,291,547	3,686,080
Oroville	92,700	92,400	92,100	91,800	\$ 80	\$ 10	\$ 20	\$ 20	218,591	339,749	744,213	796,960
Valley	90,600	92,500	94,500	96,500	\$ 80	\$ 80	\$ 90	\$ 100	125,138	778,102	1,575,882	1,643,123
Garfield	90,300	95,400	100,800	106,500	\$ 80	(\$ 30)	(\$ 10)	\$ 10	53,344	28,431	166,547	184,580
Mabton	89,100	91,100	93,200	95,300	\$ 80	\$ 80	\$ 90	\$ 90	420,247	1,141,323	2,104,453	2,144,348
Tekoa	87,900	92,900	98,100	103,600	\$ 80	(\$ 130)	(\$ 110)	(\$ 90)	84,505	-	103,578	127,958
St John	87,800	92,700	97,900	103,400	\$ 80	\$ 20	\$ 40	\$ 60	64,024	74,761	263,129	298,016
Brewster	85,400	85,100	84,800	84,500	\$ 70	\$ 10	\$ 20	\$ 30	441,358	812,459	1,642,509	1,756,051
Okanogan	85,300	85,000	84,700	84,400	\$ 70	(\$ 80)	(\$ 80)	(\$ 80)	385,683	603,911	1,561,516	1,677,267
South Bend	84,800	86,100	87,400	88,700	\$ 70	(\$ 110)	(\$ 100)	(\$ 80)	241,496	394,159	908,662	979,471
Cape Flattery	83,800	85,300	86,800	88,300	\$ 70	(\$ 40)	(\$ 40)	(\$ 40)	173,183	372,756	850,740	911,421
Oakesdale	82,800	87,500	92,400	97,600	\$ 70	\$ 30	\$ 40	\$ 60	51,265	-	49,806	69,751
Mount Adams	82,600	84,500	86,400	88,400	\$ 70	\$ 80	\$ 80	\$ 90	345,465	1,146,065	2,109,480	2,195,806
Columbia (Stev)	81,500	83,200	85,000	86,800	\$ 70	\$ 80	\$ 80	\$ 90	74,678	2,451	207,175	218,569
Onion Creek	81,100	82,800	84,600	86,400	\$ 70	\$ 30	\$ 40	\$ 50	21,501	-	25,806	30,685
Union Gap	80,800	82,600	84,500	86,400	\$ 70	\$ 40	\$ 60	\$ 80	260,599	324,102	818,804	903,279
Raymond	80,500	81,700	82,900	84,100	\$ 70	(\$ 140)	(\$ 140)	(\$ 140)	198,475	456,675	895,536	969,622
Wishram	76,900	78,900	81,000	83,100	\$ 70	\$ 70	\$ 80	\$ 80	50,482	-	178,753	186,714
Royal	75,400	79,700	84,300	89,100	\$ 70	\$ 60	\$ 80	\$ 90	703,751	2,156,926	4,037,803	4,118,312
Odessa	74,900	78,100	81,400	84,900	\$ 70	(\$ 10)	\$ 10	\$ 30	87,047	-	186,450	220,639
Palisades	73,600	77,200	80,900	84,800	\$ 60	\$ 20	\$ 30	\$ 30	15,466	72,620	114,015	119,817
Hoquiam	71,800	73,100	74,400	75,700	\$ 60	(\$ 170)	(\$ 170)	(\$ 170)	594,491	909,464	1,926,643	2,137,733
Republic	71,800	72,700	73,600	74,500	\$ 60	\$ 50	\$ 60	\$ 60	121,480	185,481	568,767	607,372
Mary Walker	71,400	72,900	74,500	76,100	\$ 60	\$ 70	\$ 70	\$ 80	254,467	173,946	658,543	717,037
Steptoe	70,700	74,700	78,900	83,300	\$ 60	\$ 10	\$ 30	\$ 40	10,328	-	36,357	45,463
Concrete	69,400	70,500	71,700	72,900	\$ 60	\$ 20	\$ 30	\$ 50	189,598	409,132	864,897	991,873
Curlew	68,600	69,400	70,200	71,000	\$ 60	\$ 50	\$ 50	\$ 50	76,352	92,511	329,578	354,030
Keller	68,600	69,400	70,200	71,000	\$ 60	\$ 60	\$ 70	\$ 70	15,229	-	34,324	38,374
Rosalia	67,800	71,600	75,600	79,900	\$ 60	\$ 30	\$ 50	\$ 70	79,574	-	157,139	225,235
Mansfield	65,500	68,700	72,000	75,500	\$ 60	\$ 50	\$ 70	\$ 80	50,148	103,414	273,627	290,575
Tonasket	65,400	65,200	65,000	64,800	\$ 60	(\$ 70)	(\$ 70)	(\$ 60)	410,320	830,149	1,688,521	1,817,392
Klickitat	64,900	66,600	68,400	70,200	\$ 60	\$ 30	\$ 30	\$ 40	42,020	-	32,919	43,552
Wilson Creek	63,700	67,400	71,300	75,400	\$ 60	(\$ 40)	(\$ 30)	(\$ 10)	72,189	-	97,409	115,280
Lind	58,900	61,300	63,800	66,400	\$ 50	\$ 10	\$ 20	\$ 30	85,474	246,754	488,146	539,916
Bridgeport	58,600	61,400	64,400	67,500	\$ 50	\$ 30	\$ 40	\$ 50	377,484	1,146,659	2,092,831	2,205,466
Bickleton	58,000	59,500	61,100	62,700	\$ 50	\$ 50	\$ 60	\$ 60	33,036	97,908	306,761	316,446
Wellpinit	55,500	56,700	57,900	59,100	\$ 50	\$ 50	\$ 60	\$ 60	165,607	200,508	558,892	557,028
Almira	53,700	56,000	58,400	60,900	\$ 50	\$ -	\$ 10	\$ 20	43,007	-	-	-
Harrington	53,500	55,800	58,200	60,700	\$ 50	(\$ 50)	(\$ 40)	(\$ 20)	50,251	-	-	-

Paterson	53,000	55,600	58,300	61,200	\$ 50	\$ 50	\$ 60	\$ 60	59,591	167,334	332,832	344,664
Inchelium	52,900	53,500	54,100	54,700	\$ 50	\$ 40	\$ 50	\$ 50	83,602	258,553	529,892	561,533
Sprague	51,700	53,900	56,200	58,600	\$ 40	(\$ 10)	\$ -	\$ 10	41,480	45,004	157,143	175,073
Endicott	51,600	54,500	57,600	60,800	\$ 40	(\$ 20)	(\$ 10)	\$ -	43,915	-	88,807	107,834
Lacrosse Joint	49,400	52,200	55,100	58,200	\$ 40	(\$ 50)	(\$ 40)	(\$ 30)	39,816	-	-	-
Taholah	48,300	49,200	50,100	51,000	\$ 40	(\$ 300)	(\$ 290)	(\$ 300)	70,623	160,902	338,322	366,169
Roosevelt	48,000	49,300	50,600	51,900	\$ 40	\$ 40	\$ 50	\$ 50	7,183	113,424	170,923	175,292
Starbuck	43,800	47,400	51,300	55,500	\$ 40	\$ 40	\$ 50	\$ 60	9,489	36,465	99,941	102,785
Washtucna	38,700	40,300	42,000	43,700	\$ 30	(\$ 10)	\$ -	\$ 10	39,836	-	54,696	69,362
Star	38,500	40,400	42,400	44,500	\$ 30	\$ 40	\$ 40	\$ 40	5,909	34,404	77,030	78,986
Benge	38,300	39,900	41,600	43,300	\$ 30	\$ 10	\$ 10	\$ 10	6,130	-	4,464	6,562
Queets-Clearwater	37,600	38,400	39,200	40,000	\$ 30	\$ 20	\$ 30	\$ 30	13,934	-	20,975	24,628
Lamont	37,200	39,300	41,500	43,800	\$ 30	(\$ 30)	(\$ 20)	(\$ 20)	13,181	-	-	-
Nespelem	28,400	28,300	28,200	28,100	\$ 20	(\$ 10)	(\$ 10)	(\$ 20)	51,102	115,219	257,698	276,471
Kahlotus	24,800	26,000	27,300	28,700	\$ 20	\$ 20	\$ 30	\$ 30	45,169	21,683	179,827	189,996

Please note the following:

- The following estimates are based on a specific set of assumptions regarding items such as caseload, inflation, and school district M&O levy certification. A different set of assumptions would result in different estimates.
- School district estimates for maintenance level are limited to estimated state basic education allocations, local effort assistance payments, and maintenance and operation levies.
- School district M&O and local effort assistance payments estimated at current law include the impact of enactment of ESB 5023, delaying the levy cliff by one calendar year.
- School district estimates for current law and the estimated impact of the policy changes assume caseload forecast and inflation estimates as of March 2017.
- School district policy impacts do not include the estimated impact of increased funding School districts may receive as the result of changes in grant program funding amounts, and other items that can not be estimated at the School district level.

Examples of items not included in these estimates are: increased allocations under the BEST program, anticipated growth in the number of National Board certified teachers, and pupil transportation formula adjustments.

Est. 2016-17		Estimated Total State, Local Levy & LEA Funding - ML				Net Policy Change (State, Local Levy, LEA)			Estimated Total Funding With Policy Impact				% Chg	% Chg
School Year	2016-17	2018-19	2019-20	2020-21	2018-19	2019-20	2020-21	2018-19	2019-20	2020-21			2020-21 To 2016-17	2020-21 To 2020-21 ML
Seattle	\$646,431,709	\$676,117,255	\$669,218,451	\$681,282,665	\$80,803,513	\$127,780,419	\$138,149,964	\$756,920,769	\$796,998,871	\$819,432,630			27%	20%
Lake Washington	\$284,677,863	\$305,591,056	\$306,540,206	\$312,870,510	\$65,280,136	\$102,259,347	\$105,924,220	\$370,871,192	\$408,799,552	\$418,794,729			47%	34%
Kent	\$306,549,565	\$318,522,365	\$314,517,639	\$320,670,006	\$47,892,656	\$69,487,887	\$74,098,804	\$366,415,021	\$384,005,526	\$394,768,810			29%	23%
Issaquah	\$196,033,392	\$208,023,500	\$206,660,266	\$210,939,448	\$41,692,001	\$68,411,048	\$71,725,141	\$249,715,502	\$275,071,314	\$282,664,588			44%	34%
Highline	\$219,583,606	\$227,784,101	\$224,179,042	\$228,693,689	\$38,760,309	\$54,180,167	\$57,805,653	\$266,544,410	\$278,359,210	\$286,499,342			30%	25%
Bellevue	\$223,818,855	\$235,350,150	\$233,256,858	\$237,622,969	\$37,345,226	\$60,203,011	\$64,008,871	\$272,695,376	\$293,459,868	\$301,631,840			35%	27%
Edmonds	\$231,379,987	\$243,459,513	\$240,724,823	\$245,706,057	\$35,832,641	\$60,263,246	\$65,828,715	\$279,292,154	\$300,988,069	\$311,534,772			35%	27%
Northshore	\$217,921,981	\$235,261,431	\$237,256,014	\$242,207,363	\$33,877,858	\$58,865,541	\$63,913,464	\$269,139,289	\$296,121,556	\$306,120,827			40%	26%
Mukilteo	\$171,215,424	\$178,796,942	\$177,807,309	\$181,522,905	\$32,591,641	\$49,338,868	\$50,851,167	\$211,388,583	\$227,146,177	\$232,374,072			36%	28%
Renton	\$175,406,548	\$183,758,320	\$182,398,313	\$186,008,852	\$32,120,979	\$48,535,521	\$51,075,909	\$215,879,299	\$230,933,833	\$237,084,761			35%	27%
Federal Way	\$258,775,197	\$268,490,293	\$267,029,311	\$272,211,997	\$30,969,661	\$46,858,278	\$50,511,531	\$299,459,954	\$313,887,589	\$322,723,529			25%	19%
Everett	\$224,956,488	\$238,890,304	\$237,952,593	\$242,775,292	\$28,378,863	\$44,811,042	\$45,186,530	\$267,269,167	\$282,763,635	\$287,961,822			28%	19%
Auburn	\$177,508,797	\$185,313,472	\$184,262,191	\$188,028,723	\$24,163,622	\$36,810,686	\$38,157,226	\$209,477,094	\$221,072,877	\$226,185,949			27%	20%
Spokane	\$341,558,600	\$357,803,010	\$355,511,610	\$362,559,088	\$23,847,417	\$43,397,210	\$45,150,610	\$381,650,427	\$398,908,820	\$407,709,698			19%	12%
Vancouver	\$244,904,126	\$260,063,808	\$262,882,468	\$268,232,870	\$21,568,793	\$38,507,319	\$41,895,366	\$281,632,600	\$301,389,786	\$310,128,235			27%	16%
Evergreen (Clark)	\$283,228,003	\$300,462,992	\$303,057,850	\$309,353,941	\$21,245,615	\$40,488,129	\$43,937,036	\$321,708,607	\$343,545,978	\$353,290,976			25%	14%
Tacoma	\$346,438,631	\$366,625,135	\$367,168,353	\$373,790,224	\$18,794,147	\$28,580,198	\$33,051,631	\$385,419,282	\$395,748,551	\$406,841,855			17%	9%
Lake Stevens	\$85,350,339	\$92,937,291	\$94,391,768	\$96,522,251	\$17,875,629	\$26,759,584	\$26,851,387	\$110,812,921	\$121,151,352	\$123,373,638			45%	28%
Shoreline	\$99,293,206	\$106,770,811	\$107,407,021	\$109,574,707	\$17,598,683	\$27,710,207	\$28,754,643	\$124,369,494	\$135,117,228	\$138,329,350			39%	26%
Snohomish	\$106,604,148	\$112,189,777	\$111,501,606	\$113,807,483	\$17,514,520	\$26,374,387	\$26,649,125	\$129,704,298	\$137,875,992	\$140,456,608			32%	23%
South Kitsap	\$103,348,141	\$109,350,928	\$109,378,664	\$111,670,295	\$16,153,661	\$24,040,563	\$25,690,551	\$125,504,589	\$133,419,227	\$137,360,846			33%	23%
Pasco	\$184,326,145	\$197,070,991	\$199,329,450	\$203,526,055	\$15,982,157	\$28,718,115	\$31,026,193	\$213,053,148	\$228,047,565	\$234,552,248			27%	15%
Central Kitsap	\$116,763,442	\$125,420,903	\$126,220,554	\$128,864,153	\$15,737,327	\$24,480,798	\$26,225,434	\$141,158,230	\$150,701,351	\$155,089,587			33%	20%
Puyallup	\$244,282,038	\$258,566,744	\$256,420,330	\$261,672,387	\$15,680,669	\$31,228,451	\$34,077,524	\$274,247,412	\$287,648,781	\$295,749,911			21%	13%
Marysville	\$124,937,443	\$131,204,696	\$129,989,174	\$132,692,519	\$14,371,609	\$23,215,526	\$24,095,991	\$145,576,305	\$153,204,700	\$156,788,510			25%	18%
Yakima	\$166,873,245	\$177,024,766	\$178,407,781	\$182,456,077	\$13,463,558	\$28,328,572	\$30,301,203	\$190,488,324	\$206,736,353	\$212,757,280			27%	17%
Snoqualmie Valle	\$68,920,835	\$73,389,157	\$72,968,085	\$74,495,455	\$12,860,075	\$20,347,997	\$21,498,184	\$86,249,233	\$93,316,082	\$95,993,639			39%	29%
Bellingham	\$122,725,188	\$128,940,730	\$127,912,076	\$130,527,603	\$12,439,390	\$21,924,349	\$22,746,632	\$141,380,120	\$149,836,424	\$153,274,234			25%	17%
Kennewick	\$185,242,880	\$197,687,414	\$200,309,872	\$204,700,659	\$12,415,551	\$26,512,472	\$28,709,250	\$210,102,965	\$226,822,344	\$233,409,909			26%	14%
North Thurston	\$156,407,719	\$165,778,339	\$164,077,222	\$167,503,002	\$12,078,567	\$22,676,791	\$23,597,467	\$177,856,906	\$186,754,013	\$191,100,469			22%	14%
Clover Park	\$145,516,810	\$155,936,679	\$156,950,119	\$160,116,513	\$11,910,887	\$19,915,104	\$21,747,786	\$167,847,566	\$176,865,223	\$181,864,299			25%	14%
Peninsula	\$92,956,145	\$98,169,684	\$97,881,939	\$99,936,106	\$11,149,443	\$20,885,199	\$22,822,198	\$109,319,127	\$118,767,138	\$122,758,305			32%	23%
Richland	\$133,848,052	\$142,355,474	\$143,704,264	\$146,647,772	\$10,984,914	\$20,858,145	\$21,563,841	\$153,340,387	\$164,562,408	\$168,211,613			26%	15%
Sumner	\$97,948,564	\$103,994,636	\$103,561,281	\$105,679,443	\$10,715,075	\$18,118,408	\$19,434,785	\$114,709,710	\$121,679,690	\$125,114,228			28%	18%
Monroe	\$70,355,218	\$73,639,008	\$73,152,874	\$74,678,802	\$10,291,521	\$16,005,057	\$17,000,041	\$83,930,529	\$89,157,931	\$91,678,843			30%	23%
Battle Ground	\$142,486,312	\$150,466,905	\$150,432,992	\$153,374,300	\$10,179,095	\$19,079,959	\$20,766,683	\$160,646,000	\$169,512,951	\$174,140,982			22%	14%
Bethel	\$209,467,544	\$220,367,143	\$217,417,170	\$221,864,939	\$10,159,394	\$22,368,281	\$24,694,719	\$230,526,537	\$239,785,451	\$246,559,659			18%	11%
Mt Vernon	\$76,292,672	\$79,339,091	\$78,865,797	\$80,458,883	\$9,567,076	\$14,741,539	\$15,836,692	\$88,906,167	\$93,607,336	\$96,295,575			26%	20%
Bremerton	\$57,237,832	\$59,968,534	\$59,876,677	\$61,094,100	\$9,563,501	\$13,493,260	\$14,420,443	\$69,532,036	\$73,369,937	\$75,514,543			32%	24%
Tahoma	\$81,273,189	\$87,337,579	\$88,080,859	\$89,910,725	\$9,533,177	\$15,668,928	\$16,846,040	\$96,870,756	\$103,749,786	\$106,756,765			31%	19%
Oak Harbor	\$57,338,437	\$62,264,131	\$63,172,318	\$64,559,567	\$8,386,272	\$13,834,634	\$14,672,900	\$70,650,403	\$77,006,952	\$79,232,467			38%	23%
Franklin Pierce	\$87,369,071	\$90,422,942	\$89,512,754	\$91,328,051	\$7,818,862	\$12,873,693	\$14,027,670	\$98,241,805	\$102,386,447	\$105,355,721			21%	15%

North Kitsap	\$66,783,116	\$69,912,105	\$69,380,055	\$70,752,255	\$7,614,023	\$12,134,011	\$13,120,436	\$77,526,128	\$81,514,066	\$83,872,691		26%	19%
Sunnyside	\$66,908,405	\$71,120,154	\$71,765,271	\$73,410,570	\$7,391,506	\$14,663,821	\$15,513,327	\$78,511,660	\$86,429,092	\$88,923,897		33%	21%
Arlington	\$58,348,538	\$61,716,862	\$61,323,365	\$62,586,622	\$7,344,777	\$11,708,064	\$12,157,204	\$69,061,639	\$73,031,429	\$74,743,826		28%	19%
Wenatchee	\$84,020,339	\$89,394,051	\$90,081,323	\$91,970,580	\$7,125,027	\$13,076,797	\$13,481,288	\$96,519,078	\$103,158,120	\$105,451,868		26%	15%
Moses Lake	\$92,295,549	\$97,162,175	\$96,950,122	\$99,006,494	\$7,095,193	\$12,936,757	\$13,419,642	\$104,257,368	\$109,886,880	\$112,426,137		22%	14%
Camas	\$68,122,597	\$73,883,689	\$75,022,242	\$76,613,519	\$6,996,463	\$12,691,702	\$13,135,565	\$80,880,152	\$87,713,944	\$89,749,084		32%	17%
Bainbridge	\$39,383,490	\$41,561,599	\$41,477,952	\$42,330,899	\$6,915,724	\$11,815,549	\$12,266,741	\$48,477,323	\$53,293,501	\$54,597,640		39%	29%
Mercer Island	\$46,794,915	\$48,936,257	\$48,402,516	\$49,330,303	\$6,779,984	\$11,175,900	\$11,970,349	\$55,716,241	\$59,578,416	\$61,300,652		31%	24%
Stanwood-Caman	\$47,455,425	\$50,613,677	\$50,289,972	\$51,363,369	\$6,704,964	\$11,437,503	\$11,899,240	\$57,318,642	\$61,727,475	\$63,262,609		33%	23%
Omak	\$44,474,039	\$47,035,788	\$47,566,622	\$48,760,516	\$6,402,382	\$11,567,703	\$12,120,639	\$53,438,170	\$59,134,326	\$60,881,155		37%	25%
Burlington Edison	\$41,214,527	\$43,383,277	\$42,888,897	\$43,763,984	\$5,945,728	\$8,958,150	\$9,274,144	\$49,329,005	\$51,847,047	\$53,038,127		29%	21%
Mead	\$102,574,599	\$107,849,334	\$107,152,999	\$109,432,614	\$5,732,965	\$12,622,949	\$13,101,691	\$113,582,298	\$119,775,948	\$122,534,305		19%	12%
Toppenish	\$40,354,803	\$42,645,925	\$43,070,551	\$44,073,180	\$5,607,985	\$10,260,099	\$10,808,303	\$48,253,910	\$53,330,650	\$54,881,483		36%	25%
Riverview	\$33,887,433	\$35,741,592	\$35,526,713	\$36,255,763	\$5,571,625	\$8,882,921	\$9,426,833	\$41,313,217	\$44,409,634	\$45,682,596		35%	26%
West Valley (Yak)	\$50,274,441	\$54,232,343	\$55,066,492	\$56,297,268	\$5,295,741	\$9,709,691	\$9,954,852	\$59,528,084	\$64,776,183	\$66,252,119		32%	18%
Grandview	\$35,765,336	\$37,927,689	\$38,269,159	\$39,148,739	\$5,121,779	\$9,248,323	\$9,731,770	\$43,049,468	\$47,517,482	\$48,880,509		37%	25%
Fife	\$37,842,650	\$40,239,586	\$40,367,771	\$41,187,503	\$5,055,481	\$7,904,956	\$8,451,611	\$45,295,068	\$48,272,726	\$49,639,113		31%	21%
Othello	\$41,736,017	\$44,586,768	\$45,161,704	\$46,221,367	\$4,950,131	\$9,474,884	\$10,025,092	\$49,536,898	\$54,636,588	\$56,246,459		35%	22%
Quillayute Valley	\$26,574,266	\$28,124,855	\$28,584,266	\$29,241,919	\$4,387,429	\$7,603,708	\$8,047,122	\$32,512,284	\$36,187,974	\$37,289,041		40%	28%
Ferndale	\$52,278,349	\$54,238,803	\$53,369,728	\$54,504,300	\$4,362,897	\$7,572,730	\$7,895,687	\$58,601,701	\$60,942,458	\$62,399,986		19%	14%
Sedro Woolley	\$47,707,601	\$49,994,891	\$49,575,129	\$50,587,968	\$4,347,418	\$7,449,579	\$8,051,079	\$54,342,309	\$57,024,708	\$58,639,047		23%	16%
Wapato	\$32,580,846	\$34,548,238	\$34,852,043	\$35,638,605	\$4,265,241	\$7,914,444	\$8,349,547	\$38,813,479	\$42,766,487	\$43,988,153		35%	23%
Central Valley	\$142,166,196	\$152,034,243	\$152,823,393	\$156,006,434	\$3,977,536	\$12,858,971	\$14,440,875	\$156,011,780	\$165,682,363	\$170,447,309		20%	9%
Tukwila	\$36,257,190	\$37,829,146	\$37,864,174	\$38,520,766	\$3,909,636	\$5,088,684	\$5,607,768	\$41,738,782	\$42,952,858	\$44,128,534		22%	15%
Yelm	\$57,197,853	\$61,023,229	\$61,158,603	\$62,458,686	\$3,774,820	\$7,616,956	\$8,314,773	\$64,798,049	\$68,775,558	\$70,773,459		24%	13%
Longview	\$73,592,864	\$76,808,188	\$77,229,474	\$78,783,833	\$3,651,466	\$7,717,768	\$8,532,645	\$80,459,654	\$84,947,242	\$87,316,478		19%	11%
Eastmont	\$59,654,662	\$63,523,164	\$64,615,769	\$66,048,909	\$3,643,379	\$8,328,596	\$8,995,532	\$67,166,544	\$72,944,365	\$75,044,440		26%	14%
Lakewood	\$24,415,482	\$25,959,872	\$25,787,449	\$26,347,393	\$3,506,236	\$5,635,292	\$5,980,453	\$29,466,108	\$31,422,742	\$32,327,847		32%	23%
Wahluke	\$24,288,114	\$25,802,446	\$26,087,872	\$26,657,345	\$3,464,181	\$5,953,174	\$6,293,005	\$29,266,627	\$32,041,045	\$32,950,350		36%	24%
Quincy	\$32,337,330	\$34,396,241	\$34,954,001	\$35,649,886	\$3,335,616	\$6,509,453	\$7,179,011	\$37,731,857	\$41,463,454	\$42,828,897		32%	20%
Enumclaw	\$43,989,800	\$46,881,000	\$46,940,959	\$47,888,975	\$3,234,952	\$5,825,703	\$6,408,771	\$50,115,952	\$52,766,662	\$54,297,746		23%	13%
Sequim	\$28,294,313	\$30,433,573	\$31,042,282	\$31,721,563	\$3,215,724	\$6,079,258	\$6,314,811	\$33,649,297	\$37,121,541	\$38,036,374		34%	20%
Sultan	\$21,985,654	\$22,807,614	\$22,583,511	\$23,051,160	\$3,150,324	\$4,749,545	\$5,078,147	\$25,957,938	\$27,333,056	\$28,129,307		28%	22%
Kelso	\$51,912,989	\$55,020,659	\$55,766,578	\$56,949,047	\$3,150,114	\$6,340,379	\$6,933,126	\$58,170,773	\$62,106,957	\$63,882,173		23%	12%
Olympia	\$103,281,639	\$109,891,432	\$109,004,445	\$111,311,627	\$3,141,148	\$9,670,519	\$10,695,805	\$113,032,580	\$118,674,964	\$122,007,432		18%	10%
Anacortes	\$29,444,896	\$31,510,591	\$31,633,265	\$32,263,664	\$3,124,103	\$5,968,444	\$6,427,111	\$34,634,694	\$37,601,709	\$38,690,775		31%	20%
Lynden	\$31,691,196	\$34,527,450	\$35,103,088	\$35,872,573	\$3,073,729	\$5,520,094	\$5,920,316	\$37,601,179	\$40,623,182	\$41,792,890		32%	17%
Tumwater	\$69,482,435	\$74,173,969	\$73,773,079	\$75,359,254	\$3,054,982	\$7,793,070	\$8,521,684	\$77,228,951	\$81,566,149	\$83,880,939		21%	11%
Blaine	\$24,416,898	\$25,951,192	\$25,705,776	\$26,228,462	\$3,047,789	\$5,320,155	\$5,458,363	\$28,998,981	\$31,025,931	\$31,686,824		30%	21%
Shelton	\$46,730,612	\$48,972,640	\$48,979,877	\$50,030,669	\$2,998,078	\$6,242,255	\$6,794,172	\$51,970,717	\$55,222,132	\$56,824,841		22%	14%
White River	\$38,875,831	\$41,253,363	\$40,838,649	\$41,685,038	\$2,878,162	\$5,526,221	\$6,011,589	\$44,131,525	\$46,364,871	\$47,696,627		23%	14%
Port Angeles	\$40,737,080	\$42,826,363	\$43,100,937	\$44,001,004	\$2,751,257	\$5,246,950	\$5,460,711	\$45,577,620	\$48,347,886	\$49,461,715		21%	12%
Cheney	\$46,944,331	\$50,227,800	\$50,584,837	\$51,657,538	\$2,627,017	\$5,830,336	\$6,430,064	\$52,854,818	\$56,415,172	\$58,087,602		24%	12%
North Franklin	\$21,445,088	\$22,833,373	\$23,140,977	\$23,648,324	\$2,521,534	\$4,663,407	\$4,896,298	\$25,354,907	\$27,804,384	\$28,544,621		33%	21%
South Whidbey	\$14,920,489	\$15,700,283	\$15,583,230	\$15,908,358	\$2,511,196	\$4,295,726	\$4,352,199	\$18,211,479	\$19,878,956	\$20,260,557		36%	27%



Centralia	\$39,263,242	\$41,455,184	\$41,948,836	\$42,841,814	\$2,509,913	\$5,367,380	\$5,802,127	\$43,965,097	\$47,316,216	\$48,643,941		24%	14%
Vashon Island	\$16,597,777	\$17,490,924	\$17,441,145	\$17,781,507	\$2,411,698	\$4,189,654	\$4,331,480	\$19,902,622	\$21,630,799	\$22,112,986		33%	24%
Granite Falls	\$21,730,260	\$22,834,895	\$22,534,107	\$23,009,191	\$2,409,110	\$3,864,070	\$4,176,699	\$25,244,005	\$26,398,177	\$27,185,891		25%	18%
Ridgefield	\$25,054,854	\$27,740,878	\$27,921,629	\$28,531,931	\$2,382,649	\$4,830,096	\$5,330,282	\$30,123,526	\$32,751,725	\$33,862,214		35%	19%
University Place	\$57,447,970	\$61,242,382	\$62,037,431	\$63,323,560	\$2,362,194	\$5,293,410	\$5,981,688	\$63,604,576	\$67,330,841	\$69,305,248		21%	9%
Orting	\$25,365,179	\$27,571,754	\$27,864,112	\$28,449,357	\$2,359,503	\$4,208,736	\$4,566,881	\$29,931,257	\$32,072,848	\$33,016,238		30%	16%
Steilacoom Hist.	\$33,032,166	\$35,561,898	\$35,952,627	\$36,653,283	\$2,346,601	\$4,739,223	\$5,205,759	\$37,908,499	\$40,691,850	\$41,859,042		27%	14%
Royal	\$16,926,063	\$17,967,430	\$18,210,239	\$18,622,722	\$2,156,926	\$4,037,803	\$4,118,312	\$20,124,356	\$22,248,042	\$22,741,034		34%	22%
Woodland	\$23,810,536	\$25,374,293	\$25,840,629	\$26,419,159	\$2,133,785	\$4,216,035	\$4,484,950	\$27,508,079	\$30,056,665	\$30,904,109		30%	17%
Deer Park	\$23,560,147	\$24,990,185	\$25,322,072	\$25,896,690	\$2,102,193	\$4,355,032	\$4,624,916	\$27,092,378	\$29,677,104	\$30,521,605		30%	18%
Selah	\$38,674,791	\$40,913,064	\$41,418,757	\$42,272,892	\$2,041,473	\$4,435,594	\$4,856,253	\$42,954,538	\$45,854,351	\$47,129,144		22%	11%
Mount Baker	\$21,560,450	\$22,399,742	\$22,088,509	\$22,528,130	\$1,877,319	\$3,171,114	\$3,449,560	\$24,277,061	\$25,259,622	\$25,977,691		20%	15%
Medical Lake	\$18,053,012	\$19,393,969	\$19,637,938	\$20,076,872	\$1,772,157	\$3,669,408	\$3,881,131	\$21,166,126	\$23,307,346	\$23,958,002		33%	19%
Chimacum	\$12,192,910	\$12,606,992	\$12,432,022	\$12,679,739	\$1,714,896	\$3,033,058	\$3,215,643	\$14,321,887	\$15,465,080	\$15,895,382		30%	25%
Washougal	\$34,259,248	\$36,564,695	\$36,904,624	\$37,635,411	\$1,665,848	\$3,883,581	\$4,260,431	\$38,230,542	\$40,788,205	\$41,895,842		22%	11%
Granger	\$15,294,036	\$16,155,017	\$16,310,950	\$16,673,428	\$1,652,029	\$3,229,128	\$3,423,737	\$17,807,046	\$19,540,079	\$20,097,164		31%	21%
East Valley (Yak)	\$32,549,049	\$34,726,447	\$35,225,180	\$35,992,977	\$1,542,824	\$3,791,317	\$4,166,626	\$36,269,271	\$39,016,497	\$40,159,603		23%	12%
Nooksack Valley	\$18,773,056	\$19,646,637	\$19,574,456	\$19,987,289	\$1,523,553	\$2,758,747	\$3,003,814	\$21,170,189	\$22,333,203	\$22,991,103		22%	15%
Coupeville	\$9,693,267	\$10,449,017	\$10,410,695	\$10,637,299	\$1,480,978	\$2,617,467	\$2,718,842	\$11,929,995	\$13,028,162	\$13,356,141		38%	26%
Hockinson	\$18,510,351	\$19,727,064	\$19,622,390	\$20,014,034	\$1,472,885	\$2,755,905	\$2,987,896	\$21,199,950	\$22,378,295	\$23,001,930		24%	15%
North Mason	\$22,722,329	\$24,204,935	\$24,697,683	\$25,218,892	\$1,445,891	\$3,137,084	\$3,382,310	\$25,650,826	\$27,834,768	\$28,601,202		26%	13%
Meridian	\$18,037,684	\$19,094,188	\$18,923,312	\$19,311,404	\$1,441,268	\$2,583,123	\$2,812,038	\$20,535,456	\$21,506,435	\$22,123,442		23%	15%
West Valley (Spo)	\$40,330,446	\$42,354,207	\$42,499,450	\$43,340,711	\$1,385,309	\$3,217,566	\$3,673,557	\$43,739,516	\$45,717,016	\$47,014,268		17%	8%
Pullman	\$26,390,343	\$29,623,177	\$30,133,992	\$30,783,519	\$1,349,902	\$3,180,834	\$3,497,575	\$30,973,080	\$33,314,826	\$34,281,094		30%	11%
Walla Walla	\$63,702,860	\$67,429,022	\$67,612,445	\$69,002,065	\$1,349,857	\$4,801,277	\$5,494,611	\$68,778,880	\$72,413,722	\$74,496,676		17%	8%
Chehalis	\$32,264,593	\$34,018,822	\$34,439,036	\$35,118,235	\$1,322,090	\$3,242,427	\$3,549,263	\$35,340,912	\$37,681,463	\$38,667,498		20%	10%
San Juan	\$8,548,463	\$9,042,286	\$8,981,924	\$9,166,506	\$1,320,964	\$2,359,145	\$2,498,774	\$10,363,250	\$11,341,069	\$11,665,280		36%	27%
Aberdeen	\$34,019,952	\$39,324,864	\$39,588,629	\$40,408,438	\$1,313,806	\$3,291,547	\$3,686,080	\$40,638,670	\$42,880,176	\$44,094,517		30%	9%
Lake Chelan	\$16,265,251	\$17,291,903	\$17,614,428	\$17,968,004	\$1,304,316	\$2,802,087	\$2,944,803	\$18,596,219	\$20,416,515	\$20,912,806		29%	16%
Port Townsend	\$13,188,348	\$13,638,144	\$13,517,216	\$13,792,063	\$1,208,212	\$2,504,646	\$2,686,843	\$14,846,356	\$16,021,862	\$16,478,905		25%	19%
Cascade	\$14,008,403	\$14,924,888	\$15,168,173	\$15,472,734	\$1,203,047	\$2,583,134	\$2,690,621	\$16,127,935	\$17,751,307	\$18,163,355		30%	17%
Bridgeport	\$8,059,559	\$8,572,854	\$8,653,678	\$8,849,452	\$1,146,659	\$2,092,831	\$2,205,466	\$9,719,513	\$10,746,509	\$11,054,918		37%	25%
Mount Adams	\$8,622,049	\$9,363,590	\$9,563,085	\$9,782,140	\$1,146,065	\$2,109,480	\$2,195,806	\$10,509,655	\$11,672,565	\$11,977,945		39%	22%
Orcas	\$8,279,028	\$8,611,789	\$8,614,038	\$8,782,424	\$1,144,484	\$2,081,614	\$2,203,169	\$9,756,273	\$10,695,652	\$10,985,593		33%	25%
Mabton	\$9,442,882	\$9,991,477	\$10,041,643	\$10,253,812	\$1,141,323	\$2,104,453	\$2,144,348	\$11,132,800	\$12,146,096	\$12,398,160		31%	21%
Warden	\$9,800,248	\$10,394,855	\$10,524,606	\$10,749,605	\$1,137,093	\$1,928,833	\$2,055,734	\$11,531,948	\$12,453,439	\$12,805,338		31%	19%
Castle Rock	\$12,668,167	\$13,358,591	\$13,577,555	\$13,878,377	\$1,130,352	\$2,122,793	\$2,264,624	\$14,488,943	\$15,700,348	\$16,143,001		27%	16%
Ellensburg	\$34,909,420	\$37,311,036	\$37,406,065	\$38,187,031	\$1,086,777	\$3,275,104	\$3,642,772	\$38,397,813	\$40,681,169	\$41,829,804		20%	10%
Rochester	\$23,751,927	\$25,021,848	\$25,178,682	\$25,689,614	\$1,084,135	\$2,371,761	\$2,643,866	\$26,105,984	\$27,550,443	\$28,333,479		19%	10%
Ephrata	\$25,150,227	\$26,589,155	\$26,883,567	\$27,457,472	\$978,286	\$2,499,371	\$2,781,488	\$27,567,442	\$29,382,938	\$30,238,960		20%	10%
Prosser	\$30,075,039	\$31,760,088	\$32,195,501	\$32,878,058	\$961,546	\$3,063,972	\$3,367,339	\$32,721,634	\$35,259,473	\$36,245,396		21%	10%
Ocean Beach	\$12,428,691	\$12,924,029	\$12,832,033	\$13,078,940	\$948,227	\$1,919,281	\$1,971,943	\$13,872,256	\$14,751,315	\$15,050,884		21%	15%
Mary M Knight	\$2,766,487	\$2,967,417	\$3,000,582	\$3,120,940	\$929,107	\$1,515,259	\$1,579,588	\$3,896,524	\$4,515,841	\$4,700,528		70%	51%
Hoquiam	\$17,210,778	\$18,162,623	\$18,129,187	\$18,521,058	\$909,464	\$1,926,643	\$2,137,733	\$19,072,087	\$20,055,829	\$20,658,790		20%	12%
Zillah	\$12,215,716	\$12,994,112	\$13,144,793	\$13,455,286	\$836,647	\$2,125,699	\$2,269,720	\$13,830,758	\$15,270,492	\$15,725,006		29%	17%

East Valley	\$49,161,551	\$51,062,438	\$50,559,072	\$51,564,830	\$830,232	\$3,415,773	\$3,896,253	\$51,892,670	\$53,974,845	\$55,461,083		13%	8%
Tonasket	\$11,924,514	\$12,662,335	\$12,825,658	\$13,103,386	\$830,149	\$1,688,521	\$1,817,392	\$13,492,484	\$14,514,179	\$14,920,779		25%	14%
Quilcene	\$5,567,966	\$5,892,796	\$6,009,199	\$6,147,994	\$826,114	\$1,493,134	\$1,568,231	\$6,718,910	\$7,502,333	\$7,716,226		39%	26%
Eatonville	\$20,643,984	\$21,809,217	\$21,597,875	\$22,030,846	\$819,697	\$2,001,726	\$2,232,786	\$22,628,914	\$23,599,602	\$24,263,632		18%	10%
College Place	\$13,604,353	\$14,450,235	\$14,720,877	\$15,035,449	\$812,860	\$1,547,084	\$1,711,311	\$15,263,095	\$16,267,961	\$16,746,760		23%	11%
Brewster	\$9,927,988	\$10,517,140	\$10,649,742	\$10,873,170	\$812,459	\$1,642,509	\$1,756,051	\$11,329,599	\$12,292,251	\$12,629,220		27%	16%
Stevenson-Carson	\$8,332,648	\$8,978,956	\$9,182,732	\$9,410,947	\$797,668	\$1,772,407	\$1,865,724	\$9,776,624	\$10,955,139	\$11,276,671		35%	20%
Valley	\$7,628,069	\$8,159,721	\$8,304,488	\$8,478,127	\$778,102	\$1,575,882	\$1,643,123	\$8,937,823	\$9,880,371	\$10,121,250		33%	19%
North Beach	\$7,750,523	\$8,149,385	\$8,169,546	\$8,326,341	\$763,732	\$1,535,882	\$1,644,428	\$8,913,117	\$9,705,427	\$9,970,769		29%	20%
Kalama	\$9,221,069	\$9,940,105	\$10,021,339	\$10,223,672	\$757,998	\$1,725,067	\$1,904,576	\$10,698,103	\$11,746,406	\$12,128,247		32%	19%
Highland	\$12,682,090	\$13,391,452	\$13,554,045	\$13,842,298	\$744,554	\$1,724,461	\$1,862,810	\$14,136,007	\$15,278,506	\$15,705,107		24%	13%
Clarkston	\$28,241,694	\$29,916,045	\$30,185,470	\$30,817,935	\$737,840	\$2,360,315	\$2,673,799	\$30,653,885	\$32,545,785	\$33,491,734		19%	9%
Cle Elum-Roslyn	\$9,281,974	\$9,970,944	\$10,070,763	\$10,275,769	\$728,884	\$1,684,091	\$1,751,877	\$10,699,828	\$11,754,854	\$12,027,646		30%	17%
Manson	\$8,173,736	\$8,647,613	\$8,798,065	\$8,963,476	\$717,785	\$1,442,832	\$1,526,549	\$9,365,398	\$10,240,897	\$10,490,025		28%	17%
La Conner	\$6,777,661	\$6,919,381	\$7,030,183	\$7,173,913	\$708,386	\$1,257,914	\$1,336,105	\$7,627,768	\$8,288,097	\$8,510,018		26%	19%
Lacenter	\$17,307,578	\$18,746,163	\$19,028,818	\$19,418,944	\$656,601	\$1,787,524	\$1,965,679	\$19,402,764	\$20,816,342	\$21,384,623		24%	10%
Tenino	\$12,480,176	\$13,043,813	\$12,928,492	\$13,197,453	\$629,909	\$1,354,594	\$1,502,677	\$13,673,722	\$14,283,086	\$14,700,130		18%	11%
Goldendale	\$10,168,106	\$10,560,446	\$10,514,520	\$10,736,287	\$615,041	\$1,472,150	\$1,563,877	\$11,175,487	\$11,986,669	\$12,300,163		21%	15%
Onalaska	\$8,054,051	\$8,518,961	\$8,654,506	\$8,838,694	\$605,911	\$1,268,198	\$1,356,458	\$9,124,873	\$9,922,704	\$10,195,152		27%	15%
Colville	\$19,223,217	\$20,490,373	\$20,734,772	\$21,168,494	\$605,551	\$1,839,409	\$2,035,452	\$21,095,923	\$22,574,181	\$23,203,946		21%	10%
Okanogan	\$11,079,971	\$11,737,500	\$11,876,941	\$12,147,358	\$603,911	\$1,561,516	\$1,677,267	\$12,341,411	\$13,438,457	\$13,824,625		25%	14%
Kettle Falls	\$9,579,139	\$10,193,344	\$10,335,282	\$10,563,151	\$595,680	\$1,316,040	\$1,417,633	\$10,789,023	\$11,651,322	\$11,980,785		25%	13%
Grand Coulee Da	\$7,866,395	\$8,258,955	\$8,366,519	\$8,535,035	\$575,718	\$1,075,965	\$1,164,908	\$8,834,673	\$9,442,484	\$9,699,943		23%	14%
Newport	\$11,068,251	\$11,811,921	\$11,992,611	\$12,251,609	\$556,752	\$1,379,442	\$1,499,832	\$12,368,673	\$13,372,052	\$13,751,441		24%	12%
Napavine	\$8,026,857	\$8,524,203	\$8,625,760	\$8,816,066	\$543,939	\$1,242,156	\$1,328,541	\$9,068,142	\$9,867,915	\$10,144,607		26%	15%
Elma	\$16,266,965	\$16,828,298	\$16,603,051	\$16,948,716	\$527,415	\$1,490,031	\$1,652,699	\$17,355,713	\$18,093,082	\$18,601,415		14%	10%
Winlock	\$7,219,173	\$7,642,187	\$7,715,812	\$7,886,897	\$493,940	\$1,126,643	\$1,204,425	\$8,136,127	\$8,842,455	\$9,091,322		26%	15%
Methow Valley	\$7,079,612	\$7,488,836	\$7,476,570	\$7,621,900	\$479,018	\$1,197,194	\$1,285,620	\$7,967,854	\$8,673,763	\$8,907,520		26%	17%
Darrington	\$5,418,125	\$5,535,193	\$5,473,466	\$5,572,864	\$472,266	\$756,153	\$823,341	\$6,007,459	\$6,229,619	\$6,396,205		18%	15%
Naches Valley	\$14,277,487	\$15,001,248	\$14,992,754	\$15,288,685	\$461,218	\$1,250,559	\$1,406,015	\$15,462,466	\$16,243,314	\$16,694,700		17%	9%
Lopez	\$3,800,142	\$3,973,304	\$3,962,063	\$4,028,258	\$458,608	\$763,305	\$813,657	\$4,431,912	\$4,725,368	\$4,841,915		27%	20%
Raymond	\$6,832,297	\$7,184,767	\$7,241,320	\$7,385,636	\$456,675	\$895,536	\$969,622	\$7,641,443	\$8,136,856	\$8,355,258		22%	13%
Chewelah	\$8,137,465	\$8,643,751	\$8,777,301	\$8,972,487	\$453,877	\$1,163,013	\$1,250,173	\$9,097,628	\$9,940,314	\$10,222,660		26%	14%
Soap Lake	\$5,991,040	\$6,271,023	\$6,337,732	\$6,456,206	\$434,227	\$778,081	\$844,295	\$6,705,250	\$7,115,814	\$7,300,502		22%	13%
Toledo	\$7,781,357	\$8,241,264	\$8,368,734	\$8,551,067	\$430,272	\$1,078,068	\$1,158,055	\$8,671,536	\$9,446,801	\$9,709,122		25%	14%
White Pass	\$4,780,195	\$5,068,160	\$5,164,008	\$5,271,744	\$416,223	\$874,350	\$880,541	\$5,484,383	\$6,038,358	\$6,152,285		29%	17%
Concrete	\$6,797,869	\$7,116,921	\$7,044,797	\$7,176,663	\$409,132	\$864,897	\$991,873	\$7,526,053	\$7,909,695	\$8,168,536		20%	14%
Dayton	\$5,423,908	\$5,598,973	\$5,555,685	\$5,659,192	\$400,516	\$890,273	\$956,900	\$5,999,489	\$6,445,958	\$6,616,092		22%	17%
South Bend	\$7,389,533	\$7,787,917	\$7,880,947	\$8,033,675	\$394,159	\$908,662	\$979,471	\$8,182,076	\$8,789,609	\$9,013,147		22%	12%
Rainier	\$8,438,833	\$8,813,681	\$8,789,242	\$8,970,317	\$393,213	\$913,712	\$1,013,249	\$9,206,893	\$9,702,955	\$9,983,566		18%	11%
Kittitas	\$7,188,337	\$7,669,525	\$7,783,618	\$7,932,601	\$392,128	\$993,111	\$1,128,802	\$8,061,653	\$8,776,729	\$9,061,403		26%	14%
Kiona Benton	\$16,706,374	\$17,373,380	\$17,594,721	\$17,952,982	\$384,154	\$1,408,388	\$1,557,372	\$17,757,534	\$19,003,109	\$19,510,354		17%	9%
Cashmere	\$15,427,633	\$16,459,992	\$16,709,805	\$17,096,916	\$373,111	\$1,372,901	\$1,541,032	\$16,833,103	\$18,082,706	\$18,637,948		21%	9%
Cape Flattery	\$6,162,887	\$6,452,566	\$6,509,836	\$6,633,083	\$372,756	\$850,740	\$911,421	\$6,825,322	\$7,360,576	\$7,544,504		22%	14%
Mossyrock	\$5,909,910	\$6,251,555	\$6,362,736	\$6,493,462	\$370,099	\$834,722	\$897,609	\$6,621,654	\$7,197,457	\$7,391,071		25%	14%

Crescent	\$3,684,768	\$3,908,755	\$3,986,636	\$4,069,124	\$361,004	\$725,053	\$766,963	\$4,269,759	\$4,711,689	\$4,836,087		31%	19%
Oroville	\$6,367,280	\$6,754,336	\$6,865,530	\$7,002,576	\$339,749	\$744,213	\$796,960	\$7,094,085	\$7,609,743	\$7,799,536		22%	11%
Union Gap	\$6,820,839	\$7,263,391	\$7,343,527	\$7,498,706	\$324,102	\$818,804	\$903,279	\$7,587,494	\$8,162,331	\$8,401,985		23%	12%
Riverside	\$16,267,712	\$17,103,265	\$17,252,735	\$17,579,907	\$319,957	\$1,055,778	\$1,224,535	\$17,423,222	\$18,308,513	\$18,804,442		16%	7%
Montesano	\$13,975,541	\$15,145,680	\$15,212,513	\$15,546,514	\$305,054	\$1,249,260	\$1,407,984	\$15,450,734	\$16,461,772	\$16,954,498		21%	9%
Adna	\$6,113,216	\$6,629,388	\$6,720,944	\$6,867,385	\$303,704	\$864,658	\$926,622	\$6,933,092	\$7,585,602	\$7,794,008		27%	13%
Dieringer	\$17,864,382	\$19,063,963	\$18,676,836	\$19,014,108	\$294,063	\$994,522	\$1,355,194	\$19,358,026	\$19,671,358	\$20,369,302		14%	7%
Skykomish	\$1,878,727	\$1,954,761	\$1,986,388	\$2,017,121	\$281,845	\$423,215	\$443,463	\$2,236,606	\$2,409,602	\$2,460,584		31%	22%
Inchelium	\$2,892,495	\$3,008,962	\$3,034,572	\$3,093,490	\$258,553	\$529,892	\$561,533	\$3,267,514	\$3,564,464	\$3,655,023		26%	18%
Prescott	\$4,022,664	\$4,259,161	\$4,329,393	\$4,410,673	\$255,984	\$617,030	\$663,615	\$4,515,145	\$4,946,422	\$5,074,288		26%	15%
Liberty	\$5,623,031	\$5,901,137	\$5,857,524	\$5,968,212	\$254,323	\$696,403	\$792,622	\$6,155,460	\$6,553,927	\$6,760,834		20%	13%
Finley	\$10,771,328	\$11,233,701	\$11,293,094	\$11,513,159	\$252,778	\$835,662	\$937,854	\$11,486,479	\$12,128,755	\$12,451,013		16%	8%
Lind	\$3,666,944	\$3,871,953	\$3,872,560	\$3,932,979	\$246,754	\$488,146	\$539,916	\$4,118,707	\$4,360,706	\$4,472,895		22%	14%
Northport	\$2,933,008	\$3,096,001	\$3,147,224	\$3,211,587	\$238,149	\$514,091	\$524,707	\$3,334,150	\$3,661,315	\$3,736,293		27%	16%
Morton	\$3,862,962	\$4,093,769	\$4,161,972	\$4,245,396	\$223,424	\$462,720	\$499,152	\$4,317,193	\$4,624,692	\$4,744,547		23%	12%
Ocosta	\$7,373,014	\$7,777,020	\$7,821,663	\$7,968,013	\$222,772	\$667,904	\$752,452	\$7,999,792	\$8,489,567	\$8,720,465		18%	9%
Freeman	\$9,010,082	\$9,738,740	\$9,873,030	\$10,076,175	\$220,546	\$789,253	\$891,147	\$9,959,286	\$10,662,283	\$10,967,322		22%	9%
Pioneer	\$8,884,182	\$9,305,309	\$9,350,213	\$9,517,714	\$218,331	\$584,035	\$700,573	\$9,523,640	\$9,934,248	\$10,218,287		15%	7%
Grapeview	\$2,312,733	\$2,473,290	\$2,476,283	\$2,520,795	\$216,263	\$396,506	\$432,027	\$2,689,553	\$2,872,788	\$2,952,822		28%	17%
Selkirk	\$3,608,333	\$3,836,860	\$3,891,880	\$3,966,475	\$201,500	\$510,197	\$569,668	\$4,038,359	\$4,402,078	\$4,536,142		26%	14%
Wellpinit	\$5,185,946	\$5,500,005	\$5,556,504	\$5,662,148	\$200,508	\$558,892	\$557,028	\$5,700,513	\$6,115,397	\$6,219,176		20%	10%
Asotin-Anatone	\$6,677,359	\$7,060,276	\$7,012,090	\$7,160,582	\$191,415	\$619,841	\$693,913	\$7,251,690	\$7,631,931	\$7,854,495		18%	10%
Loon Lake	\$1,666,107	\$1,796,243	\$1,835,522	\$1,877,188	\$188,336	\$357,729	\$370,709	\$1,984,579	\$2,193,251	\$2,247,897		35%	20%
Nine Mile Falls	\$15,449,544	\$16,505,870	\$16,497,111	\$16,822,767	\$185,818	\$985,579	\$1,149,985	\$16,691,689	\$17,482,690	\$17,972,752		16%	7%
Republic	\$3,933,033	\$4,200,368	\$4,273,830	\$4,367,603	\$185,481	\$568,767	\$607,372	\$4,385,850	\$4,842,598	\$4,974,975		26%	14%
North River	\$1,666,144	\$1,732,431	\$1,762,645	\$1,793,631	\$176,920	\$377,921	\$389,428	\$1,909,351	\$2,140,566	\$2,183,059		31%	22%
Mary Walker	\$5,554,600	\$6,064,028	\$6,174,537	\$6,307,807	\$173,946	\$658,543	\$717,037	\$6,237,974	\$6,833,080	\$7,024,844		26%	11%
Lyle	\$3,479,578	\$3,719,045	\$3,773,246	\$3,840,162	\$170,974	\$406,815	\$446,160	\$3,890,019	\$4,180,061	\$4,286,323		23%	12%
White Salmon	\$13,720,833	\$14,749,335	\$15,003,495	\$15,330,120	\$170,043	\$1,079,208	\$1,279,339	\$14,919,377	\$16,082,703	\$16,609,459		21%	8%
Paterson	\$1,625,206	\$1,759,634	\$1,794,020	\$1,830,504	\$167,334	\$332,832	\$344,664	\$1,926,967	\$2,126,852	\$2,175,167		34%	19%
Taholah	\$2,576,561	\$2,679,277	\$2,686,155	\$2,735,811	\$160,902	\$338,322	\$366,169	\$2,840,179	\$3,024,477	\$3,101,980		20%	13%
Davenport	\$6,760,367	\$7,182,969	\$7,267,206	\$7,411,111	\$151,826	\$495,698	\$562,162	\$7,334,795	\$7,762,904	\$7,973,273		18%	8%
Thorp	\$2,562,188	\$2,648,961	\$2,639,068	\$2,686,662	\$141,866	\$330,656	\$359,790	\$2,790,827	\$2,969,724	\$3,046,452		19%	13%
Mount Pleasant	\$636,154	\$614,271	\$625,286	\$636,604	\$137,791	\$218,770	\$225,055	\$752,061	\$844,057	\$861,659		35%	35%
Cusick	\$3,022,202	\$3,227,460	\$3,297,322	\$3,370,000	\$132,897	\$450,134	\$468,509	\$3,360,356	\$3,747,455	\$3,838,508		27%	14%
Wishkah Valley	\$2,448,672	\$2,551,057	\$2,528,030	\$2,574,518	\$130,765	\$268,417	\$297,173	\$2,681,822	\$2,796,447	\$2,871,691		17%	12%
Willapa Valley	\$4,149,803	\$4,386,910	\$4,442,561	\$4,531,425	\$130,565	\$389,197	\$470,343	\$4,517,475	\$4,831,759	\$5,001,768		21%	10%
Oakville	\$2,795,681	\$2,956,748	\$2,968,764	\$3,029,586	\$130,558	\$336,163	\$367,787	\$3,087,306	\$3,304,927	\$3,397,373		22%	12%
Waterville	\$3,590,021	\$3,764,078	\$3,820,885	\$3,894,047	\$125,462	\$257,383	\$297,197	\$3,889,541	\$4,078,268	\$4,191,244		17%	8%
Nespelem	\$1,530,254	\$1,618,012	\$1,616,683	\$1,652,298	\$115,219	\$257,698	\$276,471	\$1,733,231	\$1,874,382	\$1,928,768		26%	17%
Roosevelt	\$436,919	\$445,582	\$452,410	\$459,420	\$113,424	\$170,923	\$175,292	\$559,006	\$623,333	\$634,711		45%	38%
Colfax	\$6,341,749	\$7,019,976	\$7,049,118	\$7,187,403	\$105,975	\$510,983	\$584,095	\$7,125,951	\$7,560,101	\$7,771,497		23%	8%
Mansfield	\$2,048,928	\$2,154,835	\$2,174,631	\$2,211,767	\$103,414	\$273,627	\$290,575	\$2,258,249	\$2,448,258	\$2,502,342		22%	13%
Pateros	\$4,070,758	\$4,290,048	\$4,345,667	\$4,430,669	\$102,325	\$325,619	\$364,809	\$4,392,372	\$4,671,286	\$4,795,479		18%	8%
Bickleton	\$2,031,824	\$2,122,619	\$2,156,058	\$2,190,359	\$97,908	\$306,761	\$316,446	\$2,220,526	\$2,462,819	\$2,506,805		23%	14%

Curlew	\$2,637,853	\$2,770,880	\$2,801,432	\$2,857,404	\$92,511	\$329,578	\$354,030	\$2,863,391	\$3,131,011	\$3,211,434		22%	12%
Trout Lake	\$2,988,121	\$3,214,809	\$3,254,609	\$3,316,847	\$92,232	\$308,211	\$339,003	\$3,307,041	\$3,562,820	\$3,655,850		22%	10%
Toutle Lake	\$6,827,936	\$7,399,175	\$7,521,106	\$7,684,145	\$88,895	\$547,350	\$612,146	\$7,488,070	\$8,068,456	\$8,296,292		22%	8%
Boistfort	\$1,175,439	\$1,265,172	\$1,278,776	\$1,296,829	\$87,009	\$170,319	\$182,469	\$1,352,180	\$1,449,095	\$1,479,297		26%	14%
Orchard Prairie	\$778,658	\$853,629	\$866,386	\$879,905	\$86,003	\$167,219	\$173,289	\$939,632	\$1,033,605	\$1,053,194		35%	20%
Griffin	\$7,638,250	\$8,143,393	\$8,081,083	\$8,235,210	\$81,389	\$559,395	\$645,999	\$8,224,781	\$8,640,478	\$8,881,209		16%	8%
Coulee/Hartline	\$3,015,811	\$3,172,041	\$3,224,233	\$3,283,959	\$78,939	\$281,086	\$310,804	\$3,250,980	\$3,505,319	\$3,594,763		19%	9%
Shaw	\$234,427	\$243,392	\$247,726	\$252,173	\$76,245	\$113,863	\$116,971	\$319,637	\$361,589	\$369,145		57%	46%
St John	\$2,696,825	\$2,976,453	\$3,017,652	\$3,070,614	\$74,761	\$263,129	\$298,016	\$3,051,214	\$3,280,781	\$3,368,630		25%	10%
Mill A	\$585,059	\$602,248	\$610,129	\$618,215	\$73,455	\$131,628	\$135,182	\$675,704	\$741,757	\$753,396		29%	22%
Palisades	\$509,138	\$524,857	\$532,583	\$540,890	\$72,620	\$114,015	\$119,817	\$597,477	\$646,598	\$660,707		30%	22%
Skamania	\$890,777	\$954,198	\$968,475	\$983,144	\$70,853	\$160,359	\$165,341	\$1,025,050	\$1,128,834	\$1,148,485		29%	17%
Orient	\$917,887	\$1,009,930	\$1,023,340	\$1,038,851	\$64,666	\$164,010	\$167,543	\$1,074,596	\$1,187,351	\$1,206,394		31%	16%
Naselle Grays Riv	\$5,260,300	\$5,543,277	\$5,607,639	\$5,705,579	\$64,232	\$345,075	\$385,848	\$5,607,509	\$5,952,713	\$6,091,427		16%	7%
Hood Canal	\$4,459,175	\$4,545,589	\$4,450,566	\$4,525,342	\$58,139	\$148,151	\$201,603	\$4,603,728	\$4,598,717	\$4,726,944		6%	4%
Columbia (Walla)	\$9,177,942	\$9,645,109	\$9,699,907	\$9,879,736	\$50,039	\$416,508	\$515,842	\$9,695,148	\$10,116,415	\$10,395,579		13%	5%
Index	\$885,757	\$901,908	\$908,312	\$918,327	\$46,127	\$79,964	\$87,268	\$948,035	\$988,276	\$1,005,596		14%	10%
Green Mountain	\$1,756,074	\$1,959,870	\$1,993,152	\$2,029,786	\$45,540	\$136,903	\$178,660	\$2,005,410	\$2,130,054	\$2,208,447		26%	9%
Summit Valley	\$730,099	\$788,812	\$795,823	\$808,306	\$45,422	\$109,306	\$113,315	\$834,235	\$905,129	\$921,620		26%	14%
Sprague	\$1,832,408	\$1,907,261	\$1,927,979	\$1,956,428	\$45,004	\$157,143	\$175,073	\$1,952,265	\$2,085,122	\$2,131,501		16%	9%
Starbuck	\$511,732	\$530,741	\$540,321	\$550,142	\$36,465	\$99,941	\$102,785	\$567,206	\$640,262	\$652,927		28%	19%
Evergreen (Stev)	\$442,434	\$462,656	\$471,665	\$480,390	\$35,361	\$87,474	\$90,628	\$498,017	\$559,138	\$571,018		29%	19%
Quinault	\$2,986,702	\$3,151,795	\$3,151,252	\$3,205,279	\$34,876	\$172,458	\$201,486	\$3,186,671	\$3,323,710	\$3,406,766		14%	6%
Star	\$365,428	\$377,377	\$383,334	\$389,439	\$34,404	\$77,030	\$78,986	\$411,780	\$460,364	\$468,426		28%	20%
Great Northern	\$639,598	\$665,366	\$673,074	\$681,676	\$31,061	\$59,367	\$66,106	\$696,427	\$732,441	\$747,782		17%	10%
Garfield	\$2,297,240	\$2,459,009	\$2,477,638	\$2,519,657	\$28,431	\$166,547	\$184,580	\$2,487,440	\$2,644,185	\$2,704,237		18%	7%
Kahlotus	\$1,862,273	\$1,945,823	\$1,978,091	\$2,009,346	\$21,683	\$179,827	\$189,996	\$1,967,506	\$2,157,918	\$2,199,342		18%	9%
Mc Cleary	\$3,549,564	\$3,853,175	\$3,883,975	\$3,964,379	\$20,206	\$138,337	\$180,897	\$3,873,381	\$4,022,312	\$4,145,276		17%	5%
Pomeroy	\$4,284,405	\$4,463,826	\$4,483,958	\$4,567,382	\$18,945	\$308,047	\$352,780	\$4,482,772	\$4,792,005	\$4,920,162		15%	8%
Conway	\$4,812,472	\$5,264,538	\$5,296,690	\$5,396,486	\$16,115	\$129,325	\$157,758	\$5,280,653	\$5,426,016	\$5,554,244		15%	3%
Easton	\$2,323,504	\$2,455,951	\$2,499,149	\$2,544,603	\$15,532	\$161,658	\$182,096	\$2,471,484	\$2,660,807	\$2,726,699		17%	7%
Waitsburg	\$3,645,022	\$3,855,990	\$3,908,699	\$3,989,258	\$14,027	\$235,391	\$271,758	\$3,870,017	\$4,144,090	\$4,261,017		17%	7%
Columbia (Stev)	\$2,571,742	\$2,727,615	\$2,775,752	\$2,827,313	\$2,451	\$207,175	\$218,569	\$2,730,066	\$2,982,927	\$3,045,881		18%	8%
Brinnon	\$885,383	\$894,990	\$894,826	\$905,630	\$2,171	\$16,266	\$24,663	\$897,161	\$911,092	\$930,292		5%	3%
Almira	\$2,204,563	\$2,280,343	\$2,296,039	\$2,329,777	\$0	\$0	\$0	\$2,280,343	\$2,296,039	\$2,329,777		6%	0%
Benge	\$406,064	\$425,587	\$429,396	\$435,683	\$0	\$4,464	\$6,562	\$425,587	\$433,860	\$442,245		9%	2%
Carbonado	\$2,269,746	\$2,412,750	\$2,401,931	\$2,443,209	\$0	\$0	\$0	\$2,412,750	\$2,401,931	\$2,443,209		8%	0%
Centerville	\$1,194,621	\$1,275,345	\$1,284,823	\$1,300,187	\$0	\$0	\$0	\$1,275,345	\$1,284,823	\$1,300,187		9%	0%
Colton	\$2,571,522	\$2,791,559	\$2,811,692	\$2,859,500	\$0	\$0	\$0	\$2,791,559	\$2,811,692	\$2,859,500		11%	0%
Cosmopolis	\$2,152,180	\$2,243,418	\$2,211,881	\$2,244,968	\$0	\$0	\$0	\$2,243,418	\$2,211,881	\$2,244,968		4%	0%
Creston	\$2,299,565	\$2,427,978	\$2,460,603	\$2,494,073	\$0	\$0	\$13,056	\$2,427,978	\$2,460,603	\$2,507,128		9%	1%
Damman	\$677,850	\$686,487	\$678,995	\$687,428	\$0	\$0	\$0	\$686,487	\$678,995	\$687,428		1%	0%
Dixie	\$661,126	\$676,014	\$683,133	\$690,434	\$0	\$0	\$0	\$676,014	\$683,133	\$690,434		4%	0%
Endicott	\$2,257,045	\$2,381,934	\$2,399,549	\$2,432,260	\$0	\$88,807	\$107,834	\$2,381,934	\$2,488,356	\$2,540,093		13%	4%
Entiat	\$4,264,199	\$4,528,130	\$4,601,114	\$4,698,532	\$0	\$152,385	\$190,024	\$4,528,130	\$4,753,499	\$4,888,556		15%	4%

Evaline	\$592,989	\$642,205	\$652,230	\$662,521	\$0	\$25,051	\$30,499	\$642,205	\$677,281	\$693,021		17%	5%
Glenwood	\$1,966,590	\$2,026,382	\$2,036,778	\$2,068,121	\$0	\$68,578	\$80,488	\$2,026,382	\$2,105,356	\$2,148,609		9%	4%
Harrington	\$2,464,237	\$2,649,959	\$2,680,740	\$2,726,158	\$0	\$0	\$0	\$2,649,959	\$2,680,740	\$2,726,158		11%	0%
Keller	\$569,762	\$602,859	\$613,176	\$623,026	\$0	\$34,324	\$38,374	\$602,859	\$647,501	\$661,401		16%	6%
Klickitat	\$2,397,389	\$2,448,263	\$2,456,886	\$2,489,481	\$0	\$32,919	\$43,552	\$2,448,263	\$2,489,805	\$2,533,032		6%	2%
Lacrosse Joint	\$2,294,884	\$2,396,341	\$2,404,775	\$2,435,155	\$0	\$0	\$0	\$2,396,341	\$2,404,775	\$2,435,155		6%	0%
Lamont	\$713,133	\$752,670	\$754,737	\$763,691	\$0	\$0	\$0	\$752,670	\$754,737	\$763,691		7%	0%
Oakesdale	\$2,512,832	\$2,663,677	\$2,603,429	\$2,643,377	\$0	\$49,806	\$69,751	\$2,663,677	\$2,653,236	\$2,713,128		8%	3%
Odessa	\$3,445,175	\$3,677,861	\$3,731,828	\$3,802,281	\$0	\$186,450	\$220,639	\$3,677,861	\$3,918,278	\$4,022,920		17%	6%
Onion Creek	\$781,797	\$799,714	\$803,292	\$815,499	\$0	\$25,806	\$30,685	\$799,714	\$829,098	\$846,185		8%	4%
Orondo	\$2,680,070	\$2,858,144	\$2,905,335	\$2,956,984	\$0	\$0	\$10,124	\$2,858,144	\$2,905,335	\$2,967,108		11%	0%
Palouse	\$2,733,878	\$2,997,768	\$3,032,767	\$3,088,721	\$0	\$63	\$25,233	\$2,997,768	\$3,032,831	\$3,113,954		14%	1%
Pe Ell	\$3,805,505	\$4,028,230	\$4,079,187	\$4,161,095	\$0	\$186,303	\$217,026	\$4,028,230	\$4,265,489	\$4,378,121		15%	5%
Queets-Clearwater	\$645,209	\$668,240	\$674,491	\$684,317	\$0	\$20,975	\$24,628	\$668,240	\$695,466	\$708,945		10%	4%
Reardan	\$6,318,873	\$6,899,286	\$7,013,984	\$7,157,026	\$0	\$247,727	\$339,661	\$6,899,286	\$7,261,711	\$7,496,688		19%	5%
Ritzville	\$4,043,757	\$4,444,102	\$4,497,693	\$4,579,807	\$0	\$36,197	\$100,584	\$4,444,102	\$4,533,889	\$4,680,391		16%	2%
Rosalia	\$3,143,527	\$3,321,937	\$3,324,136	\$3,379,551	\$0	\$157,139	\$225,235	\$3,321,937	\$3,481,275	\$3,604,786		15%	7%
Satsop	\$758,356	\$847,546	\$848,772	\$861,574	\$0	\$20,823	\$26,820	\$847,546	\$869,595	\$888,395		17%	3%
Southside	\$2,219,565	\$2,439,900	\$2,402,164	\$2,452,108	\$0	\$44,687	\$74,917	\$2,439,900	\$2,446,851	\$2,527,026		14%	3%
Stehekin	\$275,353	\$286,416	\$291,354	\$296,411	\$0	\$29,784	\$28,660	\$286,416	\$321,138	\$325,071		18%	10%
Steptoe	\$675,693	\$712,270	\$718,390	\$728,817	\$0	\$36,357	\$45,463	\$712,270	\$754,748	\$774,280		15%	6%
Tekoa	\$3,364,007	\$3,547,831	\$3,573,089	\$3,632,862	\$0	\$103,578	\$127,958	\$3,547,831	\$3,676,668	\$3,760,821		12%	4%
Touchet	\$3,498,900	\$3,642,042	\$3,660,996	\$3,722,775	\$0	\$0	\$0	\$3,642,042	\$3,660,996	\$3,722,775		6%	0%
Wahkiakum	\$5,673,184	\$6,017,931	\$6,108,199	\$6,224,119	\$0	\$257,007	\$316,205	\$6,017,931	\$6,365,206	\$6,540,324		15%	5%
Washtucna	\$2,010,560	\$2,070,326	\$2,081,933	\$2,113,162	\$0	\$54,696	\$69,362	\$2,070,326	\$2,136,629	\$2,182,524		9%	3%
Wilbur	\$3,738,950	\$3,948,829	\$3,934,867	\$4,006,483	\$0	\$171,645	\$205,200	\$3,948,829	\$4,106,511	\$4,211,683		13%	5%
Wilson Creek	\$2,723,267	\$2,834,852	\$2,861,022	\$2,912,311	\$0	\$97,409	\$115,280	\$2,834,852	\$2,958,432	\$3,027,591		11%	4%
Wishram	\$1,779,616	\$1,854,088	\$1,886,549	\$1,919,839	\$0	\$178,753	\$186,714	\$1,854,088	\$2,065,302	\$2,106,553		18%	10%

Please note the following:

\*The following estimates are based on a specific set of assumptions regarding items such as caseload, inflation, and school district M&O levy certification. A different set of assumptions would result in different estimates.

\*School district estimates for maintenance level are limited to estimated state basic education allocations, local effort assistance payments, and maintenance and operation levies.

\*School district M&O and local effort assistance payments estimated at current law include the impact of enactment of ESB 5023, delaying the levy cliff by one calendar year.

\*School district estimates for current law and the estimated impact of the policy changes assume caseload forecast and inflation estimates as of March 2017.

\*School district policy impacts do not include the estimated impact of increased funding school districts may receive as the result of changes in grant program funding amounts, and other items that can not be estimated at the school district level. Examples of items not included in these estimates are: increased allocations under the BEST program, anticipated growth in the number of National Board certified teachers, and pupil transportation formula adjustments.

\*For districts showing a net policy change loss, a hold harmless has been applied.

**From:** [Vavrus, Jessica \(WSSDA\)](#) on behalf of [Vavrus, Jessica \(WSSDA\) <J.Vavrus@wssda.org>](#)  
**To:** [Bill Keim](#); [Nancy Moffatt](#); [Alan Burke](#); [Cal Brodie](#); [Corine Pennington](#); [Curtis Leonard \(cleonard@wspa.net\)](#); [Dan Steele](#); [Dana Anderson](#); [Darcy Weisner](#); [David Bond](#); [Donna Morey](#); [Doug A. Matson](#); [Duggan Harman](#); [Frank Ashby](#); [Frank Hewins](#); [Gary Cohn](#); [Kipp, Gary](#); [Gavin Hottman](#); [Greg Lynch](#); [Heidi Hietpas](#); [Jan Hutton](#); [Jeff Moore](#); [Jennifer Farmer](#); [Jennifer M. Priddy](#); [Bender, Jerry](#); [Jim Frey](#); [John Deeder](#); [John Welch](#); [JoLynn Berge](#); [Davis, Kate \(OFM\)](#); [Kevin Chase \(kevin.chase@esd105.org\)](#); [Kim Scott](#); [Kim. brodie \(kbrodie@fwps.org\)](#); [Larry Francois](#); [Linda McDermott](#); [Marie Telecky](#); [Marla Miller](#); [Melissa de Vita](#); [Michael Dunn](#); [Michael Merlino](#); [Michael Nelson](#); ["Michelle Matakas"](#); [Michelle Price](#); [Mike Brophy](#); [Mitch Denning](#); [Monica Hunsaker](#); [Rich McBride](#); [Rich Puryear](#); [Rick Jones](#); [Rosalind Medina](#); [Ruth Russell](#); [Sally McLean](#); [Scott Izutsu](#); [Shelley Redinger](#); [Sheryl Moore](#); [Stephen Nielsen](#); [Steve McIntire](#); [Susan Smith Leland](#); [T.J. Kelly](#); [Teresa Main](#); [Garchow, Tim \(WSSDA\)](#); [Tim Merlino](#); [Tim Mills](#); [Tim Yeomans](#); [Vic Roberts](#); [roz@awsp.org](#)  
**Subject:** RE: 7/5 LFWG Call Re: Budget/Ed Bills & Impacts  
**Date:** Wednesday, July 5, 2017 10:05:05 AM  
**Attachments:** [WSSDA Ed.Fund.Plan.+position.side-by-side.v8.pdf](#)  
[image016.png](#)

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Thank you, Bill!

And...for what it is worth, I've attached an updated side-by-side that should capture the high level components of the bill as compared to previous proposals.

As always, if anything jumps out at you that seems "off" please let me know so I can fix it. This is posted to our web site and was shared with school board leg reps and presidents over the weekend along with the links I passed on to you last week.

*Jessica Vavrus*, Governmental Relations Director

Washington State School Directors' Association

221 College Street NE Olympia, WA 98516

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[j.vavrus@wssda.org](mailto:j.vavrus@wssda.org)

*"WSSDA provides leadership and advocacy, and empowers its members with knowledge and skills to govern with excellence."*

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**From:** Bill Keim [[bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org)]

**Sent:** Wednesday, July 05, 2017 9:23 AM

**To:** Vavrus, Jessica (WSSDA); Nancy Moffatt; Alan Burke; Cal Brodie; Corine Pennington; Curtis Leonard (cleonard@wspa.net); Dan Steele; Dana Anderson; Darcy Weisner; David Bond; Donna Morey ; Doug A. Matson; Duggan Harman; Frank Ashby; Frank Hewins; Gary Cohn; Kipp, Gary; Gavin Hottman; Greg Lynch; Heidi Hietpas; Jan Hutton; Jeff Moore; Jennifer Farmer; Jennifer M. Priddy; Bender, Jerry; Jim Frey; John Deeder; John Welch; JoLynn Berge; Davis, Kate (OFM); Kevin Chase (kevin.chase@esd105.org); Kim Scott; Kim. brodie (kbrodie@fwps.org); Larry Francois; Linda McDermott; Marie Telecky; Marla Miller; Melissa de Vita; Michael Dunn; Michael Merlino; Michael Nelson; 'Michelle Matakas'; Michelle Price; Mike Brophy; Mitch Denning; Monica Hunsaker; Rich McBride; Rich Puryear; Rick Jones; Rosalind Medina; Ruth Russell; Sally McLean; Scott Izutsu; Shelley Redinger; Sheryl Moore; Stephen Nielsen; Steve McIntire; Susan Smith Leland; T.J. Kelly; Teresa Main; Garchow, Tim (WSSDA); Tim Merlino; Tim Mills; Tim Yeomans; Vic Roberts; [roz@awsp.org](mailto:roz@awsp.org)

**Subject:** RE: 7/5 LFWG Call Re: Budget/Ed Bills & Impacts

Hi All,

I converted some of the worksheets linked by Jessica to Excel format and have attached them. It's interesting to see the winners and losers in the per student funding sheet and try to figure out how the system works.

*Bill*

Dr. Bill Keim

Executive Director | WASA | 825 Fifth Avenue SE, Olympia 98501

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**From:** Vavrus, Jessica (WSSDA) [mailto:[J.Vavrus@wssda.org](mailto:J.Vavrus@wssda.org)]

**Sent:** Friday, June 30, 2017 12:25 PM

**To:** Nancy Moffatt <[Nancy@wasbo.org](mailto:Nancy@wasbo.org)>; Alan Burke <[aburke1245@aol.com](mailto:aburke1245@aol.com)>; Bill Keim <[bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org)>; Cal Brodie <[cbrodie@esd113.org](mailto:cbrodie@esd113.org)>; Corine Pennington <[pennicc@puyallup.k12.wa.us](mailto:pennicc@puyallup.k12.wa.us)>; Curtis Leonard (cleonard@wspa.net) <[cleonard@wspa.net](mailto:cleonard@wspa.net)>; Dan Steele <[dsteele@wasa-oly.org](mailto:dsteele@wasa-oly.org)>; Dana Anderson <[danderson@esd113.org](mailto:danderson@esd113.org)>; Darcy Weisner <[dweisner@esd123.org](mailto:dweisner@esd123.org)>; David Bond <[dave.bond@ksd.org](mailto:dave.bond@ksd.org)>; Donna Morey <[Dmorey@whiteriver.wednet.edu](mailto:Dmorey@whiteriver.wednet.edu)>; Doug A. Matson <[Doug.Matson@wvsd.org](mailto:Doug.Matson@wvsd.org)>; Duggan Harman <[duggan.harman@highlineschools.org](mailto:duggan.harman@highlineschools.org)>; Frank Ashby <[fashby@psed.org](mailto:fashby@psed.org)>; Frank Hewins <[fhewins@fpschools.org](mailto:fhewins@fpschools.org)>; Gary Cohn <[gcohn@everettsd.org](mailto:gcohn@everettsd.org)>; Kipp, Gary <[gary@awsp.org](mailto:gary@awsp.org)>; Gavin Hottman <[gavin.hottman@esd112.org](mailto:gavin.hottman@esd112.org)>; Greg Lynch <[glynch@oesd.wednet.edu](mailto:glynch@oesd.wednet.edu)>; Heidi Hietpas <[hhietpas@sequim.k12.wa.us](mailto:hhietpas@sequim.k12.wa.us)>; Jan Hutton <[jhutton@cvsd.org](mailto:jhutton@cvsd.org)>; Jeff Moore <[jmoore@everettsd.org](mailto:jmoore@everettsd.org)>; Jennifer Farmer <[JFarmer@everettsd.org](mailto:JFarmer@everettsd.org)>; Jennifer M. Priddy <[jpriddy@osd.wednet.edu](mailto:jpriddy@osd.wednet.edu)>; Bender, Jerry <[jerry@awsp.org](mailto:jerry@awsp.org)>; Jim Frey <[frej@lynden.wednet.edu](mailto:frej@lynden.wednet.edu)>; John Deeder <[john.deeder@evergreenps.org](mailto:john.deeder@evergreenps.org)>; John Welch <[jwelch@psed.org](mailto:jwelch@psed.org)>; JoLynn Berge <[jdberge@seattleschools.org](mailto:jdberge@seattleschools.org)>; Davis, Kate (OFM) <[Kate.Davis@OFM.WA.GOV](mailto:Kate.Davis@OFM.WA.GOV)>; Kevin Chase <[kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)>; Kim Scott <[KScott@kibesd.org](mailto:KScott@kibesd.org)>; Kim. brodie <[kbrodie@fwps.org](mailto:kbrodie@fwps.org)>; Larry Francois <[lfrancois@nwesd.org](mailto:lfrancois@nwesd.org)>; Linda McDermott <[lindam@spokaneschools.org](mailto:lindam@spokaneschools.org)>; Marie Telecky <[teleckym@bsd405.org](mailto:teleckym@bsd405.org)>; Marla Miller <[marla.miller@shorelineschools.org](mailto:marla.miller@shorelineschools.org)>; Melissa de Vita <[devitam@bsd405.org](mailto:devitam@bsd405.org)>; Michael Dunn <[mdunn@esd101.net](mailto:mdunn@esd101.net)>; Michael Merlino <[michael.merlino@evergreenps.org](mailto:michael.merlino@evergreenps.org)>; Michael Nelson <[michael\\_nelson@enumclaw.wednet.edu](mailto:michael_nelson@enumclaw.wednet.edu)>; 'Michelle Matakas' <[Michelle.Matakas@k12.wa.us](mailto:Michelle.Matakas@k12.wa.us)>; Michelle Price <[mprice@mlsd.wednet.edu](mailto:mprice@mlsd.wednet.edu)>; Mike Brophy <[brophym@wvsd208.org](mailto:brophym@wvsd208.org)>; Mitch Denning <[medenning@comcast.net](mailto:medenning@comcast.net)>; Monica Hunsaker <[mhunsaker@oesd114.org](mailto:mhunsaker@oesd114.org)>; Rich McBride <[richm@ncesd.org](mailto:richm@ncesd.org)>; Rich Puryear <[rich.puryear@rsd.edu](mailto:rich.puryear@rsd.edu)>; Rick Jones <[rjones@napavineschools.org](mailto:rjones@napavineschools.org)>; Rosalind Medina <[rmedina@tacoma.k12.wa.us](mailto:rmedina@tacoma.k12.wa.us)>; Ruth Russell <[rrussell@upsd.wednet.edu](mailto:rrussell@upsd.wednet.edu)>; Sally McLean <[smclean@fwps.org](mailto:smclean@fwps.org)>; Scott Izutsu <[izutsu.scott@yakimaschools.org](mailto:izutsu.scott@yakimaschools.org)>; Shelley Redinger <[shelleyr@spokaneschools.org](mailto:shelleyr@spokaneschools.org)>; Sheryl Moore <[sheryl.moore@rentonschools.us](mailto:sheryl.moore@rentonschools.us)>; Stephen Nielsen <[sjnielsen@seattleschools.org](mailto:sjnielsen@seattleschools.org)>; Steve McIntire <[smcIntire@oesd.wednet.edu](mailto:smcIntire@oesd.wednet.edu)>; Susan Smith Leland <[susan.leland@rentonschools.us](mailto:susan.leland@rentonschools.us)>; T.J. Kelly <[thomas.kelly@k12.wa.us](mailto:thomas.kelly@k12.wa.us)>; Teresa Main <[Teresa\\_Main@lkstevens.wednet.edu](mailto:Teresa_Main@lkstevens.wednet.edu)>; Garchow, Tim (WSSDA) <[T.Garchow@wssda.org](mailto:T.Garchow@wssda.org)>; Tim Merlino <[tim.merlino@esd112.org](mailto:tim.merlino@esd112.org)>; Tim Mills <[Millst@bsd405.org](mailto:Millst@bsd405.org)>; Tim Yeomans <[yeomats@puyallup.k12.wa.us](mailto:yeomats@puyallup.k12.wa.us)>; Vic Roberts <[vic.roberts@ksd.org](mailto:vic.roberts@ksd.org)>; roz@awsp.org

**Subject:** 7/5 LFWG Call Re: Budget/Ed Bills & Impacts

**Importance:** High

Dear Local Funding Work Group Members –

For those of you who are available, Dan and I would like to invite you to join a check-in conference call this coming **Wednesday, 7/5, 10:30am** as an opportunity to connect on the many quickly moving parts related to the budget and education funding proposals. By Wednesday the budget and education bills should be adopted, however now starts the real digging in to understand the implications of the words on the paper.

**The call-in number is 888-394-8197      Code: 28133930#.**

In addition, if any of you are near Olympia, you are welcome to join us in person at the WASA offices for the meeting.

Below are a few helpful links for you to dig in on during this coming holiday “weekend”... ☺

**McCleary Agreement** – As you are likely aware, the compromise education funding bill ([HB 2242](#)) has recently been released, is on the House Floor Calendar, but has yet to be deliberated and voted over to the Senate. In addition, Legislative staff have shared two documents to help stakeholders begin digesting the contents of the 120 page bill:

1. [McCleary Agreement summary](#)
2. [McCleary Agreement PowerPoint presentation](#)

In addition, below you’ll find links to four documents that should be helpful to districts in navigating the estimated local impacts of the proposed education funding plan.

- Statewide **Summary of K12 Basic Education Allocations and Additional Support Provided** in 2017-19 Biennium (1 page)
- Estimated Net **State and Local School District Funding Changes** Based on 2017-19 Biennial Budget (listing by district of estimated impacts starting in 2018-19)
- Estimated **District Impact of Policies** included in 2017-19 Biennial Budget and K12 Education Plan (HB 2242) (listing by district of estimated impacts starting with Calendar Year 2018)
- Estimated Net **State and Local District Per Pupil Funding Changes** Based on 2017-19 Biennial Budget (listing by district of estimated funding changes starting in 2018-19)

- **2017-19 Operating Budget Released** – While the budget still needs to be adopted by the Senate and House and then signed by the Governor, we wanted to provide you links to the most current information and summary documents.

It is important to note that while proposed budget bill, [PSSB 5883](#) is the main budget document, and the numbers it is important to note that the associated summary documents produced by the Senate and House are slightly different in how they summarize the budget.

Here are links to the respective summary documents: [House](#)      [Senate](#)

To get a picture for impacts to K-12, review the Summary Documents and Also the agency details under “Public Schools”.

Thanks, everyone!

Talk to you on Wednesday, jessica & dan

*Jessica Vavrus*, Governmental Relations Director



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*"WSSDA provides leadership and advocacy, and empowers its members with knowledge and skills to govern with excellence."*

---

**From:** Nancy Moffatt [<mailto:Nancy@wasbo.org>]

**Sent:** Friday, May 05, 2017 3:17 PM

**To:** Alan Burke <[aburke1245@aol.com](mailto:aburke1245@aol.com)>; Bill Keim <[bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org)>; Cal Brodie <[cbrodie@esd113.org](mailto:cbrodie@esd113.org)>; Corine Pennington <[pennicc@puyallup.k12.wa.us](mailto:pennicc@puyallup.k12.wa.us)>; Curtis Leonard <[cleonard@wspa.net](mailto:cleonard@wspa.net)> <[cleonard@wspa.net](mailto:cleonard@wspa.net)>; Dan Steele <[dsteeler@wasa-oly.org](mailto:dsteeler@wasa-oly.org)>; Dana Anderson <[danderson@esd113.org](mailto:danderson@esd113.org)>; Darcy Weisner <[dweisner@esd123.org](mailto:dweisner@esd123.org)>; David Bond <[dave.bond@ksd.org](mailto:dave.bond@ksd.org)>; Donna Morey <[Dmorey@whiteriver.wednet.edu](mailto:Dmorey@whiteriver.wednet.edu)>; Doug A. Matson <[Doug.Matson@wvwd.org](mailto:Doug.Matson@wvwd.org)>; Duggan Harman <[duggan.harman@highlineschools.org](mailto:duggan.harman@highlineschools.org)>; Frank Ashby <[fashby@psed.org](mailto:fashby@psed.org)>; Frank Hewins <[fhewins@fpschools.org](mailto:fhewins@fpschools.org)>; Gary Cohn <[gcohn@everettsd.org](mailto:gcohn@everettsd.org)>; Kipp, Gary <[gary@awsp.org](mailto:gary@awsp.org)>; Gavin Hottman <[gavin.hottman@esd112.org](mailto:gavin.hottman@esd112.org)>; Greg Lynch <[glynch@oesd.wednet.edu](mailto:glynch@oesd.wednet.edu)>; Heidi Hietpas <[hhietpas@sequim.k12.wa.us](mailto:hhietpas@sequim.k12.wa.us)>; Jan Hutton <[jhutton@cvsd.org](mailto:jhutton@cvsd.org)>; Jeff Moore <[jmoore@everettsd.org](mailto:jmoore@everettsd.org)>; Jennifer Farmer <[JFarmer@everettsd.org](mailto:JFarmer@everettsd.org)>; Jennifer M. Priddy <[jpriddy@osd.wednet.edu](mailto:jpriddy@osd.wednet.edu)>; Bender, Jerry <[jerry@awsp.org](mailto:jerry@awsp.org)>; Vavrus, Jessica (WSSDA) <[J.Vavrus@wssda.org](mailto:J.Vavrus@wssda.org)>; Jim Frey <[frej@lynden.wednet.edu](mailto:frej@lynden.wednet.edu)>; John Deeder <[john.deeder@evergreenps.org](mailto:john.deeder@evergreenps.org)>; John Welch <[jwelch@psed.org](mailto:jwelch@psed.org)>; JoLynn Berge <[jdberge@seattleschools.org](mailto:jdberge@seattleschools.org)>; Davis, Kate (OFM) <[Kate.Davis@OFM.WA.GOV](mailto:Kate.Davis@OFM.WA.GOV)>; Kevin Chase <[kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)> <[kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)>; Kim Scott <[KScott@kibesd.org](mailto:KScott@kibesd.org)>; Kim. brodie <[kbrodie@fwps.org](mailto:kbrodie@fwps.org)> <[kbrodie@fwps.org](mailto:kbrodie@fwps.org)>; Larry Francois <[lfrancois@nwesd.org](mailto:lfrancois@nwesd.org)>; Linda McDermott <[lindam@spokaneschools.org](mailto:lindam@spokaneschools.org)>; Marie Telecky <[teleckym@bsd405.org](mailto:teleckym@bsd405.org)>; Marla Miller <[marla.miller@shorelineschools.org](mailto:marla.miller@shorelineschools.org)>; Melissa de Vita <[devitam@bsd405.org](mailto:devitam@bsd405.org)>; Michael Dunn <[mdunn@esd101.net](mailto:mdunn@esd101.net)>; Michael Merlino <[michael.merlino@evergreenps.org](mailto:michael.merlino@evergreenps.org)>; Michael Nelson <[michael\\_nelson@enumclaw.wednet.edu](mailto:michael_nelson@enumclaw.wednet.edu)>; 'Michelle Matakas' <[Michelle.Matakas@k12.wa.us](mailto:Michelle.Matakas@k12.wa.us)>; Michelle Price <[mprice@mlsd.wednet.edu](mailto:mprice@mlsd.wednet.edu)>; Mike Brophy <[brophym@wvwd208.org](mailto:brophym@wvwd208.org)>; Mitch Denning <[medenning@comcast.net](mailto:medenning@comcast.net)>; Monica Hunsaker <[mhunsaker@oesd114.org](mailto:mhunsaker@oesd114.org)>; Nancy Moffatt <[Nancy@wasbo.org](mailto:Nancy@wasbo.org)>; Rich McBride <[richm@ncesd.org](mailto:richm@ncesd.org)>; Rich Puryear <[rich.puryear@rsd.edu](mailto:rich.puryear@rsd.edu)>; Rick Jones <[rjones@napavineschools.org](mailto:rjones@napavineschools.org)>; Rosalind Medina <[rmedina@tacoma.k12.wa.us](mailto:rmedina@tacoma.k12.wa.us)>; Ruth Russell <[rrussell@upsd.wednet.edu](mailto:rrussell@upsd.wednet.edu)>; Sally McLean <[smclean@fwps.org](mailto:smclean@fwps.org)>; Scott Izutsu <[izutsu.scott@yakimaschools.org](mailto:izutsu.scott@yakimaschools.org)>; Shelley Redinger <[shelleyr@spokaneschools.org](mailto:shelleyr@spokaneschools.org)>; Sheryl Moore <[sheryl.moore@rentonschools.us](mailto:sheryl.moore@rentonschools.us)>; Stephen Nielsen <[sjnielsen@seattleschools.org](mailto:sjnielsen@seattleschools.org)>; Steve McIntire <[smcIntire@oesd.wednet.edu](mailto:smcIntire@oesd.wednet.edu)>; Susan Smith Leland <[susan.leland@rentonschools.us](mailto:susan.leland@rentonschools.us)>; T.J. Kelly <[thomas.kelly@k12.wa.us](mailto:thomas.kelly@k12.wa.us)>; Teresa Main <[Teresa\\_Main@lkstevens.wednet.edu](mailto:Teresa_Main@lkstevens.wednet.edu)>; Garchow, Tim (WSSDA) <[T.Garchow@wssda.org](mailto:T.Garchow@wssda.org)>; Tim Merlino <[tim.merlino@esd112.org](mailto:tim.merlino@esd112.org)>; Tim Mills <[Millst@bsd405.org](mailto:Millst@bsd405.org)>; Tim Yeomans <[yeomats@puyallup.k12.wa.us](mailto:yeomats@puyallup.k12.wa.us)>; Vic Roberts <[vic.roberts@ksd.org](mailto:vic.roberts@ksd.org)>

**Subject:** FW: Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Please see the message from Dan Steele below.

Nancy

---

**From:** Dan Steele [<mailto:dstele@wasa-oly.org>]  
**Sent:** Friday, May 05, 2017 1:53 PM  
**To:** Bill Keim; Nancy Moffatt; Nielsen, Stephen J  
**Cc:** Execs  
**Subject:** FW: Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Check out the attached document from OSPI—a proposed melding of the Prototypical Funding Model (as a base) and a Per Student Model (for categorical programs). It's a concept that is pretty consistent with what we have been discussing.

Dave Mastin and Chris Reykdal have been shopping this around with Ed Funding Task Force members, Budget-writers and Leg Leaders. It's unclear how receptive legislators have been; however, it has apparently sparked some conversation, along with questions, which this document attempts to address. The document does not provide a lot of background detail, but hopefully will continue to force a dialogue.

-d

Dan Steele  
360.489.3642



---

**From:** Stella Lugalía [<mailto:Stella.Lugalía@k12.wa.us>]  
**Sent:** Friday, May 05, 2017 1:02 PM  
**To:** [jerry@awsp.org](mailto:jerry@awsp.org); [LYoung@WashingtonEA.org](mailto:LYoung@WashingtonEA.org); Jessica Vavrus <[Jessica.Vavrus@k12.wa.us](mailto:Jessica.Vavrus@k12.wa.us)>; Dan Steele <[dstele@wasa-oly.org](mailto:dstele@wasa-oly.org)>; Melissa Gombosky ([melissagombosky@gmail.com](mailto:melissagombosky@gmail.com)) <[melissagombosky@gmail.com](mailto:melissagombosky@gmail.com)>; [medenning@comcast.net](mailto:medenning@comcast.net); Justin Montermini <[Justin.Montermini@k12.wa.us](mailto:Justin.Montermini@k12.wa.us)>; [JSalvi@WashingtonEA.org](mailto:JSalvi@WashingtonEA.org); [Inoahr@washingtonea.org](mailto:Inoahr@washingtonea.org); Wendy Rader-Konofalski [WA] <[WRader-Konofalski@WashingtonEA.org](mailto:WRader-Konofalski@WashingtonEA.org)>; Kaaren Heikes <[Kaaren.Heikes@k12.wa.us](mailto:Kaaren.Heikes@k12.wa.us)>; Jack Daray <[jdaray@aol.com](mailto:jdaray@aol.com)>  
**Subject:** Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Good afternoon everyone,

Attached is an electronic copy of the Hybrid model. As you will see, there are some revisions, mostly

based on feedback.

Your patience waiting for an electronic copy is greatly appreciated.

Have a great weekend!

**Stella Lugalía**

Government Relations & Policy Assistant

Office of Superintendent of Public Instruction (OSPI)

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## 2017 Education Funding Proposal SIDE-BY-SIDE As lined-up with WSSDA's Legislative Positions

This document provides a high-level summary of 2017 education funding proposals that were considered by the Legislature:

- Governor Inslee's 2017-19 operating budget proposal;
- SSB 5607 and SB 5875 proposed by Senate Republicans;
- SHB 1843 (replaced in early April by HB 2185) proposed by House Democrats;
- EHB 2242 bipartisan compromise bill proposed by education leaders from the House and Senate (6/29/17).

The side-by-side content has been compiled from bill content and legislative documents and connected to WSSDA's 2017 legislative positions.

For further insight and recommendations for overall education funding policy approaches and each of the proposals, WSSDA has prepared a *2017 Education Funding Recommendation and Discussion Points* documents for deeper discussions with policy makers. It is available online:

<http://wssda.org/Legislative/LegislativeUpdates/2017EducationBudgetProposals.aspx>

Finally, it is worth noting that while the House Republicans did not introduced a specific education funding bill, in early April they issued a set of "guiding principles" by which a framework for the final education funding plan could hinge. These included:

- No school district should receive less money under any new plan compared to current law.
- Our state should increase state salary allocations to ensure all teachers are paid market rate.
- Using new salary allocations, each district should have a "box" for total spending on salaries.
- We value a transparent K-12 funding system, but also recognize the need to maintain formula-based inputs to demonstrate the connection between the state's program of basic education and actual cost.
- Local collective bargaining should be preserved, but subject to new constraints.
- Local enrichment levies should be preserved.
- Smaller K-3 class sizes should remain a priority, with funding tied to the actual class-size demonstrated.
- New tax increases should be a last resort.

In late June, into the first week of the Third Special Session (6/29/17), EHB 2242 was introduced sent directly to the Floor of the House then to the Senate for adoption on 6/30/17. The final bill was adopted with only one minor adjustment to the funding process for K-3 class-size reductions. The bill is the product of several weeks of negotiation among key education leaders from the House and Senate (Representatives Sullivan, Lytton, Harris, and Taylor; Senators Braun, Rivers, Rolfes, and Billig). At press, the Governor has yet to sign the bill into law, so it is important to be aware that he still has prerogative to veto full sections in the process.

# How do the Education Funding Proposals align with WSSDA's Legislative Positions?

WSSDA Position / Ed Funding Proposal SIDE-BY-SIDE

V8.6-30-17

## DETAILED COMPARISON



Education Funding Plan Comparison				
WSSDA Legislative Position	Governor 2017-19 Biennial Budget Proposal (January 2017)	HB 1843 (replaced by HB 2185) House (Democratic Proposal)	SB 5607 / SB 5875 (Senate Republican Proposal)	EHB 2242 - COMPROMISE (Bipartisan, Bicameral Compromise Bill) **Current analysis as of 6/30/17
<b>OVERALL EDUCATION FUNDING</b>				
<ul style="list-style-type: none"> <li>Full Funding of Basic Education (SLP.7.5.2) and MSOC Funding (SLP.7.5.32) <ul style="list-style-type: none"> <li>Includes All elements of ESHB 2261</li> </ul> </li> </ul>	<p><b>Funding model:</b> Continues current prototypical school funding model. Increases allocations for support staff by 1.0 FTE in each prototypical school.</p> <p>Increases CTE and MSOC allocations by using a ratio of the general education MSOC allocation.</p> <p><b>Categorical &amp; Class-size Programs:</b></p> <ul style="list-style-type: none"> <li>Learning Assistance instructional hours are increased to 2.75 hours</li> <li>Highly Capable is expanded to 2.75% of the student population.</li> <li>Maintains I-1351 class-size reductions</li> </ul>	<p><b>Funding model:</b> Continues current prototypical school funding model.</p> <p>Creates a roadmap for work groups to define the details of the funding formulas.</p> <p>Beginning in 2019-20 and phased in over two years:</p> <ul style="list-style-type: none"> <li>increases allocations for elementary school parent involvement coordinators by 1.0 FTE, and</li> <li>increases allocations for middle and high school guidance counselors by 1.0 FTE each.</li> </ul> <p><b>Categorical Programs &amp; Class-sizes:</b> Beginning with SY 2019-20, and phased in over two years:</p> <ul style="list-style-type: none"> <li>Learning Assistance instructional hours are increased to 3.4 hours.</li> <li>Highly Capable instructional hours are increased to 3.2 hours</li> <li>Bilingual instructional hours are increased to 6.778 hours for middle and high school.</li> <li>CTE class sizes are reduced to 19 students and Skills class sizes are reduced to 16 students.</li> </ul>	<p><b>Funding model:</b> Eliminates the prototypical school model and replaces it with a new basic per pupil guarantee allocation of \$10,000 per pupil.</p> <p>An additional funding adjustment is made so that the minimum allocation from the state that is in addition to the new state Local Effort Levy is at least 40% each year or \$4,000 in 2018-19.</p> <p>Max basic allocation is \$14,000, not including categorical funding described below.</p> <p>The \$10,000 basic education allocation replaces general apportionment, pupil transportation including bus depreciation, local levies, and LEA.</p> <p><b>Categorical Programs &amp; Class-sizes:</b></p> <ul style="list-style-type: none"> <li>Transportation is eliminated as a categorical program and included in the new basic per pupil guarantee.</li> <li>New per pupil allocations replace existing program allocations, as follows: <ul style="list-style-type: none"> <li>Special Education: \$7,500/pupil</li> <li>Bilingual Instruction: \$1,000/pupil</li> <li>Highly Capable: \$1,000/pupil</li> <li>Learning Assistance: \$2,000 - \$5,000 per pupil depending on poverty level.</li> <li>Free and Reduced Price Lunch poverty measurement replaced with Census Bureau poverty estimate Homeless Student: <ul style="list-style-type: none"> <li>\$1,500/unsheltered homeless student</li> <li>CTE &amp; Skills: \$500/pupil</li> <li>Class-sizes: I-1351 is repealed.</li> </ul> </li> </ul> </li> </ul>	<p><b>Funding model:</b> Continues current prototypical school funding model.</p> <p>For SY 17-18: Funding codified as basic education for:</p> <ul style="list-style-type: none"> <li>MSOC (by approx. \$150/ student)</li> <li>Parent Involvement Coordinators increased from 0 to .0825</li> <li>Guidance counselors increased from 1.116 to 1.216</li> <li>See categorical enhancements</li> </ul> <p>New compensation and levy/LEA changes start in 2018-19 school year.</p> <p><b>Categorical Programs &amp; Class-sizes:</b> The following changes are phased in during the 2019-21 and 2021-23 biennia:</p> <ul style="list-style-type: none"> <li>LAP in high poverty schools is provided 1.1 hr/wk</li> <li>TBIP increased to 6.778 hr/wk for 7-12</li> <li>HiCap enrollment percentage increased to 5%</li> <li>CTE/Skill Center class sizes are reduced to 23.0/20.0 respectively.</li> <li>Skill Center MSOC increased to CTE rate.</li> <li>Special education enrollment cap increased to 13.5%</li> </ul> <p>I-1351 continues to be suspended. OSPI and stakeholders must convene a taskforce to make recommendations that prioritize future phase-in of the staffing values. Report due by December 2019.</p> <p>Per-pupil reporting format is required.</p>
<ul style="list-style-type: none"> <li>Tax Reform (SLP.7.5.6) (Revenue)</li> </ul>	<p><b>State Spending Increase for K-12:</b></p> <ul style="list-style-type: none"> <li>2017-19: \$3.414B</li> <li>2019-21: \$6.2B</li> </ul>	<p><b>State Spending Increase for K-12:</b></p> <ul style="list-style-type: none"> <li>2017-19: \$1.873B</li> <li>2019-21: \$3.3B</li> </ul>	<p><b>State Spending Increase for K-12:</b></p> <ul style="list-style-type: none"> <li>2017-19: \$1.790B</li> <li>2019-21: \$4.0B</li> </ul>	<p><b>State Spending Increase for K-12:</b></p> <ul style="list-style-type: none"> <li>2017-19: \$1.8B</li> <li>2019-21: \$5.5B</li> </ul> <p><b>Note:</b> Of this 4-year total, approximately \$6B is compensation related to funding enhancements to categorical programs and other K-12 budget items.</p>

# How do the Education Funding Proposals align with WSSDA's Legislative Positions?

## WSSDA Position / Ed Funding Proposal SIDE-BY-SIDE

V8.6-30-17



Education Funding Plan Comparison				
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	<b>Revenue:</b> <ul style="list-style-type: none"> <li>Increase B&amp;O tax rate on services (SB 5113)</li> <li>Carbon tax (SB 5127)</li> <li>Capital gains tax (SB 5111)</li> <li>End tax exemptions</li> </ul> <b>New Funding for Districts:</b> <ul style="list-style-type: none"> <li>SY 2018-19: \$2.802B</li> <li>SY 2019-20: \$2.504B</li> <li>SY 2020-21: \$2.412B</li> </ul> <b>Per-Pupil Funding Change:</b> <ul style="list-style-type: none"> <li>SY 2018-19: \$2,537</li> <li>SY 2019-20: \$2,257</li> <li>SY 2020-21: \$2,154</li> </ul> <b>First Year of Full Funding:</b> SY 2018-19	<b>Revenue:</b> Assumes HB 2186 and HB 1764 (not passed): <ul style="list-style-type: none"> <li>2017-19: \$2.965B</li> <li>2019-21: \$4.697B</li> </ul> <b>New Funding for Districts:</b> <ul style="list-style-type: none"> <li>SY 2018-19: \$1.632B</li> <li>SY 2019-20: \$2.947B</li> <li>SY 2020-21: \$3.277B</li> </ul> <b>Per-Pupil Funding Change:</b> <ul style="list-style-type: none"> <li>SY 2018-19: \$1,478</li> <li>SY 2019-20: \$2,656</li> <li>SY 2020-21: \$2,926</li> </ul> <b>First Year of Full Funding:</b> SY 2019-21 (for salaries) SY 2020-21 (for other funding)	<b>Revenue:</b> "Levy swap" approach New state property levy referred to as the "Local Effort Levy" - Not subject to the 1% growth limit <ul style="list-style-type: none"> <li>2017-19: \$1.521B</li> <li>2019-21: \$4.045B</li> <li>Budget savings</li> </ul> <b>New Funding for Districts:</b> (first number assumes no districts have M&O levies after CY 2018; second number assumes that M&O levies are the lesser of 10% or the previous voter-approved levy after CY 2019) <ul style="list-style-type: none"> <li>SY 2018-19: \$953.5M / 953.5M</li> <li>SY 2019-20: \$765.2M / \$1.402B</li> <li>SY 2020-21: \$877.9M / \$2.142B</li> </ul> <b>Per-Pupil Funding Change:</b> (See note above re: two numbers) <ul style="list-style-type: none"> <li>SY 2018-19: \$863 / \$863</li> <li>SY 2019-20: \$690 / \$1,263</li> <li>SY 2020-21: \$784 / \$1,913</li> </ul> <b>First Year of Full Funding:</b> SY 2020-21	<b>Revenue:</b> <ul style="list-style-type: none"> <li>Budget savings</li> <li>Per SHB 2242: \$0.82/\$1,000 AV state common schools levy increase statewide.</li> <li>Per HB 2163 and SB 5977: Eliminates and/or modifies various tax preferences; creates tax for online sales; expands B&amp;O tax</li> </ul>
<ul style="list-style-type: none"> <li><b>Fiscal Notes and Unfunded Mandates</b> (LP.5.26 &amp; SLP.7.5.33)</li> </ul>	Does not address fiscal notes or unfunded mandates.	Does not address fiscal notes or unfunded mandates.	Does not address fiscal notes or unfunded mandates.	Does not address fiscal notes or unfunded mandates.
<ul style="list-style-type: none"> <li><b>Forest Revenue Apportionment Withholding</b> (SLP.7.5.41)</li> </ul>	N/A	Addressed in SB 5664 / HB 1393 (not passed)	Addressed in SB 5664 / HB 1393 (not passed)	Addressed in SB 5664 / HB 1393 (not passed)
COMPENSATION & BENEFIT POSITIONS				
<ul style="list-style-type: none"> <li><b>Compensation Technical Working Group Recommendations</b> (LP.5.17)</li> <li><b>School Employee Salaries</b> (SLP.7.4.68)</li> </ul>	<b>Compensation:</b> Revises salary allocation model to a grid based on years' experience, education (bachelors or masters), and professional certification with an additional bump at ten years of experience. Fully funded in SY 2018-19.  Statewide average allocation for Certificated Instructional Staff (CIS) is \$68,284 after adjusting for staff mix. Adjusting for the professional learning days, this allocation is	<b>Compensation:</b> Specifies minimum statewide average salary allocations for each of the three staff types; but does away with additional salary allocation guidance  Maintains I-732 and makes the cost of living adjustment part of the program of basic education. Specifies a phase-in schedule for implementing the new salary allocations.	<b>Compensation:</b> Beginning in the 2018-19 school year, the salary allocation schedule for CIS is eliminated and a minimum salary of \$45,000 for beginning CIS is required.  Prohibits additional pay based on an advanced degree unless the degree is in the subject area taught by the staff person.  Limits district expenditures on compensation	<b>Compensation:</b> Compensation (state base salaries) are defined as basic education.  SY17-18: Salary Allocation Model (SAM) and staff mix factor is retained.  SY 2018-19 and beyond: Formal Salary Allocation Model (SAM) is eliminated. OSPI must convene a taskforce for to develop a SAM that school districts may use.





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	<p>\$72,470.</p> <p>Minimum pay is \$54,500 for CIS w/ BA and \$59,000 for CIS with MA. National Board bonus is maintained.</p> <p>Allocations for Classified staff (CLS) and Administrative staff (CAS) are increased to \$52,908 and \$114,612 respectively.</p> <p>Requires rebasing to market rate every four years. Maintains I-732 cost of living adjustments</p> <p><b>Regional Differences:</b> No regional differences specified.</p>	<p>Eliminates the current salary allocation grid for CIS and replaces it with a statewide average CIS allocation of \$70,824 adjusted by Seattle CPI in SY 2018-19.</p> <p>Beginning with the 2019-20 school year, sets minimum pay for beginning CIS and early career CIS. Districts must pay minimum of \$45,500 for first year CIS and \$50,500 for a CIS with three years' experience. Minimum pay values are also adjusted by Seattle CPI each year after 2019-20.</p> <p>Specifies statewide average salary allocation for CAS and CLS, and includes the values as part of the state's program of basic education.</p> <p>Note - values specified for each of the three staff types include the 4 days of professional learning required by the bill (see below).</p> <p>Requires rebasing to market rate every 6 years based on comparable wage analysis.</p> <p><b>Grandfathered Salaries:</b> Grandfather salary allocations are subsumed within the new salary allocations.</p> <p><b>Regional Differences:</b> Must be identified in the budget.</p>	<p>(salaries plus benefits) to 80% of total general operating expenditures. Excludes the housing allowance and teacher recruitment and retention bonus from this limitation.</p> <p>Eliminates I-732 cost of living adjustments, but salary amounts are adjusted for inflation.</p> <p>State funding for the national board bonus is eliminated, but districts are permitted to pay the bonus as part of the locally designed compensation plan. Payment of the bonus is outside the state's program of basic education.</p> <p>Permits state-funded extended school year contracts outside the state's program of basic education, for up to an additional 90 days outside the 180-day school year and based on the staff person's prior year hourly rate.</p> <p>Recruitment and retention bonus for districts with at least 25% poverty (uses census data for poverty measure) and at least 25,000 students. Bonus of \$12,500 is paid for each CIS and CAS staff. Bonus is not part of basic education.</p> <p>Teacher recognition bonus - \$25,000 or \$50,000 grants for top teachers.</p> <p><b>Grandfathered Salaries:</b> No grandfathered salary details are provided in the per pupil funding formula. Until SY 23-24, school districts may exceed the 80% salary cap if current salaries and benefits exceed the cap.</p> <p><b>Regional Differences:</b> Provides a housing allowance for districts with higher than average residential home values, up to \$10,000 per each staff person, to address regional cost differences. Bonus is not part of basic education.</p>	<p>At full phase-in beginning teachers must be provided at least \$40,000 (before regionalization). After 5 years, salary must increase 10%. Maximum state base salary cannot exceed \$90,000 (before regionalization). <u>Minimums and maximums do not apply to supplemental contracts.</u></p> <p>After three-years of phase-in (by SY 19-20): CIS \$64,000 (beginning \$40,000) CAS \$95,000 CLS \$45,912 Salary amounts shown are before annual inflation, professional development, and the regional factor is applied.</p> <p>Teachers who teach special education, math, science, technology, engineering, or math and Educational Staff Associates may receive an additional 10% of state base salary.</p> <p>2.3% COLA is provided for SY17-18.</p> <p>I-732 COLA index is changed to an “inflationary adjustment index” using the Implicit Price Deflator (IPD) instead of the current Seattle Consumer Price Index (CPI).</p> <p><b>Grandfathered Salaries:</b> Grandfathered districts will receive an additional regionalization increase as a hold harmless. This percentage will ramp down annually by 2% beginning in year 4. All salaries will be rebased in year 6 after the comparable wage analysis.</p> <p><b>Regional Differences:</b> Beginning in SY19-20, three tiers of regional cost differences are provided if the district’s single-family residential home property values (within 15 miles of the district) exceed the statewide average.</p> <p>Regionalization is provided in three tiers (0%, 5%, 12%, or 18%) for CIS, CAS, CLS and adjusted for inflation. Includes selected “super-regional” factors for outliers phased down after 6 years.</p>



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	<b>Mentoring:</b> Provides additional funding for the Beginning Educator Support (BEST) program and expands the program to include beginning principals.	<b>Mentoring:</b> Declares legislative intent to support full funding of enacted recruitment and retention policies and increasing investments in the BEST program.	<b>Mentoring:</b> Maintains the existing mentorship and in service training.	Salaries and regionalization factors will be reviewed and rebasing to market rate every 6 years based on comparable wage analysis. (Dept. of Revenue) <b>Mentoring:</b> Provides additional funding for the Beginning Educator Support (BEST) program.
<ul style="list-style-type: none"><li>• <b>Statewide Bargaining for Salaries</b> (LP.4.5 )</li><li>• <b>Opposition to Strikes by School Employees</b> (LP.4.29)</li></ul>	Collective bargaining is maintained. New minimums specified. See compensation above.	Collective bargaining is maintained. New minimums specified. See compensation above.  Actual salary paid shall not exceed the district’s average CIS salary for BEA. (Sec. 104 (3)(a))	Collective bargaining is maintained. New minimums specified. See compensation above. Collective bargaining agreements must conform to the requirements of the act.  Permits districts that have been identified as being granted additional flexibility to exempt schools buildings within the district from district policies and district collective bargaining agreements. Housing allowances and the Top Teacher Recognition Grant are not subject to collective bargaining.  Prohibits certain employer contributions.  State-funded supplemental contracts are allowed for LAP activities outside of school day/year.  Teacher strikes are expressly prohibited.  Allows school districts to dismiss a teacher who, following in-service training and mentorship, fails to show improvement to the extent that it is detrimental to student academic performance.	CBA’s executed or modified after the bill is signed limit salary increases in SY18-19 to the greater of a COLA or current statewide average.  Beginning in SY 19-20, CAS salary amounts will be limited by a district-wide salary cap.  Beginning in SY 19-20, CIS TRI/supplemental contracts are only allowed for enrichment to the program of basic education.
<ul style="list-style-type: none"><li>• <b>Bargaining/Negotiations</b> (LP.4.24) (exclude health benefits / school calendar from district collective bargaining)</li></ul>	<b>Health Care:</b> Increases health benefit allocations. Maintains current bargaining structure and classified benefit factor.	<b>Health Care:</b> Maintains current bargaining structure and classified benefit factor	<b>Health Care:</b> Requires districts to offer health benefit plans that incorporate a plan design with employee premiums that ensure the ratio of premiums for single to family is no more than 1:3.	<b>Health Care:</b> Creates a School Employee Benefits Board (SEBB) for health insurance.  Requires all school employees to be in the system by January 1, 2020. (Sections 801-819 implement this new requirement and explain how it will be implemented.) All district and ESD employees merged into single, community-rated risk pool separate from the risk pool for PEBB health benefits.  Health benefit allocations increased to \$820 in SY 17-18 and \$840 in SY 18-19.
LEVY AUTHORITY / LEVY EQUALIZATION				





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<ul style="list-style-type: none"><li>• <b>Levy Equalization/Levy Lid/Grandfathered Inequities</b> (SLP.7.5.3)</li><li>• <b>Levy Equalization Funding and Formulas</b> (LP.5.12)</li><li>• <b>Per Pupil Inflator Formula</b> (LP.5.27)</li></ul>	<p><b>Levy Policy:</b> No change to levy cliff due to increased state investment.</p> <p>2018: 24% 2019: 15% 2020: 15% 2021: 15%</p> <p><b>Local Effort Assistance (LEA):</b> Maintained at current rate</p>	<p><b>Levy Policy:</b> Revises the levy cliff to phase down the lid and LEA over four years. Phases down grandfathered levy lids to have all districts at 24% by 2019. Eliminates ghost money in 2018.</p> <p>2018: 28% 2019: 27% 2020: 26% 2021: 24%</p> <p><b>Local Effort Assistance (LEA):</b> Maintained at current rate</p>	<p><b>Levy Policy:</b> Delays the levy cliff one year. Eliminates local levies for CY 2019. Eliminates LEA permanently. Permits districts to collect up to 10% of a newly defined levy base beginning in CY 2020.</p> <p>2018: 28% 2019: 0% 2020: 10% 2021: 10%</p> <p><b>Local Effort Assistance (LEA):</b> Eliminated</p>	<p><b>Levy Policy:</b> Per ESB 5023 delays levy cliff one year (through Jan. 1, 2019).</p> <p>Beginning in Calendar Year 2019, local M&amp;O levies are renamed as “enrichment levies”. Section 501 defines how enrichment levies may be used.</p> <p>Maximum levy authority is changed to the lesser of \$1.50/\$1,000 AV or \$2,500 per pupil.</p> <p>Beginning in Calendar Year 2020, school districts must submit their enrichment levy plans to OSPI for approval prior to placement on the ballot. OSPI may expand non-exhaustive list of allowable enrichments.</p> <p><b>Local Effort Assistance (LEA):</b> Maintains LEA but changes the formula based on the enrichment levy rates of the district and the district’s enrollment. (Section 206)</p> <p>LEA will equalize school districts up to \$1,500 per pupil, adjusted for inflation beginning in SY 19-20.</p> <p><b>Note:</b> Beginning in SY 19-20, LEA and general fund levies may only be used for the enrichment of basic education.</p>
<ul style="list-style-type: none"><li>• <b>Use of Levy Funds for Non-Basic Education Programs</b> (LP.5.24)</li></ul>	Not addressed.	Requires districts to report supplemental pay contracts to SPI and SPI to provide a report to the legislature.	<p>Requires districts to provide separate accounting of state, federal and local revenues to expenditures and separate accounting of basic and non-basic expenditures by fund sources.</p> <p>Districts are required to deposit local excess levies into a subfund and separately account for expenditures from the subfund.</p>	<p>Requires districts to provide separate accounting of state, federal and local revenues to expenditures and separate accounting of basic and non-basic expenditures by fund sources.</p> <p>Districts are required to deposit local excess levies into a subfund and separately account for expenditures from the subfund.</p>
<b>HOLD HARMLESS</b>				
<ul style="list-style-type: none"><li>• <b>Hold Harmless While the State Transitions from Levy to State Funding</b> (LP.5.11)</li><li>• <b>Levy Rollbacks</b> (LP.5.13)</li></ul>	District hold harmless provided in the budget for the 2017-18 school year.	Specifies that no district will receive less funding as a result of the regionalization.	District hold harmless/ minimum funding: If total school district funding from state, federal, and local sources combined is less than \$12,500 per pupil, then an additional state allocation is provided to increase total funding to \$12,500 per pupil.	Salary hold harmless provision stipulates districts will not receive less funding for basic education salaries starting with 2017-18 school year. Hold harmless funding is provided to after the legislature rebases the regionalization factor. No regionalized



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				school district will receive less than the prior year’s allocation.
TEACHER RECRUITMENT / RETENTION				
<ul style="list-style-type: none"><li>• <b>Teacher Shortages</b> (LP.2.10)</li><li>• <b>Attract and Retain High Quality Staff in Hard-to-staff Schools</b> (LP.2.27)</li><li>• <b>Encouraging Diverse Students to Pursue the Teaching Profession</b> (LP.2.56)</li><li>• <b>Salaries — Experience Recognition</b> (SLP.7.4.00)</li></ul>	SEE COMPENSATION ABOVE.	SEE COMPENSATION ABOVE. \$7M provided for HB 1827 Expanding the current and future educator workforce.	SEE COMPENSATION ABOVE <i>and</i> <ul style="list-style-type: none"><li>• Provides a housing allowance for districts with higher than average residential home values, up to \$10,000 per each staff person, to address regional cost differences. Bonus is not part of basic education.</li><li>• Per employee bonuses are provided in high cost and high poverty districts.</li><li>• Teacher recognition grants provided for an unknown number of teachers in the top 5% every other year.</li></ul>	SEE COMPENSATION ABOVE. State base salary maximums may be increased by 10 percent for special education, math, science, technology, engineering, and ELL teachers AND educational staff associates.
TEACHER CERTIFICATION				
<ul style="list-style-type: none"><li>• <b>Precertification Training for Educators</b> (Permanent Position 4.1.1)</li><li>• <b>Teacher Certification</b> (Permanent Position 4.1.2)</li><li>• <b>Alternative Routes to Teacher Certification</b> (SLP.7.2.59)</li></ul>	Provides additional support for the Alternative Routes program and principal internships and workshops	Not addressed	Allows individuals without a teaching certificate to teach students so long as it is under the general supervision of a certificated employee and the individual passes a record check.  <b>Paraeducators:</b> Establishes statewide minimum employment standards for paraeducators, and creates a paraeducator workgroup to administer rules for paraeducator preparation, certification, and training.	Addressed in HB 1341 and HB 1827.
PROFESSIONAL DEVELOPMENT				
<ul style="list-style-type: none"><li>• <b>Professional Development</b> (SLP.7.2.9)</li><li>• <b>Diversity Training</b> (SLP.7.2.00)</li><li>• <b>Staff Development</b> (Permanent Position 4.1.3)</li></ul>	<p>Increases allocations for Certificated Instructional Staff to support 30 hours in 2017-18 and 80 hours in 2018-19.</p> <p>Increases allocations for teaching assistance staff to support 20 hours in 2017-18 and 40 hours in 2018-19.</p>	Increases allocations for all staff types to support 1 day in 2017-18, 2 days in 2018-19, 4 days in 2019-20, 6 days in 2020-21 and 10 days by 2022-23.	Does not specify allocations or requirements for professional learning.	<p>Beginning in SY 18-19, 3 state-funded professional development days are phased-in with one additional day per year, with three total by SY 20-21.</p> <p>Starting in 2019-20, late starts/early releases are limited to 7 per school year.</p> <p>\$9M over 2 years is provided for TPEP training.</p>



Education Funding Plan Comparison				
WSSDA Legislative Position	Governor 2017-19 Biennial Budget Proposal (January 2017)	HB 1843 (replaced by HB 2185) House (Democratic Proposal)	SB 5607 / SB 5875 (Senate Republican Proposal)	EHB 2242 - COMPROMISE (Bipartisan, Bicameral Compromise Bill) **Current analysis as of 6/30/17
ACCOUNTABILITY / LOCAL CONTROL / GOVERNANCE				
<b>Streamlining Reporting</b> (LP.4.62)  <b>Accountability through Local Governance</b> (SLP.7.4.51)  <b>Local Control</b> (Perm. Pos. 2.2.1)	<b>Fiscal Reporting / Accounting:</b> Provides funding for accounting system updates enabling districts to report based on the allocation model and on a revenue to expenditure basis.	<b>Fiscal Reporting / Accounting:</b> Establishes a technical working group to provide recommendations for revising school district accounting practices.	<b>Fiscal Reporting / Accounting:</b> Requires district fiscal health reports and additional auditing. Requires districts to prepare four-year outlooks as part of their budget process. Requires districts to provide separate accounting of state, federal and local revenues to expenditures and separate accounting of basic and non-basic expenditures by fund sources. Requires state auditor to ensure that excess levy fund are not used for basic education.  <b>Measures of success:</b> Provides specific school district performance measures. Permits districts who have met standards to be granted additional flexibility and directs the state board to create a process for identifying innovation districts which may be exempt from some state laws.	<b>Fiscal Reporting / Accounting:</b> Requires districts to adopt 4-year budget outlook. Outlook will become a financial health indicator.  Requires regular state financial audits of school districts include a review of the expenditure of levy funds to ensure that such funds are not expended on any supplemental contract beyond the state-funded CIS to provide remedial education instruction and services.  Salary reporting requirements to OSPI are expanded.
OTHER PROVISIONS				
<b>Capital / Facilities</b> <ul style="list-style-type: none"><li><b>Fully Fund Facilities for Mandated Class Size Reduction</b> (LP.5.4)</li><li><b>School Construction</b> (SLP.7.5.14)</li></ul>	Increase state-funded classroom space in public school facilities for K-6. Award state grants to school districts for the construction and acquisition of K-3 classrooms.	Declares legislative intent to consider recommendations of the education and capital budget committees to address recruitment and retention and to support classroom and facility needs to support all- day kindergarten and class size reductions.	Not addressed.	Not addressed
<b>Continuous Improvement</b>	Not addressed.	Not addressed	Baldrige Performance Excellence Assessment: Provides that large school districts, all educational service districts, and certain educational state agencies must implement the Baldrige Performance Excellence Assessment program, as phased in over a three-year period starting in the 2018-2019 school year.	Not addressed
<b>Student Absenteeism</b> <ul style="list-style-type: none"><li><b>Attendance / Student Contact Time</b> (SLP.7.5.00)</li></ul>	Provides additional support truancy reduction programs	Not addressed	Districts are required to create an attendance reserve to be used to reduce chronic student absenteeism. The superintendent must recover funds from the district's reserve equal to the amount of funds the district received for students that were chronically absent in excess of 20%.	States that the Legislature intends to support addressing chronic student absenteeism by providing state funding in the omnibus operating budget for 2017-19. Funding is provided at \$150,000 in FY18, and \$450,000 in FY19.  Specifies funds to be used for a statewide accountability system to improve student graduation rates by, among other things, providing assistance to



Education Funding Plan Comparison				
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				school districts about successful strategies to address chronic absenteeism.
School Improvement	Provides additional support for school improvement grants	Not addressed	Not addressed	Not addressed in this bill. Details are in Operating Budget (ESB 5883): <ul style="list-style-type: none"><li>• \$23.7 million for school district improvement.</li><li>• By January 15, 2018, OSPI must submit a plan outlining the additional school accountability supports that will be implemented with the increased funding in FY 19 (\$14.3 million). A portion of which expenditures are contingent upon legislative approval of OSPI plan for additional school accountability supports.</li></ul>
Teacher Evaluation (TPEP)	Not addressed	Not addressed	Not addressed	OSPI to provide an update on the implementation of TPEP by November 1, 2017. The update must include: <ul style="list-style-type: none"><li>• Overview of the process</li><li>• Update of the total percentage of teachers and principals in each of the evaluation rating categories</li><li>• Information on scoring and outcomes of evaluations</li><li>• Review of state/district programs in place to help struggling teachers</li><li>• Recommendations for improving the program</li></ul>

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**Subject:** RE: Advisory Agenda/Time/Location of July 9 Meeting  
**Date:** Wednesday, July 5, 2017 12:51:21 PM

---

Can you confirm for me that the following 3 people are not doing the portfolio?

Janie Mata  
Katie O'Brien  
Brittney Richter

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

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**Sent:** Monday, July 3, 2017 10:14 AM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>; [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us);  
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[lkrining@cloverpark.k12.wa.us](mailto:lkrining@cloverpark.k12.wa.us); [lmestay@cloverpark.k12.wa.us](mailto:lmestay@cloverpark.k12.wa.us); [TNeidhold@psd1.org](mailto:TNeidhold@psd1.org);  
[csheridan@asd103.org](mailto:csheridan@asd103.org); [jsteinernv@yahoo.com](mailto:jsteinernv@yahoo.com); [cstolz@everettsd.org](mailto:cstolz@everettsd.org)  
**Subject:** Re: Advisory Agenda/Time/Location of July 9 Meeting

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**To:** [jrausch@wspa.net](mailto:jrausch@wspa.net); [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu);  
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253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

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**From:** [jrausch@wspa.net](mailto:jrausch@wspa.net) [<mailto:jrausch@wspa.net>]

**Sent:** Wednesday, June 28, 2017 1:53 PM

**To:** [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [kellyg@wapatosd.org](mailto:kellyg@wapatosd.org); [gaviganj@riverview.wednet.edu](mailto:gaviganj@riverview.wednet.edu); Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>; [lkrining@cloverpark.k12.wa.us](mailto:lkrining@cloverpark.k12.wa.us); [lmcstay@cloverpark.k12.wa.us](mailto:lmcstay@cloverpark.k12.wa.us); [TNeidhold@psd1.org](mailto:TNeidhold@psd1.org); [cs Sheridan@asd103.org](mailto:cs Sheridan@asd103.org); [jsteinernv@yahoo.com](mailto:jsteinernv@yahoo.com); [cstolz@everettsd.org](mailto:cstolz@everettsd.org)

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Thank you again for all that you do for the HELP program, and I look forward to seeing you on the 9th.

Jane Rausch  
HELP Coordinator

**From:** [Berge, JoLynn D](#) on behalf of [Berge, JoLynn D <jdberge@seattleschools.org>](#)  
**To:** [Nancy Moffatt](#); [Bill Keim](#); [Vavrus, Jessica \(WSSDA\)](#); [Alan Burke](#); [Cal Brodie](#); [Corine Pennington](#); [Curtis Leonard \(cleonard@wsps.net\)](#); [Dan Steele](#); [Dana Anderson](#); [Darcy Weisner](#); [David Bond](#); [Donna Morey](#); [Doug A. Matson](#); [Duggan Harman](#); [Frank Ashby](#); [Frank Hewins](#); [Gary Cohn](#); [Kipp, Gary](#); [Gavin Hottman](#); [Greg Lynch](#); [Heidi Hietpas](#); [Jan Hutton](#); [Jeff Moore](#); [Jennifer Farmer](#); [Jennifer M. Priddy](#); [Bender, Jerry](#); [Jim Frey](#); [John Deeder](#); [John Welch](#); [Davis, Kate \(OFM\)](#); [Kevin Chase \(kevin.chase@esd105.org\)](#); [Kim Scott](#); [Kim. brodie \(kbrodie@fwps.org\)](#); [Larry Francois](#); [Linda McDermott](#); [Marie Telecky](#); [Marla Miller](#); [Melissa de Vita](#); [Michael Dunn](#); [Michael Merlino](#); [Michael Nelson](#); ["Michelle Matakas"](#); [Michelle Price](#); [Mike Brophy](#); [Mitch Denning](#); [Monica Hunsaker](#); [Rich McBride](#); [Rich Puryear](#); [Rick Jones](#); [Rosalind Medina](#); [Ruth Russell](#); [Sally McLean](#); [Scott Izutsu](#); [Shelley Redinger](#); [Sheryl Moore](#); [Nielsen, Stephen J](#); [Steve McIntire](#); [Susan Smith Leland](#); [T.J. Kelly](#); [Teresa Main](#); [Garchow, Tim \(WSSDA\)](#); [Tim Merlino](#); [Tim Mills](#); [Tim Yeomans](#); [Vic Roberts](#); [roz@awsp.org](#); [Brianne King](#)  
**Subject:** Funding subgroup meeting at Seattle Public Schools 7/10  
**Date:** Wednesday, July 5, 2017 1:58:46 PM  
**Attachments:** [Local Funding group.msg](#)

---

Details for the funding subgroup is attached, along with call in information.

We only have 4 call in slots, so if you are planning on calling in, please let me know. Thanks!

**From:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** Re: Advisory Agenda/Time/Location of July 9 Meeting  
**Date:** Wednesday, July 5, 2017 3:02:40 PM

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Janet:

All three have completed the authorization to participate. Janie is the only one of those three who has told me she may take advantage of the August 31st deadline, but I will reach out to them and double check.

---

**From:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Sent:** Wednesday, July 5, 2017 12:51 PM  
**To:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net)  
**Subject:** RE: Advisory Agenda/Time/Location of July 9 Meeting

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**Sent:** Monday, July 3, 2017 10:14 AM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>; [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [kellyg@wapatosd.org](mailto:kellyg@wapatosd.org); [gaviganj@riverview.wednet.edu](mailto:gaviganj@riverview.wednet.edu); [lkrining@cloverpark.k12.wa.us](mailto:lkrining@cloverpark.k12.wa.us); [lmestay@cloverpark.k12.wa.us](mailto:lmestay@cloverpark.k12.wa.us); [TNeidhold@psd1.org](mailto:TNeidhold@psd1.org); [csheridan@asd103.org](mailto:csheridan@asd103.org); [jsteinernv@yahoo.com](mailto:jsteinernv@yahoo.com); [cstolz@everettsd.org](mailto:cstolz@everettsd.org)  
**Subject:** Re: Advisory Agenda/Time/Location of July 9 Meeting

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**To:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net); [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [kellyg@wapatosd.org](mailto:kellyg@wapatosd.org); [gaviganj@riverview.wednet.edu](mailto:gaviganj@riverview.wednet.edu); [lkrining@cloverpark.k12.wa.us](mailto:lkrining@cloverpark.k12.wa.us); [lmestay@cloverpark.k12.wa.us](mailto:lmestay@cloverpark.k12.wa.us); [TNeidhold@psd1.org](mailto:TNeidhold@psd1.org); [csheridan@asd103.org](mailto:csheridan@asd103.org); [jsteinernv@yahoo.com](mailto:jsteinernv@yahoo.com); [cstolz@everettsd.org](mailto:cstolz@everettsd.org)



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253.945.2020  
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**Sent:** Wednesday, June 28, 2017 1:53 PM

**To:** [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [kellyg@wapatosd.org](mailto:kellyg@wapatosd.org); [gaviganj@riverview.wednet.edu](mailto:gaviganj@riverview.wednet.edu); Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>; [lkrining@cloverpark.k12.wa.us](mailto:lkrining@cloverpark.k12.wa.us); [lmcstay@cloverpark.k12.wa.us](mailto:lmcstay@cloverpark.k12.wa.us); [TNeidhold@psd1.org](mailto:TNeidhold@psd1.org); [csheridan@asd103.org](mailto:csheridan@asd103.org); [jsteinernv@yahoo.com](mailto:jsteinernv@yahoo.com); [cstolz@everettsd.org](mailto:cstolz@everettsd.org)

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HELP Coordinator

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**Subject:** RE: Advisory Agenda/Time/Location of July 9 Meeting  
**Date:** Wednesday, July 5, 2017 3:08:58 PM

---

Authorization to participate means they will do the portfolio?

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [jrausch@wspa.net](mailto:jrausch@wspa.net) [mailto:[jrausch@wspa.net](mailto:jrausch@wspa.net)]  
**Sent:** Wednesday, July 5, 2017 3:03 PM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** Re: Advisory Agenda/Time/Location of July 9 Meeting

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**From:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Sent:** Wednesday, July 5, 2017 12:51 PM  
**To:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**Subject:** RE: Advisory Agenda/Time/Location of July 9 Meeting

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**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>; [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us);  
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[gaviganj@riverview.wednet.edu](mailto:gaviganj@riverview.wednet.edu); Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>;  
[lkrining@cloverpark.k12.wa.us](mailto:lkrining@cloverpark.k12.wa.us); [lmestay@cloverpark.k12.wa.us](mailto:lmestay@cloverpark.k12.wa.us); [TNeidhold@psd1.org](mailto:TNeidhold@psd1.org);  
[csheridan@asd103.org](mailto:csheridan@asd103.org); [jsteinernv@yahoo.com](mailto:jsteinernv@yahoo.com); [cstolz@everettsd.org](mailto:cstolz@everettsd.org)

**Subject:** Advisory Agenda/Time/Location of July 9 Meeting

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HELP Coordinator

**From:** [jrausch@wsps.net](mailto:jrausch@wsps.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** Re: Advisory Agenda/Time/Location of July 9 Meeting  
**Date:** Wednesday, July 5, 2017 3:22:23 PM

---

It's the form they complete and that their district signs that authorizes them the time and support to fulfill the work requirements of the program.

Get [Outlook for iOS](#)

---

**From:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Sent:** Wednesday, July 5, 2017 3:08:58 PM  
**To:** [jrausch@wsps.net](mailto:jrausch@wsps.net)  
**Subject:** RE: Advisory Agenda/Time/Location of July 9 Meeting

Authorization to participate means they will do the portfolio?

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

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**Sent:** Wednesday, July 5, 2017 3:03 PM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
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Director of Employee Relations  
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**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>; [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us);  
[carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [kellyg@wapatosd.org](mailto:kellyg@wapatosd.org); [gaviganj@riverview.wednet.edu](mailto:gaviganj@riverview.wednet.edu);  
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[cs Sheridan@asd103.org](mailto:cs Sheridan@asd103.org); [jsteinernv@yahoo.com](mailto:jsteinernv@yahoo.com); [cstolz@everettsd.org](mailto:cstolz@everettsd.org)  
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**To:** [jrausch@wspa.net](mailto:jrausch@wspa.net); [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu);  
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**From:** [jrausch@wspa.net](mailto:jrausch@wspa.net) [<mailto:jrausch@wspa.net>]  
**Sent:** Wednesday, June 28, 2017 1:53 PM  
**To:** [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [kellyg@wapatosd.org](mailto:kellyg@wapatosd.org);  
[gaviganj@riverview.wednet.edu](mailto:gaviganj@riverview.wednet.edu); Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>;  
[lkrining@cloverpark.k12.wa.us](mailto:lkrining@cloverpark.k12.wa.us); [lmcstay@cloverpark.k12.wa.us](mailto:lmcstay@cloverpark.k12.wa.us); [TNeidhold@psd1.org](mailto:TNeidhold@psd1.org);  
[cs Sheridan@asd103.org](mailto:cs Sheridan@asd103.org); [jsteinernv@yahoo.com](mailto:jsteinernv@yahoo.com); [cstolz@everettsd.org](mailto:cstolz@everettsd.org)  
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**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** Re: Advisory Agenda/Time/Location of July 9 Meeting  
**Date:** Wednesday, July 5, 2017 3:32:18 PM

---

Brittney plans to have them submitted by Friday.

---

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253.945.2020

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**Sent:** Wednesday, June 28, 2017 1:53 PM

**To:** [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [kellyg@wapatosd.org](mailto:kellyg@wapatosd.org); [gaviganj@riverview.wednet.edu](mailto:gaviganj@riverview.wednet.edu); Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>; [lkrining@cloverpark.k12.wa.us](mailto:lkrining@cloverpark.k12.wa.us); [lmcstay@cloverpark.k12.wa.us](mailto:lmcstay@cloverpark.k12.wa.us); [TNeidhold@psd1.org](mailto:TNeidhold@psd1.org); [csheridan@asd103.org](mailto:csheridan@asd103.org); [jsteinernv@yahoo.com](mailto:jsteinernv@yahoo.com); [cstolz@everettsd.org](mailto:cstolz@everettsd.org)

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HELP Coordinator

**From:** [Jane Rausch](#) on behalf of [Jane Rausch <jane.rausch@rsdmail.org>](#)  
**To:** [Angela Moses](#); [Angela Spencer](#); [Bailey Roberts](#); [Christi Sayres](#); [Connie Majors](#); [Danette Riordan](#); [Faviola Ledesma](#); [Jeff Cravy](#); [Jodi Fontyn](#); [Kara Silsbee](#); [Lauren Fang](#); [Lisa Smith](#); [Lori Varkevisser](#); [Melody Perez](#); [Shannon Angle](#); [Shawnacy Smith](#); [Stefanie House](#); [Sue McIsaac](#); [Therese Caldwell](#); [Amy Hurd](#); [Barbara Schmitt](#); [Brittney Richter](#); [Dawna Phillips](#); [Debbie Greenlund](#); [Janie Mata](#); [Kayla Robbins](#); [Leisha Turner](#); [Sandy Weymouth](#); [Sherrie Wilcox](#); [Carrie Joy](#); [DeeDee Buckingham](#); [Janet Paeth](#); [Jennifer Hymer](#); [Joyce Wilson](#); [Julie Dodd](#); [Kelli York](#)  
**Cc:** [Jennifer Tottenham](#); [Amanda Davis](#); [Autumn Lara](#); [Ben Ramirez](#); [Christina Larsen](#); [Cyd Leahy](#); [Cynthia Luna McVeigh](#); [Dara Lindsey](#); [David Brower](#); [Dena Jordan](#); [Diane Holt](#); [Dianna Miller](#); [Forrest Griek](#); [Heidi Joyner](#); [Jamie Monagle](#); [Jeanette Ozuna](#); [Jerry Holsten](#); [Jodi Gregory](#); [Kate Lasswell](#); [Kathy Everidge](#); [Kaylee Bolt](#); [Kirsten Anderson-Connolly](#); [Kris Wollan](#); [Lenora Hall](#); [Lori Coady](#); [Mandi Stack](#); [Marilyn Boerke](#); [Mark Martell](#); [Mel Boyd](#); [Paul Wieneke](#); [Sandra Villarreal](#); [Shannon Ramsey](#); [Starla Manchester](#); [Stephanie Drake](#); [Tina Bustad](#); [Tony Frascone](#); [Tyson Vogeler](#); [Ulrike Barlass](#)  
**Subject:** Additional certification presentation  
**Date:** Wednesday, July 5, 2017 3:46:42 PM

---

All~

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This will be held in the same classroom as the HR Legal Boot Camp, which is scheduled to be in the Puyallup room.

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**To:** [Angela Moses](#); [Angela Spencer](#); [Bailey Roberts](#); [Christi Sayres](#); [Connie Majors](#); [Danette Riordan](#); [Faviola Ledesma](#); [Jeff Cravy](#); [Jodi Fontyn](#); [Kara Silsbee](#); [Lauren Fang](#); [Lisa Smith](#); [Lori Varkevisser](#); [Melody Perez](#); [Shannon Angle](#); [Shawnacy Smith](#); [Stefanie House](#); [Sue McIsaac](#); [Therese Caldwell](#); [Amy Hurd](#); [Barbara Schmitt](#); [Brittney Richter](#); [Dawna Phillips](#); [Debbie Greenlund](#); [Janie Mata](#); [Kayla Robbins](#); [Leisha Turner](#); [Sandy Weymouth](#); [Sherrie Wilcox](#); [Carrie Joy](#); [DeeDee Buckingham](#); [Janet Paeth](#); [Jennifer Hymer](#); [Joyce Wilson](#); [Julie Dodd](#); [Kelli York](#)  
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**Subject:** Re: Advisory Agenda/Time/Location of July 9 Meeting  
**Date:** Wednesday, July 5, 2017 3:48:34 PM

---

Janie has indicated she will not be completing the portfolio reports.

---

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I plan to attend the advisory meeting. Additionally, I believe I am up-to-date on grading any submissions by the HELP I members assigned to me. There are only two (Phillips and Robbins) who consistently turn in papers. I am not sure if the others are planning on completing the portfolio. Isn't it required now? Should I be reaching out to them?

Janet Hodson

Federal Way Public Schools

Director of Employee Relations

253.945.2020

[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [jrausch@wspa.net](mailto:jrausch@wspa.net) [<mailto:jrausch@wspa.net>]

**Sent:** Wednesday, June 28, 2017 1:53 PM

**To:** [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [kellyg@wapatosd.org](mailto:kellyg@wapatosd.org); [gaviganj@riverview.wednet.edu](mailto:gaviganj@riverview.wednet.edu); Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>; [lkrining@cloverpark.k12.wa.us](mailto:lkrining@cloverpark.k12.wa.us); [lmcstay@cloverpark.k12.wa.us](mailto:lmcstay@cloverpark.k12.wa.us); [TNeidhold@psd1.org](mailto:TNeidhold@psd1.org); [csheridan@asd103.org](mailto:csheridan@asd103.org); [jsteinernv@yahoo.com](mailto:jsteinernv@yahoo.com); [cstolz@everettsd.org](mailto:cstolz@everettsd.org)

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Jane Rausch  
HELP Coordinator



**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [jrausch@wspa.net](#)  
**Subject:** RE: Advisory Agenda/Time/Location of July 9 Meeting  
**Date:** Wednesday, July 5, 2017 5:14:17 PM

---

ok

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](#)

---

**From:** [jrausch@wspa.net](#) [mailto:[jrausch@wspa.net](#)]  
**Sent:** Wednesday, July 5, 2017 3:22 PM  
**To:** Janet Hodson <[jhodson@fwps.org](#)>  
**Subject:** Re: Advisory Agenda/Time/Location of July 9 Meeting

It's the form they complete and that their district signs that authorizes them the time and support to fulfill the work requirements of the program.

Get [Outlook for iOS](#)

---

**From:** Janet Hodson <[jhodson@fwps.org](#)>  
**Sent:** Wednesday, July 5, 2017 3:08:58 PM  
**To:** [jrausch@wspa.net](#)  
**Subject:** RE: Advisory Agenda/Time/Location of July 9 Meeting

Authorization to participate means they will do the portfolio?

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
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**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**Subject:** RE: Advisory Agenda/Time/Location of July 9 Meeting  
**Date:** Wednesday, July 5, 2017 5:14:58 PM

---

I will keep an eye open for her assignments. How many are they supposed to turn in? The two I have done have 12, I believe.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

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**Sent:** Wednesday, July 5, 2017 3:32 PM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** Re: Advisory Agenda/Time/Location of July 9 Meeting

Brittney plans to have them submitted by Friday.

---

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**Sent:** Wednesday, July 5, 2017 3:08:58 PM  
**To:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
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**To:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**Subject:** RE: Advisory Agenda/Time/Location of July 9 Meeting  
**Date:** Wednesday, July 5, 2017 5:15:15 PM

---

I will cross her off my list.

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

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**Sent:** Wednesday, July 5, 2017 3:49 PM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
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Janie has indicated she will not be completing the portfolio reports.

---

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Last, Carol Stolz has recently resigned from the advisory committee. Toni Neidhold, Director of Employee Relations with the Pasco School District, has replaced her, so I would like to extend a warm welcome to Toni as well as thank Carol for her many years of service to WSPA. I am excited to have Toni on the advisory board, and am equally excited for what the future has in store for Carol. An updated contact list of advisory members is attached for your reference.

Thank you again for all that you do for the HELP program, and I look forward to seeing you on the 9th.

Jane Rausch  
HELP Coordinator

**From:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** Re: Advisory Agenda/Time/Location of July 9 Meeting  
**Date:** Wednesday, July 5, 2017 5:17:32 PM

---

That would be correct!

---

**From:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Sent:** Wednesday, July 5, 2017 5:14:16 PM  
**To:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net)  
**Subject:** RE: Advisory Agenda/Time/Location of July 9 Meeting

ok

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net) [mailto:[jrausch@wspsa.net](mailto:jrausch@wspsa.net)]  
**Sent:** Wednesday, July 5, 2017 3:22 PM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** Re: Advisory Agenda/Time/Location of July 9 Meeting

It's the form they complete and that their district signs that authorizes them the time and support to fulfill the work requirements of the program.

Get [Outlook for iOS](#)

---

**From:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Sent:** Wednesday, July 5, 2017 3:08:58 PM  
**To:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net)  
**Subject:** RE: Advisory Agenda/Time/Location of July 9 Meeting

Authorization to participate means they will do the portfolio?

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net) [mailto:[jrausch@wspsa.net](mailto:jrausch@wspsa.net)]  
**Sent:** Wednesday, July 5, 2017 3:03 PM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>

**Subject:** Re: Advisory Agenda/Time/Location of July 9 Meeting

Janet:

All three have completed the authorization to participate. Janie is the only one of those three who has told me she may take advantage of the August 31st deadline, but I will reach out to them and double check.

---

**From:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>

**Sent:** Wednesday, July 5, 2017 12:51 PM

**To:** [jrausch@wspa.net](mailto:jrausch@wspa.net)

**Subject:** RE: Advisory Agenda/Time/Location of July 9 Meeting

Can you confirm for me that the following 3 people are not doing the portfolio?

Janie Mata

Katie O'Brien

Brittney Richter

Janet Hodson

Federal Way Public Schools

Director of Employee Relations

253.945.2020

[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [jrausch@wspa.net](mailto:jrausch@wspa.net) [<mailto:jrausch@wspa.net>]

**Sent:** Monday, July 3, 2017 10:14 AM

**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>; [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [kellyg@wapatosd.org](mailto:kellyg@wapatosd.org); [gaviganj@riverview.wednet.edu](mailto:gaviganj@riverview.wednet.edu); [lkrining@cloverpark.k12.wa.us](mailto:lkrining@cloverpark.k12.wa.us); [lmcstay@cloverpark.k12.wa.us](mailto:lmcstay@cloverpark.k12.wa.us); [TNeidhold@psd1.org](mailto:TNeidhold@psd1.org); [cs Sheridan@asd103.org](mailto:cs Sheridan@asd103.org); [jsteinernv@yahoo.com](mailto:jsteinernv@yahoo.com); [cstolz@everettsd.org](mailto:cstolz@everettsd.org)

**Subject:** Re: Advisory Agenda/Time/Location of July 9 Meeting

Thank you, Janet. It is required for them to receive the HELP certification; however, several have chosen not to do the work but to only receive the clock hours for attendance.

---

**From:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>

**Sent:** Saturday, July 1, 2017 7:30:42 AM

**To:** [jrausch@wspa.net](mailto:jrausch@wspa.net); [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [kellyg@wapatosd.org](mailto:kellyg@wapatosd.org); [gaviganj@riverview.wednet.edu](mailto:gaviganj@riverview.wednet.edu); [lkrining@cloverpark.k12.wa.us](mailto:lkrining@cloverpark.k12.wa.us); [lmcstay@cloverpark.k12.wa.us](mailto:lmcstay@cloverpark.k12.wa.us); [TNeidhold@psd1.org](mailto:TNeidhold@psd1.org); [cs Sheridan@asd103.org](mailto:cs Sheridan@asd103.org); [jsteinernv@yahoo.com](mailto:jsteinernv@yahoo.com); [cstolz@everettsd.org](mailto:cstolz@everettsd.org)

**Subject:** RE: Advisory Agenda/Time/Location of July 9 Meeting

Hi Jane

I plan to attend the advisory meeting. Additionally, I believe I am up-to-date on grading any submissions by the HELP I members assigned to me. There are only two (Phillips and Robbins) who consistently turn in papers. I am not sure if the others are planning on completing the portfolio. Isn't it required now? Should I be reaching out to them?

Janet Hodson  
Federal Way Public Schools  
Director of Employee Relations  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net) [mailto:[jrausch@wspsa.net](mailto:jrausch@wspsa.net)]  
**Sent:** Wednesday, June 28, 2017 1:53 PM  
**To:** [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [kellyg@wapatosd.org](mailto:kellyg@wapatosd.org); [gaviganj@riverview.wednet.edu](mailto:gaviganj@riverview.wednet.edu); Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>; [lkrining@cloverpark.k12.wa.us](mailto:lkrining@cloverpark.k12.wa.us); [lmcstay@cloverpark.k12.wa.us](mailto:lmcstay@cloverpark.k12.wa.us); [TNeidhold@psd1.org](mailto:TNeidhold@psd1.org); [csheridan@asd103.org](mailto:csheridan@asd103.org); [jsteinernv@yahoo.com](mailto:jsteinernv@yahoo.com); [cstolz@everettsd.org](mailto:cstolz@everettsd.org)  
**Subject:** Advisory Agenda/Time/Location of July 9 Meeting

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Thank you again for all that you do for the HELP program, and I look forward to seeing you on the 9th.

Jane Rausch  
HELP Coordinator

**From:** [Sheryl Moore](#) on behalf of [Sheryl Moore <sheryl.moore@rentonschools.us>](mailto:sheryl.moore@rentonschools.us)  
**To:** [Vavrus, Jessica \(WSSDA\)](#); [Bill Keim](#); [Nancy Moffatt](#); [Alan Burke](#); [Cal Brodie](#); [Corine Pennington](#); [Curtis Leonard \(cleonard@wspsa.net\)](#); [Dan Steele](#); [Dana Anderson](#); [Darcy Weisner](#); [David Bond](#); [Donna Morey](#); [Doug A. Matson](#); [Duggan Harman](#); [Frank Ashby](#); [Frank Hewins](#); [Gary Cohn](#); [Kipp, Gary](#); [Gavin Hottman](#); [Greg Lynch](#); [Heidi Hietpas](#); [Jan Hutton](#); [Jeff Moore](#); [Jennifer Farmer](#); [Jennifer M. Priddy](#); [Bender, Jerry](#); [Jim Frey](#); [John Deeder](#); [John Welch](#); [JoLynn Berge](#); [Davis, Kate \(OFM\)](#); [Kevin Chase \(kevin.chase@esd105.org\)](#); [Kim Scott](#); [Kim. brodie \(kbrodie@fwps.org\)](#); [Larry Francois](#); [Linda McDermott](#); [Marie Telecky](#); [Marla Miller](#); [Melissa de Vita](#); [Michael Dunn](#); [Michael Merlino](#); [Michael Nelson](#); ["Michelle Matakas"](#); [Michelle Price](#); [Mike Brophy](#); [Mitch Denning](#); [Monica Hunsaker](#); [Rich McBride](#); [Rich Puryear](#); [Rick Jones](#); [Rosalind Medina](#); [Ruth Russell](#); [Sally McLean](#); [Scott Izutsu](#); [Shelley Redinger](#); [Stephen Nielsen](#); [Steve McIntire](#); [Susan Leland](#); [T.J. Kelly](#); [Teresa Main](#); [Garchow, Tim \(WSSDA\)](#); [Tim Merlino](#); [Tim Mills](#); [Tim Yeomans](#); [Vic Roberts](#); [roz@awsp.org](mailto:roz@awsp.org)  
**Cc:** [Shelly Costello](#)  
**Subject:** RE: 7/5 LFWG Call Re: Budget/Ed Bills & Impacts  
**Date:** Thursday, July 6, 2017 8:24:17 AM  
**Attachments:** [image007.png](#)

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Hello Everyone! This email confirms the sub committee meeting for Collective Bargaining here in the Renton administrative offices, starting 10:30 am, in the board room. Working lunch provided, with the hope of getting attendees out of Renton by 2 pm. Confirmed attendees, so far, are: Stephen, Jennifer, Ruth, Kim Brodie, David Brower ( FWPS), rep from Bellevue. We will set up a call in line, and notify everyone. I will contact Warren, at ERNN, and see if he is available, and what plans ERNN may have underway also. If anyone else plans to attend, please advise COB Monday, in order to have lunch available.

More soon. Best!

*Sheryl A. Moore, J.D.*

Assistant Superintendent Human Resources

[sheryl.moore@rentonschools.us](mailto:sheryl.moore@rentonschools.us)

Office: 425.204.2362

Fax: 425.204.2416

Cell: 206.406.0613



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Renton, WA 98057-2307

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**From:** Vavrus, Jessica (WSSDA) [mailto:[J.Vavrus@wssda.org](mailto:J.Vavrus@wssda.org)]

**Sent:** Wednesday, July 05, 2017 10:05 AM

**To:** [Bill Keim <bkeim@wasa-oly.org>](mailto:bkeim@wasa-oly.org); [Nancy Moffatt <Nancy@wasbo.org>](mailto:Nancy@wasbo.org); [Alan Burke <Aburke1245@aol.com>](mailto:Aburke1245@aol.com); [Cal Brodie <cbrodie@esd113.org>](mailto:cbrodie@esd113.org); [Corine Pennington <pennic@puyallup.k12.wa.us>](mailto:Corine.Pennington@puyallup.k12.wa.us); [Curtis Leonard \(cleonard@wspsa.net\) <cleonard@wspsa.net>](mailto:Curtis.Leonard@wspsa.net); [Dan Steele <dstele@wasa-oly.org>](mailto:Dan.Steele@wasa-oly.org); [Dana Anderson <danderson@esd113.org>](mailto:Dana.Anderson@esd113.org); [Darcy Weisner <dweisner@esd123.org>](mailto:Darcy.Weisner@esd123.org); [David Bond <dave.bond@ksd.org>](mailto:David.Bond@ksd.org); [Donna Morey <Dmorey@whiteriver.wednet.edu>](mailto:Donna.Morey@whiteriver.wednet.edu); [Doug A. Matson <Doug.Matson@wvwsd.org>](mailto:Doug.Matson@wvwsd.org); [Duggan Harman <duggan.harman@highlineschools.org>](mailto:Duggan.Harman@highlineschools.org); [Frank Ashby <fashby@psed.org>](mailto:fashby@psed.org); [Frank Hewins](mailto:Frank.Hewins@psed.org)

<fhewins@fpschools.org>; Gary Cohn <gcohn@everettsd.org>; Kipp, Gary <gary@awsp.org>; Gavin Hottman <gavin.hottman@esd112.org>; Greg Lynch <glynch@oesd.wednet.edu>; Heidi Hietpas <hhietpas@sequim.k12.wa.us>; Jan Hutton <jhutton@cvsd.org>; Jeff Moore <jmoore@everettsd.org>; Jennifer Farmer <JFarmer@everettsd.org>; Jennifer M. Priddy <jpriddy@osd.wednet.edu>; Bender, Jerry <jerry@awsp.org>; Jim Frey <freyj@lynden.wednet.edu>; John Deeder <john.deeder@evergreenps.org>; John Welch <jwelch@psed.org>; JoLynn Berge <jdberge@seattleschools.org>; Davis, Kate (OFM) <Kate.Davis@OFM.WA.GOV>; Kevin Chase (kevin.chase@esd105.org) <kevin.chase@esd105.org>; Kim Scott <KScott@kibesd.org>; Kim. brodie (kbrodie@fwps.org) <kbrodie@fwps.org>; Larry Francois <lfrancois@nwesd.org>; Linda McDermott <lindam@spokaneschools.org>; Marie Telecky <teleckym@bsd405.org>; Marla Miller <marla.miller@shorelineschools.org>; Melissa de Vita <devitam@bsd405.org>; Michael Dunn <mdunn@esd101.net>; Michael Merlino <michael.merlino@evergreenps.org>; Michael Nelson <michael\_nelson@enumclaw.wednet.edu>; 'Michelle Matakas' <Michelle.Matakas@k12.wa.us>; Michelle Price <mprice@mlsd.wednet.edu>; Mike Brophy <brophym@wvsd208.org>; Mitch Denning <medenning@comcast.net>; Monica Hunsaker <mhunsaker@oesd114.org>; Rich McBride <richm@ncesd.org>; Rich Puryear <rich.puryear@rsd.edu>; Rick Jones <rjones@napavineschools.org>; Rosalind Medina <rmedina@tacoma.k12.wa.us>; Ruth Russell <rrussell@upsd.wednet.edu>; Sally McLean <smclean@fwps.org>; Scott Izutsu <izutsu.scott@yakimaschools.org>; Shelley Redinger <shelleyr@spokaneschools.org>; Sheryl Moore <sheryl.moore@rentonschools.us>; Stephen Nielsen <sjnielsen@seattleschools.org>; Steve McIntire <smcIntire@oesd.wednet.edu>; Susan Leland <Susan.Leland@rentonschools.us>; T.J. Kelly <thomas.kelly@k12.wa.us>; Teresa Main <Teresa\_Main@lkstevens.wednet.edu>; Garchow, Tim (WSSDA) <T.Garchow@wssda.org>; Tim Merlino <tim.merlino@esd112.org>; Tim Mills <Millst@bsd405.org>; Tim Yeomans <yeomats@puyallup.k12.wa.us>; Vic Roberts <vic.roberts@ksd.org>; roz@awsp.org

**Subject:** RE: 7/5 LFWG Call Re: Budget/Ed Bills & Impacts

Thank you, Bill!

And...for what it is worth, I've attached an updated side-by-side that should capture the high level components of the bill as compared to previous proposals.

As always, if anything jumps out at you that seems "off" please let me know so I can fix it. This is posted to our web site and was shared with school board leg reps and presidents over the weekend along with the links I passed on to you last week.

*Jessica Vavrus*, Governmental Relations Director

Washington State School Directors' Association

221 College Street NE Olympia, WA 98516

Office: 360.252.3010

Mobile: 360-890-5867

[j.vavrus@wssda.org](mailto:j.vavrus@wssda.org)

*"WSSDA provides leadership and advocacy, and empowers its members with knowledge and skills to govern with excellence."*

---

**From:** Bill Keim [bkeim@wasa-oly.org]

**Sent:** Wednesday, July 05, 2017 9:23 AM

**To:** Vavrus, Jessica (WSSDA); Nancy Moffatt; Alan Burke; Cal Brodie; Corine Pennington; Curtis Leonard ([cleonard@wspsa.net](mailto:cleonard@wspsa.net)); Dan Steele; Dana Anderson; Darcy Weisner; David Bond; Donna Morey ; Doug A.

Matson; Duggan Harman; Frank Ashby; Frank Hewins; Gary Cohn; Kipp, Gary; Gavin Hottman; Greg Lynch; Heidi Hietpas; Jan Hutton; Jeff Moore; Jennifer Farmer; Jennifer M. Priddy; Bender, Jerry; Jim Frey; John Deeder; John Welch; JoLynn Berge; Davis, Kate (OFM); Kevin Chase ([kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)); Kim Scott; Kim. brodie ([kbrodie@fwps.org](mailto:kbrodie@fwps.org)); Larry Francois; Linda McDermott; Marie Telecky; Marla Miller; Melissa de Vita; Michael Dunn; Michael Merlino; Michael Nelson; 'Michelle Matakas'; Michelle Price; Mike Brophy; Mitch Denning; Monica Hunsaker; Rich McBride; Rich Puryear; Rick Jones; Rosalind Medina; Ruth Russell; Sally McLean; Scott Izutsu; Shelley Redinger; Sheryl Moore; Stephen Nielsen; Steve McIntire; Susan Smith Leland; T.J. Kelly; Teresa Main; Garchow, Tim (WSSDA); Tim Merlino; Tim Mills; Tim Yeomans; Vic Roberts; [roz@awsp.org](mailto:roz@awsp.org)  
**Subject:** RE: 7/5 LFWG Call Re: Budget/Ed Bills & Impacts

Hi All,

I converted some of the worksheets linked by Jessica to Excel format and have attached them. It's interesting to see the winners and losers in the per student funding sheet and try to figure out how the system works.

*Bill*

Dr. Bill Keim

Executive Director | WASA | 825 Fifth Avenue SE, Olympia 98501  
tel 360.489.3651 | fax 360.352.2043 | [bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org) | [wasa-oly.org](http://wasa-oly.org)



---

**From:** Vavrus, Jessica (WSSDA) [<mailto:J.Vavrus@wssda.org>]

**Sent:** Friday, June 30, 2017 12:25 PM

**To:** Nancy Moffatt <[Nancy@wasbo.org](mailto:Nancy@wasbo.org)>; Alan Burke <[aburke1245@aol.com](mailto:aburke1245@aol.com)>; Bill Keim <[bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org)>; Cal Brodie <[cbrodie@esd113.org](mailto:cbrodie@esd113.org)>; Corine Pennington <[pennicc@puysallup.k12.wa.us](mailto:pennicc@puysallup.k12.wa.us)>; Curtis Leonard ([cleonard@wspa.net](mailto:cleonard@wspa.net)) <[cleonard@wspa.net](mailto:cleonard@wspa.net)>; Dan Steele <[dsteele@wasa-oly.org](mailto:dsteele@wasa-oly.org)>; Dana Anderson <[danderson@esd113.org](mailto:danderson@esd113.org)>; Darcy Weisner <[dweisner@esd123.org](mailto:dweisner@esd123.org)>; David Bond <[dave.bond@ksd.org](mailto:dave.bond@ksd.org)>; Donna Morey <[Dmorey@whiteriver.wednet.edu](mailto:Dmorey@whiteriver.wednet.edu)>; Doug A. Matson <[Doug.Matson@wvwsd.org](mailto:Doug.Matson@wvwsd.org)>; Duggan Harman <[duggan.harman@highlineschools.org](mailto:duggan.harman@highlineschools.org)>; Frank Ashby <[fashby@psesd.org](mailto:fashby@psesd.org)>; Frank Hewins <[fhewins@fpschools.org](mailto:fhewins@fpschools.org)>; Gary Cohn <[gcohn@everettsd.org](mailto:gcohn@everettsd.org)>; Kipp, Gary <[gary@awsp.org](mailto:gary@awsp.org)>; Gavin Hottman <[gavin.hottman@esd112.org](mailto:gavin.hottman@esd112.org)>; Greg Lynch <[glynch@oesd.wednet.edu](mailto:glynch@oesd.wednet.edu)>; Heidi Hietpas <[hhietpas@sequim.k12.wa.us](mailto:hhietpas@sequim.k12.wa.us)>; Jan Hutton <[jhutton@cvwsd.org](mailto:jhutton@cvwsd.org)>; Jeff Moore <[jmoore@everettsd.org](mailto:jmoore@everettsd.org)>; Jennifer Farmer <[JFarmer@everettsd.org](mailto:JFarmer@everettsd.org)>; Jennifer M. Priddy <[jpriddy@osd.wednet.edu](mailto:jpriddy@osd.wednet.edu)>; Bender, Jerry <[jerry@awsp.org](mailto:jerry@awsp.org)>; Jim Frey <[frej@lynden.wednet.edu](mailto:frej@lynden.wednet.edu)>; John Deeder <[john.deeder@evergreenps.org](mailto:john.deeder@evergreenps.org)>; John Welch <[jwelch@psesd.org](mailto:jwelch@psesd.org)>; JoLynn Berge <[jldberge@seattleschools.org](mailto:jldberge@seattleschools.org)>; Davis, Kate (OFM) <[Kate.Davis@OFM.WA.GOV](mailto:Kate.Davis@OFM.WA.GOV)>; Kevin Chase ([kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)) <[kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)>; Kim Scott <[KScott@kibesd.org](mailto:KScott@kibesd.org)>; Kim. brodie ([kbrodie@fwps.org](mailto:kbrodie@fwps.org)) <[kbrodie@fwps.org](mailto:kbrodie@fwps.org)>; Larry Francois <[lfrancois@nwesd.org](mailto:lfrancois@nwesd.org)>; Linda McDermott <[lindam@spokaneschools.org](mailto:lindam@spokaneschools.org)>; Marie Telecky <[teleckym@bsd405.org](mailto:teleckym@bsd405.org)>; Marla Miller <[marla.miller@shorelineschools.org](mailto:marla.miller@shorelineschools.org)>; Melissa de Vita <[devitam@bsd405.org](mailto:devitam@bsd405.org)>; Michael Dunn <[mdunn@esd101.net](mailto:mdunn@esd101.net)>; Michael Merlino <[michael.merlino@evergreenps.org](mailto:michael.merlino@evergreenps.org)>; Michael Nelson <[michael\\_nelson@enumclaw.wednet.edu](mailto:michael_nelson@enumclaw.wednet.edu)>; 'Michelle Matakas' <[Michelle.Matakas@k12.wa.us](mailto:Michelle.Matakas@k12.wa.us)>; Michelle Price <[mprice@mlsd.wednet.edu](mailto:mprice@mlsd.wednet.edu)>; Mike Brophy <[brophym@wvwsd208.org](mailto:brophym@wvwsd208.org)>; Mitch Denning

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**Subject:** 7/5 LFWG Call Re: Budget/Ed Bills & Impacts

**Importance:** High

Dear Local Funding Work Group Members –

For those of you who are available, Dan and I would like to invite you to join a check-in conference call this coming **Wednesday, 7/5, 10:30am** as an opportunity to connect on the many quickly moving parts related to the budget and education funding proposals. By Wednesday the budget and education bills should be adopted, however now starts the real digging in to understand the implications of the words on the paper.

**The call-in number is 888-394-8197      Code: 28133930#.**

In addition, if any of you are near Olympia, you are welcome to join us in person at the WASA offices for the meeting.

Below are a few helpful links for you to dig in on during this coming holiday “weekend”... ☺

**McCleary Agreement** – As you are likely aware, the compromise education funding bill ([HB 2242](#)) has recently been released, is on the House Floor Calendar, but has yet to be deliberated and voted over to the Senate. In addition, Legislative staff have shared two documents to help stakeholders begin digesting the contents of the 120 page bill:

1. [McCleary Agreement summary](#)
2. [McCleary Agreement PowerPoint presentation](#)

In addition, below you’ll find links to four documents that should be helpful to districts in navigating the estimated local impacts of the proposed education funding plan.

- Statewide **Summary of K12 Basic Education Allocations and Additional Support Provided** in 2017-19 Biennium (1 page)
- Estimated Net **State and Local School District Funding Changes** Based on 2017-19 Biennial Budget (listing by district of estimated impacts starting in 2018-19)
- Estimated **District Impact of Policies** included in 2017-19 Biennial Budget and K12 Education Plan (HB 2242) (listing by district of estimated impacts starting with Calendar Year 2018)
- Estimated Net **State and Local District Per Pupil Funding Changes** Based on 2017-19 Biennial Budget (listing by district of estimated funding changes starting in 2018-19)



**2017-19 Operating Budget Released** – While the budget still needs to be adopted by the Senate and House and then signed by the Governor, we wanted to provide you links to the most current information and summary documents.

It is important to note that while proposed budget bill, [PSSB 5883](#) is the main budget document, and the numbers it is important to note that the associated summary documents produced by the Senate and House are slightly different in how they summarize the budget.

Here are links to the respective summary documents: [House](#)      [Senate](#)

To get a picture for impacts to K-12, review the Summary Documents and Also the agency details under “Public Schools”.

Thanks, everyone!

Talk to you on Wednesday, jessica & dan

*Jessica Vavrus*, Governmental Relations Director

Washington State School Directors' Association

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*“WSSDA provides leadership and advocacy, and empowers its members with knowledge and skills to govern with excellence.”*

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**From:** Nancy Moffatt [<mailto:Nancy@wasbo.org>]

**Sent:** Friday, May 05, 2017 3:17 PM

**To:** Alan Burke <[aburke1245@aol.com](mailto:aburke1245@aol.com)>; Bill Keim <[bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org)>; Cal Brodie <[cbrodie@esd113.org](mailto:cbrodie@esd113.org)>; Corine Pennington <[pennicc@puysallup.k12.wa.us](mailto:pennicc@puysallup.k12.wa.us)>; Curtis Leonard <[cleonard@wspa.net](mailto:cleonard@wspa.net)> <[cleonard@wspa.net](mailto:cleonard@wspa.net)>; Dan Steele <[dsteeler@wasa-oly.org](mailto:dsteeler@wasa-oly.org)>; Dana Anderson <[danderson@esd113.org](mailto:danderson@esd113.org)>; Darcy Weisner <[dweisner@esd123.org](mailto:dweisner@esd123.org)>; David Bond <[dave.bond@ksd.org](mailto:dave.bond@ksd.org)>; Donna Morey <[Dmorey@whiteriver.wednet.edu](mailto:Dmorey@whiteriver.wednet.edu)>; Doug A. Matson <[Doug.Matson@wvwd.org](mailto:Doug.Matson@wvwd.org)>; Duggan Harman <[duggan.harman@highlineschools.org](mailto:duggan.harman@highlineschools.org)>; Frank Ashby <[fashby@psed.org](mailto:fashby@psed.org)>; Frank Hewins <[fhewins@fpschools.org](mailto:fhewins@fpschools.org)>; Gary Cohn <[gcohn@everettsd.org](mailto:gcohn@everettsd.org)>; Kipp, Gary <[gary@awsp.org](mailto:gary@awsp.org)>; Gavin Hottman <[gavin.hottman@esd112.org](mailto:gavin.hottman@esd112.org)>; Greg Lynch <[glynch@oesd.wednet.edu](mailto:glynch@oesd.wednet.edu)>; Heidi Hietpas <[hhietpas@sequim.k12.wa.us](mailto:hhietpas@sequim.k12.wa.us)>; Jan Hutton <[jhutton@cvsd.org](mailto:jhutton@cvsd.org)>; Jeff Moore <[jmoore@everettsd.org](mailto:jmoore@everettsd.org)>; Jennifer Farmer <[JFarmer@everettsd.org](mailto:JFarmer@everettsd.org)>; Jennifer M. Priddy <[jpriddy@osd.wednet.edu](mailto:jpriddy@osd.wednet.edu)>; Bender, Jerry <[jerry@awsp.org](mailto:jerry@awsp.org)>; Vavrus, Jessica (WSSDA) <[J.Vavrus@wssda.org](mailto:J.Vavrus@wssda.org)>; Jim Frey <[frej@lynden.wednet.edu](mailto:frej@lynden.wednet.edu)>; John Deeder <[john.deeder@evergreenps.org](mailto:john.deeder@evergreenps.org)>; John Welch <[jwelch@psed.org](mailto:jwelch@psed.org)>; JoLynn Berge <[jdberge@seattleschools.org](mailto:jdberge@seattleschools.org)>; Davis, Kate (OFM) <[Kate.Davis@OFM.WA.GOV](mailto:Kate.Davis@OFM.WA.GOV)>; Kevin Chase <[kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)> <[kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)>; Kim Scott <[KScott@kibesd.org](mailto:KScott@kibesd.org)>; Kim. brodie <[kbrodie@fwps.org](mailto:kbrodie@fwps.org)> <[kbrodie@fwps.org](mailto:kbrodie@fwps.org)>; Larry Francois <[lfrancois@nwesd.org](mailto:lfrancois@nwesd.org)>; Linda McDermott <[lindam@spokaneschools.org](mailto:lindam@spokaneschools.org)>; Marie Telecky <[teleckym@bsd405.org](mailto:teleckym@bsd405.org)>; Marla Miller <[marla.miller@shorelineschools.org](mailto:marla.miller@shorelineschools.org)>; Melissa de Vita <[devitam@bsd405.org](mailto:devitam@bsd405.org)>; Michael Dunn <[mdunn@esd101.net](mailto:mdunn@esd101.net)>; Michael Merlino

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**Subject:** FW: Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Please see the message from Dan Steele below.

Nancy

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**From:** Dan Steele [<mailto:dsteeler@wasa-oly.org>]

**Sent:** Friday, May 05, 2017 1:53 PM

**To:** Bill Keim; Nancy Moffatt; Nielsen, Stephen J

**Cc:** Execs

**Subject:** FW: Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Check out the attached document from OSPI—a proposed melding of the Prototypical Funding Model (as a base) and a Per Student Model (for categorical programs). It's a concept that is pretty consistent with what we have been discussing.

Dave Mastin and Chris Reykdal have been shopping this around with Ed Funding Task Force members, Budget-writers and Leg Leaders. It's unclear how receptive legislators have been; however, it has apparently sparked some conversation, along with questions, which this document attempts to address. The document does not provide a lot of background detail, but hopefully will continue to force a dialogue.

-d

Dan Steele  
360.489.3642



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**From:** Stella Lugalía [<mailto:Stella.Lugalía@k12.wa.us>]

**Sent:** Friday, May 05, 2017 1:02 PM

**To:** [jerry@awsp.org](mailto:jerry@awsp.org); [LYoung@WashingtonEA.org](mailto:LYoung@WashingtonEA.org); Jessica Vavrus <[Jessica.Vavrus@k12.wa.us](mailto:Jessica.Vavrus@k12.wa.us)>; Dan Steele <[dsteELE@wasa-oly.org](mailto:dsteELE@wasa-oly.org)>; Melissa Gombosky ([melissagombosky@gmail.com](mailto:melissagombosky@gmail.com)) <[melissagombosky@gmail.com](mailto:melissagombosky@gmail.com)>; [medenning@comcast.net](mailto:medenning@comcast.net); Justin Montermini <[Justin.Montermini@k12.wa.us](mailto:Justin.Montermini@k12.wa.us)>; [JSalvi@WashingtonEA.org](mailto:JSalvi@WashingtonEA.org); [Inoahr@washingtonea.org](mailto:Inoahr@washingtonea.org); Wendy Rader-Konofalski [WA] <[WRader-Konofalski@WashingtonEA.org](mailto:WRader-Konofalski@WashingtonEA.org)>; Kaaren Heikes <[Kaaren.Heikes@k12.wa.us](mailto:Kaaren.Heikes@k12.wa.us)>; Jack Daray <[jdaray@aol.com](mailto:jdaray@aol.com)>

**Subject:** Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Good afternoon everyone,

Attached is an electronic copy of the Hybrid model. As you will see, there are some revisions, mostly based on feedback.

Your patience waiting for an electronic copy is greatly appreciated.

Have a great weekend!

**Stella Lugalía**

Government Relations & Policy Assistant  
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*Every student ready for career, college, and life*

**From:** [Hutton, Janice](#) on behalf of [Hutton, Janice <JHutton@cvsd.org>](#)  
**To:** "Bill Keim"; [Vavrus, Jessica \(WSSDA\)](#); [Nancy Moffatt](#); [Alan Burke](#); [Cal Brodie](#); [Corine Pennington](#); [Curtis Leonard \(cleonard@wspa.net\)](#); [Dan Steele](#); [Dana Anderson](#); [Darcy Weisner](#); [David Bond](#); [Donna Morey](#); [Doug A. Matson](#); [Duggan Harman](#); [Frank Ashby](#); [Frank Hewins](#); [Gary Cohn](#); [Kipp, Gary](#); [Gavin Hottman](#); [Greg Lynch](#); [Heidi Hietpas](#); [Jeff Moore](#); [Jennifer Farmer](#); [Jennifer M. Priddy](#); [Bender, Jerry](#); [Jim Frey](#); [John Deeder](#); [John Welch](#); [JoLynn Berge](#); [Davis, Kate \(OFM\)](#); [Kevin Chase \(kevin.chase@esd105.org\)](#); [Kim Scott](#); [Kim. brodie \(kbrodie@fwps.org\)](#); [Larry Francois](#); [Linda McDermott](#); [Marie Telecky](#); [Marla Miller](#); [Melissa de Vita](#); [Michael Dunn](#); [Michael Merlino](#); [Michael Nelson](#); "Michelle Matakas"; [Michelle Price](#); [Mike Brophy](#); [Mitch Denning](#); [Monica Hunsaker](#); [Rich McBride](#); [Rich Puryear](#); [Rick Jones](#); [Rosalind Medina](#); [Ruth Russell](#); [Sally McLean](#); [Scott Izutsu](#); [Shelley Redinger](#); [Sheryl Moore](#); [Stephen Nielsen](#); [Steve McIntire](#); [Susan Smith Leland](#); [T.J. Kelly](#); [Teresa Main](#); [Garchow, Tim \(WSSDA\)](#); [Tim Merlino](#); [Tim Mills](#); [Tim Yeomans](#); [Vic Roberts](#); [roz@awsp.org](#)  
**Subject:** RE: 7/5 LFWG Call Re: Budget/Ed Bills & Impacts  
**Date:** Thursday, July 6, 2017 8:27:42 AM  
**Attachments:** [image001.png](#)  
[image007.png](#)

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One of the things that I hope will be addressed by a subcommittee is the regionalization. What I see in the Regionalization Factors document is not in alignment with language in HB2422, or at least not for the districts in the Spokane area.



*Jan Hutton*

Assistant Superintendent, Finance

**Central Valley School District**

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[www.cvsd.org](http://www.cvsd.org)

**Please note, phone number prefix has changed to 558.**

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**From:** Bill Keim [mailto:[bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org)]  
**Sent:** Wednesday, July 05, 2017 9:23 AM  
**To:** [Vavrus, Jessica \(WSSDA\)](#); [Nancy Moffatt](#); [Alan Burke](#); [Cal Brodie](#); [Corine Pennington](#); [Curtis Leonard \(cleonard@wspa.net\)](#); [Dan Steele](#); [Dana Anderson](#); [Darcy Weisner](#); [David Bond](#); [Donna Morey](#); [Doug A. Matson](#); [Duggan Harman](#); [Frank Ashby](#); [Frank Hewins](#); [Gary Cohn](#); [Kipp, Gary](#); [Gavin Hottman](#); [Greg Lynch](#); [Heidi Hietpas](#); [Hutton, Janice](#); [Jeff Moore](#); [Jennifer Farmer](#); [Jennifer M. Priddy](#); [Bender, Jerry](#); [Jim Frey](#); [John Deeder](#); [John Welch](#); [JoLynn Berge](#); [Davis, Kate \(OFM\)](#); [Kevin Chase \(kevin.chase@esd105.org\)](#); [Kim Scott](#); [Kim. brodie \(kbrodie@fwps.org\)](#); [Larry Francois](#); [Linda McDermott](#); [Marie Telecky](#); [Marla Miller](#); [Melissa de Vita](#); [Michael Dunn](#); [Michael Merlino](#); [Michael Nelson](#); "Michelle Matakas"; [Michelle Price](#); [Mike Brophy](#); [Mitch Denning](#); [Monica Hunsaker](#); [Rich McBride](#); [Rich Puryear](#); [Rick Jones](#); [Rosalind Medina](#); [Ruth Russell](#); [Sally McLean](#); [Scott Izutsu](#); [Shelley Redinger](#); [Sheryl Moore](#); [Stephen Nielsen](#); [Steve McIntire](#); [Susan Smith Leland](#); [T.J. Kelly](#); [Teresa Main](#); [Garchow, Tim \(WSSDA\)](#); [Tim Merlino](#); [Tim Mills](#); [Tim Yeomans](#); [Vic Roberts](#); [roz@awsp.org](#)  
**Subject:** RE: 7/5 LFWG Call Re: Budget/Ed Bills & Impacts

Hi All,

I converted some of the worksheets linked by Jessica to Excel format and have attached them. It's interesting to see the winners and losers in the per student funding sheet and try to figure out how the system works.

*Bill*

Dr. Bill Keim

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**From:** Vavrus, Jessica (WSSDA) [<mailto:J.Vavrus@wssda.org>]

**Sent:** Friday, June 30, 2017 12:25 PM

**To:** Nancy Moffatt <[Nancy@wasbo.org](mailto:Nancy@wasbo.org)>; Alan Burke <[aburke1245@aol.com](mailto:aburke1245@aol.com)>; Bill Keim <[bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org)>; Cal Brodie <[cbrodie@esd113.org](mailto:cbrodie@esd113.org)>; Corine Pennington <[pennicc@puyallup.k12.wa.us](mailto:pennicc@puyallup.k12.wa.us)>; Curtis Leonard ([cleonard@wspa.net](mailto:cleonard@wspa.net)) <[cleonard@wspa.net](mailto:cleonard@wspa.net)>; Dan Steele <[dsteale@wasa-oly.org](mailto:dsteale@wasa-oly.org)>; Dana Anderson <[danderson@esd113.org](mailto:danderson@esd113.org)>; Darcy Weisner <[dweisner@esd123.org](mailto:dweisner@esd123.org)>; David Bond <[dave.bond@ksd.org](mailto:dave.bond@ksd.org)>; Donna Morey <[Dmorey@whiteriver.wednet.edu](mailto:Dmorey@whiteriver.wednet.edu)>; Doug A. Matson <[Doug.Matson@wvwsd.org](mailto:Doug.Matson@wvwsd.org)>; Duggan Harman <[duggan.harman@highlineschools.org](mailto:duggan.harman@highlineschools.org)>; Frank Ashby <[fashby@psesd.org](mailto:fashby@psesd.org)>; Frank Hewins <[fhewins@fpschools.org](mailto:fhewins@fpschools.org)>; Gary Cohn <[gcohn@everettsd.org](mailto:gcohn@everettsd.org)>; Kipp, Gary <[gary@awsp.org](mailto:gary@awsp.org)>; Gavin Hottman <[gavin.hottman@esd112.org](mailto:gavin.hottman@esd112.org)>; Greg Lynch <[glynch@oesd.wednet.edu](mailto:glynch@oesd.wednet.edu)>; Heidi Hietpas <[hhietpas@sequim.k12.wa.us](mailto:hhietpas@sequim.k12.wa.us)>; Jan Hutton <[jhutton@cvwsd.org](mailto:jhutton@cvwsd.org)>; Jeff Moore <[jmoore@everettsd.org](mailto:jmoore@everettsd.org)>; Jennifer Farmer <[JFarmer@everettsd.org](mailto:JFarmer@everettsd.org)>; Jennifer M. Priddy <[jpriddy@osd.wednet.edu](mailto:jpriddy@osd.wednet.edu)>; Bender, Jerry <[jerry@awsp.org](mailto:jerry@awsp.org)>; Jim Frey <[frej@lynden.wednet.edu](mailto:frej@lynden.wednet.edu)>; John Deeder <[john.deeder@evergreenps.org](mailto:john.deeder@evergreenps.org)>; John Welch <[jwelch@psesd.org](mailto:jwelch@psesd.org)>; JoLynn Berge <[jdberge@seattleschools.org](mailto:jdberge@seattleschools.org)>; Davis, Kate (OFM) <[Kate.Davis@OFM.WA.GOV](mailto:Kate.Davis@OFM.WA.GOV)>; Kevin Chase ([kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)) <[kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)>; Kim Scott <[KScott@kibesd.org](mailto:KScott@kibesd.org)>; Kim. brodie ([kbrodie@fwps.org](mailto:kbrodie@fwps.org)) <[kbrodie@fwps.org](mailto:kbrodie@fwps.org)>; Larry Francois <[lfrancois@nwesd.org](mailto:lfrancois@nwesd.org)>; Linda McDermott <[lindam@spokaneschools.org](mailto:lindam@spokaneschools.org)>; Marie Telecky <[teleckym@bsd405.org](mailto:teleckym@bsd405.org)>; Marla Miller <[marla.miller@shorelineschools.org](mailto:marla.miller@shorelineschools.org)>; Melissa de Vita <[devitam@bsd405.org](mailto:devitam@bsd405.org)>; Michael Dunn <[mdunn@esd101.net](mailto:mdunn@esd101.net)>; Michael Merlino <[michael.merlino@evergreenps.org](mailto:michael.merlino@evergreenps.org)>; Michael Nelson <[michael\\_nelson@enumclaw.wednet.edu](mailto:michael_nelson@enumclaw.wednet.edu)>; 'Michelle Matakas' <[Michelle.Matakas@k12.wa.us](mailto:Michelle.Matakas@k12.wa.us)>; Michelle Price <[mprice@mlsd.wednet.edu](mailto:mprice@mlsd.wednet.edu)>; Mike Brophy <[brophym@wvwsd208.org](mailto:brophym@wvwsd208.org)>; Mitch Denning <[medenning@comcast.net](mailto:medenning@comcast.net)>; Monica Hunsaker <[mhunsaker@oesd114.org](mailto:mhunsaker@oesd114.org)>; Rich McBride <[richm@ncesd.org](mailto:richm@ncesd.org)>; Rich Puryear <[rich.puryear@rsd.edu](mailto:rich.puryear@rsd.edu)>; Rick Jones <[rjones@napavineschools.org](mailto:rjones@napavineschools.org)>; Rosalind Medina <[rmedina@tacoma.k12.wa.us](mailto:rmedina@tacoma.k12.wa.us)>; Ruth Russell <[rrussell@upsd.wednet.edu](mailto:rrussell@upsd.wednet.edu)>; Sally McLean <[smclean@fwps.org](mailto:smclean@fwps.org)>; Scott Izutsu <[izutsu.scott@yakimaschools.org](mailto:izutsu.scott@yakimaschools.org)>; Shelley Redinger <[shelleyr@spokaneschools.org](mailto:shelleyr@spokaneschools.org)>; Sheryl Moore <[sheryl.moore@rentonschools.us](mailto:sheryl.moore@rentonschools.us)>; Stephen Nielsen <[sjnielsen@seattleschools.org](mailto:sjnielsen@seattleschools.org)>; Steve McIntire <[smcIntire@oesd.wednet.edu](mailto:smcIntire@oesd.wednet.edu)>; Susan Smith Leland <[susan.leland@rentonschools.us](mailto:susan.leland@rentonschools.us)>; T.J. Kelly <[thomas.kelly@k12.wa.us](mailto:thomas.kelly@k12.wa.us)>; Teresa Main <[Teresa\\_Main@lkstevens.wednet.edu](mailto:Teresa_Main@lkstevens.wednet.edu)>; Garchow, Tim (WSSDA) <[T.Garchow@wssda.org](mailto:T.Garchow@wssda.org)>; Tim Merlino <[tim.merlino@esd112.org](mailto:tim.merlino@esd112.org)>; Tim Mills <[Millst@bsd405.org](mailto:Millst@bsd405.org)>; Tim Yeomans <[yeomats@puyallup.k12.wa.us](mailto:yeomats@puyallup.k12.wa.us)>; Vic Roberts <[vic.roberts@ksd.org](mailto:vic.roberts@ksd.org)>; [roz@awsp.org](mailto:roz@awsp.org)

**Subject:** 7/5 LFWG Call Re: Budget/Ed Bills & Impacts

**Importance:** High

Dear Local Funding Work Group Members –

For those of you who are available, Dan and I would like to invite you to join a check-in conference

call this coming **Wednesday, 7/5, 10:30am** as an opportunity to connect on the many quickly moving parts related to the budget and education funding proposals. By Wednesday the budget and education bills should be adopted, however now starts the real digging in to understand the implications of the words on the paper.

**The call-in number is 888-394-8197      Code: 28133930#.**

In addition, if any of you are near Olympia, you are welcome to join us in person at the WASA offices for the meeting.

Below are a few helpful links for you to dig in on during this coming holiday “weekend”... ☺

**McCleary Agreement** – As you are likely aware, the compromise education funding bill ([HB 2242](#)) has recently been released, is on the House Floor Calendar, but has yet to be deliberated and voted over to the Senate. In addition, Legislative staff have shared two documents to help stakeholders begin digesting the contents of the 120 page bill:

1. [McCleary Agreement summary](#)
2. [McCleary Agreement PowerPoint presentation](#)

In addition, below you’ll find links to four documents that should be helpful to districts in navigating the estimated local impacts of the proposed education funding plan.

- Statewide **Summary of K12 Basic Education Allocations and Additional Support Provided** in 2017-19 Biennium (1 page)
  - Estimated Net **State and Local School District Funding Changes** Based on 2017-19 Biennial Budget (listing by district of estimated impacts starting in 2018-19)
  - Estimated **District Impact of Policies** included in 2017-19 Biennial Budget and K12 Education Plan (HB 2242) (listing by district of estimated impacts starting with Calendar Year 2018)
  - Estimated Net **State and Local District Per Pupil Funding Changes** Based on 2017-19 Biennial Budget (listing by district of estimated funding changes starting in 2018-19)
- 
- **2017-19 Operating Budget Released** – While the budget still needs to be adopted by the Senate and House and then signed by the Governor, we wanted to provide you links to the most current information and summary documents.

It is important to note that while proposed budget bill, [PSSB 5883](#) is the main budget document, and the numbers it is important to note that the associated summary documents produced by the Senate and House are slightly different in how they summarize the budget. Here are links to the respective summary documents: [House](#)      [Senate](#)  
To get a picture for impacts to K-12, review the Summary Documents and Also the agency details under “Public Schools”.

Thanks, everyone!

Talk to you on Wednesday, Jessica & Dan

*Jessica Vavrus*, Governmental Relations Director  
Washington State School Directors' Association

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*"WSSDA provides leadership and advocacy, and empowers its members with knowledge and skills to govern with excellence."*

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**From:** Nancy Moffatt [<mailto:Nancy@wasbo.org>]

**Sent:** Friday, May 05, 2017 3:17 PM

**To:** Alan Burke <[aburke1245@aol.com](mailto:aburke1245@aol.com)>; Bill Keim <[bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org)>; Cal Brodie <[cbrodie@esd113.org](mailto:cbrodie@esd113.org)>; Corine Pennington <[pennicc@puvallup.k12.wa.us](mailto:pennicc@puvallup.k12.wa.us)>; Curtis Leonard ([cleonard@wspa.net](mailto:cleonard@wspa.net)) <[cleonard@wspa.net](mailto:cleonard@wspa.net)>; Dan Steele <[dsteele@wasa-oly.org](mailto:dsteele@wasa-oly.org)>; Dana Anderson <[danderson@esd113.org](mailto:danderson@esd113.org)>; Darcy Weisner <[dweisner@esd123.org](mailto:dweisner@esd123.org)>; David Bond <[dave.bond@ksd.org](mailto:dave.bond@ksd.org)>; Donna Morey <[Dmorey@whiteriver.wednet.edu](mailto:Dmorey@whiteriver.wednet.edu)>; Doug A. Matson <[Doug.Matson@wvwd.org](mailto:Doug.Matson@wvwd.org)>; Duggan Harman <[duggan.harman@highlineschools.org](mailto:duggan.harman@highlineschools.org)>; Frank Ashby <[fashby@psed.org](mailto:fashby@psed.org)>; Frank Hewins <[fhewins@fpschools.org](mailto:fhewins@fpschools.org)>; Gary Cohn <[gcohn@everettsd.org](mailto:gcohn@everettsd.org)>; Kipp, Gary <[gary@awsp.org](mailto:gary@awsp.org)>; Gavin Hottman <[gavin.hottman@esd112.org](mailto:gavin.hottman@esd112.org)>; Greg Lynch <[glynch@oesd.wednet.edu](mailto:glynch@oesd.wednet.edu)>; Heidi Hietpas <[hhietpas@sequim.k12.wa.us](mailto:hhietpas@sequim.k12.wa.us)>; Jan Hutton <[jhutton@cvsd.org](mailto:jhutton@cvsd.org)>; Jeff Moore <[jmoore@everettsd.org](mailto:jmoore@everettsd.org)>; Jennifer Farmer <[JFarmer@everettsd.org](mailto:JFarmer@everettsd.org)>; Jennifer M. Priddy <[jpriddy@osd.wednet.edu](mailto:jpriddy@osd.wednet.edu)>; Bender, Jerry <[jerry@awsp.org](mailto:jerry@awsp.org)>; Vavrus, Jessica (WSSDA) <[J.Vavrus@wssda.org](mailto:J.Vavrus@wssda.org)>; Jim Frey <[freyj@lynden.wednet.edu](mailto:freyj@lynden.wednet.edu)>; John Deeder <[john.deeder@evergreenps.org](mailto:john.deeder@evergreenps.org)>; John Welch <[jwelch@psed.org](mailto:jwelch@psed.org)>; JoLynn Berge <[jdberge@seattleschools.org](mailto:jdberge@seattleschools.org)>; Davis, Kate (OFM) <[Kate.Davis@OFM.WA.GOV](mailto:Kate.Davis@OFM.WA.GOV)>; Kevin Chase ([kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)) <[kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)>; Kim Scott <[KScott@kibesd.org](mailto:KScott@kibesd.org)>; Kim. brodie ([kbrodie@fwps.org](mailto:kbrodie@fwps.org)) <[kbrodie@fwps.org](mailto:kbrodie@fwps.org)>; Larry Francois <[lfrancois@nwesd.org](mailto:lfrancois@nwesd.org)>; Linda McDermott <[lindam@spokaneschools.org](mailto:lindam@spokaneschools.org)>; Marie Telecky <[teleckym@bsd405.org](mailto:teleckym@bsd405.org)>; Marla Miller <[marla.miller@shorelineschools.org](mailto:marla.miller@shorelineschools.org)>; Melissa de Vita <[devitam@bsd405.org](mailto:devitam@bsd405.org)>; Michael Dunn <[mdunn@esd101.net](mailto:mdunn@esd101.net)>; Michael Merlino <[michael.merlino@evergreenps.org](mailto:michael.merlino@evergreenps.org)>; Michael Nelson <[michael\\_nelson@enumclaw.wednet.edu](mailto:michael_nelson@enumclaw.wednet.edu)>; 'Michelle Matakas' <[Michelle.Matakas@k12.wa.us](mailto:Michelle.Matakas@k12.wa.us)>; Michelle Price <[mprice@mlsd.wednet.edu](mailto:mprice@mlsd.wednet.edu)>; Mike Brophy <[brophym@wvwd208.org](mailto:brophym@wvwd208.org)>; Mitch Denning <[medenning@comcast.net](mailto:medenning@comcast.net)>; Monica Hunsaker <[mhunsaker@oesd114.org](mailto:mhunsaker@oesd114.org)>; Nancy Moffatt <[Nancy@wasbo.org](mailto:Nancy@wasbo.org)>; Rich McBride <[richm@ncesd.org](mailto:richm@ncesd.org)>; Rich Puryear <[rich.puryear@rsd.edu](mailto:rich.puryear@rsd.edu)>; Rick Jones <[rjones@napavineschools.org](mailto:rjones@napavineschools.org)>; Rosalind Medina <[rmedina@tacoma.k12.wa.us](mailto:rmedina@tacoma.k12.wa.us)>; Ruth Russell <[rrussell@upsd.wednet.edu](mailto:rrussell@upsd.wednet.edu)>; Sally McLean <[smclean@fwps.org](mailto:smclean@fwps.org)>; Scott Izutsu <[izutsu.scott@yakimaschools.org](mailto:izutsu.scott@yakimaschools.org)>; Shelley Redinger <[shelleyr@spokaneschools.org](mailto:shelleyr@spokaneschools.org)>; Sheryl Moore <[sheryl.moore@rentonschools.us](mailto:sheryl.moore@rentonschools.us)>; Stephen Nielsen <[sjnielsen@seattleschools.org](mailto:sjnielsen@seattleschools.org)>; Steve McIntire <[smcIntire@oesd.wednet.edu](mailto:smcIntire@oesd.wednet.edu)>; Susan Smith Leland <[susan.leland@rentonschools.us](mailto:susan.leland@rentonschools.us)>; T.J. Kelly <[thomas.kelly@k12.wa.us](mailto:thomas.kelly@k12.wa.us)>; Teresa Main <[Teresa\\_Main@lkstevens.wednet.edu](mailto:Teresa_Main@lkstevens.wednet.edu)>; Garchow, Tim (WSSDA) <[T.Garchow@wssda.org](mailto:T.Garchow@wssda.org)>; Tim Merlino <[tim.merlino@esd112.org](mailto:tim.merlino@esd112.org)>; Tim Mills <[Millst@bsd405.org](mailto:Millst@bsd405.org)>; Tim Yeomans <[yeomats@puvallup.k12.wa.us](mailto:yeomats@puvallup.k12.wa.us)>; Vic Roberts <[vic.roberts@ksd.org](mailto:vic.roberts@ksd.org)>

**Subject:** FW: Hybrid model from Office of Superintendent of Public Instruction (OSPI)



Please see the message from Dan Steele below.

Nancy

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**From:** Dan Steele [<mailto:dsteeler@wasa-oly.org>]  
**Sent:** Friday, May 05, 2017 1:53 PM  
**To:** Bill Keim; Nancy Moffatt; Nielsen, Stephen J  
**Cc:** Execs  
**Subject:** FW: Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Check out the attached document from OSPI—a proposed melding of the Prototypical Funding Model (as a base) and a Per Student Model (for categorical programs). It's a concept that is pretty consistent with what we have been discussing.

Dave Mastin and Chris Reykdal have been shopping this around with Ed Funding Task Force members, Budget-writers and Leg Leaders. It's unclear how receptive legislators have been; however, it has apparently sparked some conversation, along with questions, which this document attempts to address. The document does not provide a lot of background detail, but hopefully will continue to force a dialogue.

-d

Dan Steele  
360.489.3642



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**From:** Stella Lugalía [<mailto:Stella.Lugalía@k12.wa.us>]  
**Sent:** Friday, May 05, 2017 1:02 PM  
**To:** [jerry@awsp.org](mailto:jerry@awsp.org); [LYoung@WashingtonEA.org](mailto:LYoung@WashingtonEA.org); Jessica Vavrus <[Jessica.Vavrus@k12.wa.us](mailto:Jessica.Vavrus@k12.wa.us)>; Dan Steele <[dsteeler@wasa-oly.org](mailto:dsteeler@wasa-oly.org)>; Melissa Gombosky ([melissagombosky@gmail.com](mailto:melissagombosky@gmail.com)) <[melissagombosky@gmail.com](mailto:melissagombosky@gmail.com)>; [medenning@comcast.net](mailto:medenning@comcast.net); Justin Montermini <[Justin.Montermini@k12.wa.us](mailto:Justin.Montermini@k12.wa.us)>; [JSalvi@WashingtonEA.org](mailto:JSalvi@WashingtonEA.org); [Inoahr@washingtonea.org](mailto:Inoahr@washingtonea.org); Wendy Rader-Konofalski [WA] <[WRader-Konofalski@WashingtonEA.org](mailto:WRader-Konofalski@WashingtonEA.org)>; Kaaren Heikes <[Kaaren.Heikes@k12.wa.us](mailto:Kaaren.Heikes@k12.wa.us)>; Jack Daray <[jdaray@aol.com](mailto:jdaray@aol.com)>  
**Subject:** Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Good afternoon everyone,

Attached is an electronic copy of the Hybrid model. As you will see, there are some revisions, mostly based on feedback.



Your patience waiting for an electronic copy is greatly appreciated.

Have a great weekend!

**Stella Lugalía**

Government Relations & Policy Assistant

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**To:** [Sheryl Moore](#)  
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**Subject:** RE: 7/5 LFWG Call Re: Budget/Ed Bills & Impacts  
**Date:** Thursday, July 6, 2017 8:46:13 AM  
**Attachments:** [image007.png](#)

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Sounds good.

On Jun 30, 2017 1:19 PM, "Sheryl Moore" <[sheryl.moore@rentonschools.us](mailto:sheryl.moore@rentonschools.us)> wrote:

Thanks, Jessica - I think I will try to join you at the WASA offices; thanks for the invite.

*Sheryl A. Moore, J.D.*

Assistant Superintendent Human Resources

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**Sent:** Friday, June 30, 2017 12:25 PM

**To:** Nancy Moffatt <[Nancy@wasbo.org](mailto:Nancy@wasbo.org)>; Alan Burke <[aburke1245@aol.com](mailto:aburke1245@aol.com)>; Bill Keim <[bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org)>; Cal Brodie <[cbrodie@esd113.org](mailto:cbrodie@esd113.org)>; Corine Pennington <[pennicc@puyallup.k12.wa.us](mailto:pennicc@puyallup.k12.wa.us)>; Curtis Leonard <[cleonard@wspa.net](mailto:cleonard@wspa.net)>; Dan Steele <[dsteale@wasa-oly.org](mailto:dsteale@wasa-oly.org)>; Dana Anderson <[danderson@esd113.org](mailto:danderson@esd113.org)>; Darcy Weisner <[dweisner@esd123.org](mailto:dweisner@esd123.org)>; David Bond <[dave.bond@ksd.org](mailto:dave.bond@ksd.org)>; Donna Morey <[Dmorey@whiteriver.wednet.edu](mailto:Dmorey@whiteriver.wednet.edu)>; Doug A. Matson <[Doug.Matson@wvdsd.org](mailto:Doug.Matson@wvdsd.org)>; Duggan Harman <[duggan.harman@highlineschools.org](mailto:duggan.harman@highlineschools.org)>; Frank Ashby <[fashby@psesd.org](mailto:fashby@psesd.org)>; Frank Hewins <[fhewins@fpschools.org](mailto:fhewins@fpschools.org)>; Gary Cohn <[gcohn@everettsd.org](mailto:gcohn@everettsd.org)>; Kipp, Gary <[gary@awsp.org](mailto:gary@awsp.org)>; Gavin Hottman <[gavin.hottman@esd112.org](mailto:gavin.hottman@esd112.org)>; Greg Lynch <[glynch@oesd.wednet.edu](mailto:glynch@oesd.wednet.edu)>; Heidi Hietpas <[hhietpas@sequim.k12.wa.us](mailto:hhietpas@sequim.k12.wa.us)>; Jan Hutton <[jhutton@cvsd.org](mailto:jhutton@cvsd.org)>; Jeff Moore <[jmoore@everettsd.org](mailto:jmoore@everettsd.org)>; Jennifer Farmer <[JFarmer@everettsd.org](mailto:JFarmer@everettsd.org)>; Jennifer M. Priddy <[jpriddy@osd.wednet.edu](mailto:jpriddy@osd.wednet.edu)>; Bender, Jerry <[jerry@awsp.org](mailto:jerry@awsp.org)>; Jim Frey <[frej@lynden.wednet.edu](mailto:frej@lynden.wednet.edu)>; John Deeder <[john.deeder@evergreenps.org](mailto:john.deeder@evergreenps.org)>; John Welch <[jwelch@psesd.org](mailto:jwelch@psesd.org)>; JoLynn Berge <[jdberge@seattleschools.org](mailto:jdberge@seattleschools.org)>; Davis, Kate (OFM) <[Kate.Davis@OFM.WA.GOV](mailto:Kate.Davis@OFM.WA.GOV)>; Kevin Chase <[kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)>; Kevin Chase <[kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)>; Kim Scott <[KScott@kibesd.org](mailto:KScott@kibesd.org)>; Kim. brodie <[kbrodie@fwps.org](mailto:kbrodie@fwps.org)>; Larry Francois <[lfrancois@nwesd.org](mailto:lfrancois@nwesd.org)>; Linda McDermott <[lindam@spokaneschools.org](mailto:lindam@spokaneschools.org)>; Marie Telecky <[teleckym@bsd405.org](mailto:teleckym@bsd405.org)>; Marla Miller <[marla.miller@shorelineschools.org](mailto:marla.miller@shorelineschools.org)>; Melissa de Vita <[devitam@bsd405.org](mailto:devitam@bsd405.org)>; Michael Dunn <[mdunn@esd101.net](mailto:mdunn@esd101.net)>; Michael Merlino <[michael.merlino@evergreenps.org](mailto:michael.merlino@evergreenps.org)>; Michael Nelson <[michael\\_nelson@enumclaw.wednet.edu](mailto:michael_nelson@enumclaw.wednet.edu)>; 'Michelle Matakas' <[Michelle.Matakas@k12.wa.us](mailto:Michelle.Matakas@k12.wa.us)>; Michelle Price <[mprice@mlsd.wednet.edu](mailto:mprice@mlsd.wednet.edu)>; Mike Brophy <[brophym@wvdsd208.org](mailto:brophym@wvdsd208.org)>; Mitch Denning <[medenning@comcast.net](mailto:medenning@comcast.net)>; Monica Hunsaker <[mhunsaker@oesd114.org](mailto:mhunsaker@oesd114.org)>; Rich McBride <[richm@ncesd.org](mailto:richm@ncesd.org)>; Rich Puryear <[rich.puryear@rsd.edu](mailto:rich.puryear@rsd.edu)>; Rick Jones <[rjones@napavineschools.org](mailto:rjones@napavineschools.org)>; Rosalind Medina <[rmedina@tacoma.k12.wa.us](mailto:rmedina@tacoma.k12.wa.us)>; Ruth Russell <[rrussell@upsd.wednet.edu](mailto:rrussell@upsd.wednet.edu)>; Sally McLean <[smclean@fwps.org](mailto:smclean@fwps.org)>; Scott Izutsu <[izutsu.scott@yakimaschools.org](mailto:izutsu.scott@yakimaschools.org)>; Shelley Redinger <[shelleyr@spokaneschools.org](mailto:shelleyr@spokaneschools.org)>; Sheryl Moore <[sheryl.moore@rentonschools.us](mailto:sheryl.moore@rentonschools.us)>; Stephen Nielsen <[sjnielsen@seattleschools.org](mailto:sjnielsen@seattleschools.org)>; Steve McIntire <[smcIntire@oesd.wednet.edu](mailto:smcIntire@oesd.wednet.edu)>; Susan Leland <[Susan.Leland@rentonschools.us](mailto:Susan.Leland@rentonschools.us)>; T.J. Kelly <[thomas.kelly@k12.wa.us](mailto:thomas.kelly@k12.wa.us)>; Teresa Main <[Teresa\\_Main@lkstevens.wednet.edu](mailto:Teresa_Main@lkstevens.wednet.edu)>; Garchow, Tim (WSSDA) <[T.Garchow@wssda.org](mailto:T.Garchow@wssda.org)>; Tim Merlino <[tim.merlino@esd112.org](mailto:tim.merlino@esd112.org)>; Tim Mills <[Millst@bsd405.org](mailto:Millst@bsd405.org)>; Tim Yeomans <[yeomats@puyallup.k12.wa.us](mailto:yeomats@puyallup.k12.wa.us)>; Vic Roberts <[vic.roberts@ksd.org](mailto:vic.roberts@ksd.org)>; [roz@awsp.org](mailto:roz@awsp.org)

**Subject:** 7/5 LFWG Call Re: Budget/Ed Bills & Impacts

**Importance:** High

Dear Local Funding Work Group Members –

For those of you who are available, Dan and I would like to invite you to join a check-in conference call this coming ***Wednesday, 7/5, 10:30am*** as an opportunity to connect on the many quickly moving parts related to the budget and education funding proposals. By Wednesday the budget and education bills should be adopted, however now starts the real digging in to understand the implications of the words on the paper.

The call-in number is [888-394-8197](tel:888-394-8197) Code: 28133930#.

In addition, if any of you are near Olympia, you are welcome to join us in person at the WASA offices for the meeting.

Below are a few helpful links for you to dig in on during this coming holiday “weekend”...  
☺

**McCleary Agreement** – As you are likely aware, the compromise education funding bill ([HB 2242](#)) has recently been released, is on the House Floor Calendar, but has yet to be deliberated and voted over to the Senate. In addition, Legislative staff have shared two documents to help stakeholders begin digesting the contents of the 120 page bill:

- 1) [McCleary Agreement summary](#)
- 2) [McCleary Agreement PowerPoint presentation](#)

In addition, below you’ll find links to four documents that should be helpful to districts in navigating the estimated local impacts of the proposed education funding plan.

- Statewide [Summary of K12 Basic Education Allocations and Additional Support Provided](#) in 2017-19 Biennium (1 page)
  - Estimated Net [State and Local School District Funding Changes](#) Based on 2017-19 Biennial Budget (listing by district of estimated impacts starting in 2018-19)
  - Estimated [District Impact of Policies](#) included in 2017-19 Biennial Budget and K12 Education Plan (HB 2242) (listing by district of estimated impacts starting with Calendar Year 2018)
  - Estimated Net [State and Local District Per Pupil Funding Changes](#) Based on 2017-19 Biennial Budget (listing by district of estimated funding changes starting in 2018-19)
- **2017-19 Operating Budget Released** – While the budget still needs to be adopted by the Senate and House and then signed by the Governor, we wanted to provide you links to the most current information and summary documents.

It is important to note that while proposed budget bill, [PSSB 5883](#) is the main budget document, and the numbers it is important to note that the associated summary documents produced by the Senate and House are slightly different in how they summarize the budget. Here are links to the respective summary documents: [House](#) [Senate](#)

To get a picture for impacts to K-12, review the Summary Documents and Also the agency

details under “Public Schools”.

Thanks, everyone!

Talk to you on Wednesday, Jessica & Dan

*Jessica Vavrus*, Governmental Relations Director

Washington State School Directors' Association

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*“WSSDA provides leadership and advocacy, and empowers its members with knowledge and skills to govern with excellence.”*

---

**From:** Nancy Moffatt [<mailto:Nancy@wasbo.org>]

**Sent:** Friday, May 05, 2017 3:17 PM

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**Subject:** FW: Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Please see the message from Dan Steele below.

Nancy

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**From:** Dan Steele [<mailto:dsteeler@wasa-oly.org>]  
**Sent:** Friday, May 05, 2017 1:53 PM  
**To:** Bill Keim; Nancy Moffatt; Nielsen, Stephen J  
**Cc:** Execs  
**Subject:** FW: Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Check out the attached document from OSPI—a proposed melding of the Prototypical Funding Model (as a base) and a Per Student Model (for categorical programs). It's a concept that is pretty consistent with what we have been discussing.

Dave Mastin and Chris Reykdal have been shopping this around with Ed Funding Task Force members, Budget-writers and Leg Leaders. It's unclear how receptive legislators have been; however, it has apparently sparked some conversation, along with questions, which this document attempts to address. The document does not provide a lot of background detail, but hopefully will continue to force a dialogue.

-d

Dan Steele

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**From:** Stella Lugalía [<mailto:Stella.Lugalía@k12.wa.us>]  
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Jack Daray <[jdaray@aol.com](mailto:jdaray@aol.com)>  
**Subject:** Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Good afternoon everyone,

Attached is an electronic copy of the Hybrid model. As you will see, there are some revisions, mostly based on feedback.

Your patience waiting for an electronic copy is greatly appreciated.

Have a great weekend!

**Stella Lugalía**

Government Relations & Policy Assistant

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**To:** [Sheryl Moore](#)  
**Cc:** [Rich McBride](#); [Darcy Weisner](#); [Donna Morey](#); [Sally McLean](#); [Michael Nelson](#); [roz@awsp.org](#); [Jennifer M. Priddy](#); [Garchow, Tim \(WSSDA\)](#); [Marie Telecky](#); [Teresa Main](#); [Steve McIntire](#); [Curtis Leonard \(cleonard@wspsa.net\)](#); [Jennifer Farmer](#); [Doug A. Matson](#); [Tim Mills](#); [Stephen Nielsen](#); [Rosalind Medina](#); [Jan Hutton](#); [Gavin Hottman](#); [Tim Yeomans](#); [Shelley Redinger](#); [Kipp, Gary](#); [Jim Frey](#); [Gary Cohn](#); [Susan Leland](#); [Cal Brodie](#); [Jeff Moore](#); [Tim Merlino](#); [Marla Miller](#); [John Welch](#); [Scott Izutsu](#); [Michelle Price](#); [Dana Anderson](#); [Michelle Matakas](#); [Frank Ashby](#); [Larry Francois](#); [Frank Hewins](#); [Nancy Moffatt](#); [Michael Merlino](#); [Linda McDermott](#); [Kim. brodie \(kbrodie@fwps.org\)](#); [Mike Brophy](#); [Heidi Hietpas](#); [Rich Puryear](#); [Kim Scott](#); [Duggan Harman](#); [Greg Lynch](#); [Monica Hunsaker](#); [John Deeder](#); [Mitch Denning](#); [Alan Burke](#); [Dan Steele](#); [Corine Pennington](#); [Bender, Jerry](#); [Ruth Russell](#); [Melissa de Vita](#); [JoLynn Berge](#); [Rick Jones](#); [David Bond](#); [T.J. Kelly](#); [Vavrus, Jessica \(WSSDA\)](#); [Michael Dunn](#); [Davis, Kate \(OFM\)](#); [Bill Keim](#); [Vic Roberts](#)  
**Subject:** RE: 7/5 LFWG Call Re: Budget/Ed Bills & Impacts  
**Date:** Thursday, July 6, 2017 8:46:13 AM  
**Attachments:** [image007.png](#)

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Sounds good.

On Jun 30, 2017 1:19 PM, "Sheryl Moore" <[sheryl.moore@rentonschools.us](mailto:sheryl.moore@rentonschools.us)> wrote:

Thanks, Jessica - I think I will try to join you at the WASA offices; thanks for the invite.

*Sheryl A. Moore, J.D.*

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**Sent:** Friday, June 30, 2017 12:25 PM

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**Subject:** 7/5 LFWG Call Re: Budget/Ed Bills & Impacts

**Importance:** High

Dear Local Funding Work Group Members –

For those of you who are available, Dan and I would like to invite you to join a check-in conference call this coming ***Wednesday, 7/5, 10:30am*** as an opportunity to connect on the many quickly moving parts related to the budget and education funding proposals. By Wednesday the budget and education bills should be adopted, however now starts the real digging in to understand the implications of the words on the paper.

The call-in number is [888-394-8197](tel:888-394-8197) Code: 28133930#.

In addition, if any of you are near Olympia, you are welcome to join us in person at the WASA offices for the meeting.

Below are a few helpful links for you to dig in on during this coming holiday “weekend”...  
☺

**McCleary Agreement** – As you are likely aware, the compromise education funding bill ([HB 2242](#)) has recently been released, is on the House Floor Calendar, but has yet to be deliberated and voted over to the Senate. In addition, Legislative staff have shared two documents to help stakeholders begin digesting the contents of the 120 page bill:

- 1) [McCleary Agreement summary](#)
- 2) [McCleary Agreement PowerPoint presentation](#)

In addition, below you’ll find links to four documents that should be helpful to districts in navigating the estimated local impacts of the proposed education funding plan.

- Statewide [Summary of K12 Basic Education Allocations and Additional Support Provided](#) in 2017-19 Biennium (1 page)
  - Estimated Net [State and Local School District Funding Changes](#) Based on 2017-19 Biennial Budget (listing by district of estimated impacts starting in 2018-19)
  - Estimated [District Impact of Policies](#) included in 2017-19 Biennial Budget and K12 Education Plan (HB 2242) (listing by district of estimated impacts starting with Calendar Year 2018)
  - Estimated Net [State and Local District Per Pupil Funding Changes](#) Based on 2017-19 Biennial Budget (listing by district of estimated funding changes starting in 2018-19)
- **2017-19 Operating Budget Released** – While the budget still needs to be adopted by the Senate and House and then signed by the Governor, we wanted to provide you links to the most current information and summary documents.

It is important to note that while proposed budget bill, [PSSB 5883](#) is the main budget document, and the numbers it is important to note that the associated summary documents produced by the Senate and House are slightly different in how they summarize the budget. Here are links to the respective summary documents: [House](#) [Senate](#)

To get a picture for impacts to K-12, review the Summary Documents and Also the agency

details under “Public Schools”.

Thanks, everyone!

Talk to you on Wednesday, Jessica & Dan

*Jessica Vavrus*, Governmental Relations Director

Washington State School Directors' Association

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*“WSSDA provides leadership and advocacy, and empowers its members with knowledge and skills to govern with excellence.”*

---

**From:** Nancy Moffatt [<mailto:Nancy@wasbo.org>]

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**Subject:** FW: Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Please see the message from Dan Steele below.

Nancy

---

**From:** Dan Steele [<mailto:dsteeler@wasa-oly.org>]  
**Sent:** Friday, May 05, 2017 1:53 PM  
**To:** Bill Keim; Nancy Moffatt; Nielsen, Stephen J  
**Cc:** Execs  
**Subject:** FW: Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Check out the attached document from OSPI—a proposed melding of the Prototypical Funding Model (as a base) and a Per Student Model (for categorical programs). It's a concept that is pretty consistent with what we have been discussing.

Dave Mastin and Chris Reykdal have been shopping this around with Ed Funding Task Force members, Budget-writers and Leg Leaders. It's unclear how receptive legislators have been; however, it has apparently sparked some conversation, along with questions, which this document attempts to address. The document does not provide a lot of background detail, but hopefully will continue to force a dialogue.

-d

Dan Steele

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Jack Daray <[jdaray@aol.com](mailto:jdaray@aol.com)>  
**Subject:** Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Good afternoon everyone,

Attached is an electronic copy of the Hybrid model. As you will see, there are some revisions, mostly based on feedback.

Your patience waiting for an electronic copy is greatly appreciated.

Have a great weekend!

**Stella Lugalía**

Government Relations & Policy Assistant

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**Cc:** [Shelly Costello](#)  
**Subject:** RE: 7/5 LFWG Call Re: Budget/Ed Bills & Impacts  
**Date:** Thursday, July 6, 2017 10:11:56 AM  
**Attachments:** [image007.png](#)

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The meeting is Tuesday, July 11<sup>th</sup>, at Renton, 10:30 am.....thanks!

*Sheryl A. Moore, J.D.*

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**Cc:** Shelly Costello <Shelly.Costello@rentonschools.us>  
**Subject:** RE: 7/5 LFWG Call Re: Budget/Ed Bills & Impacts

Hello Everyone! This email confirms the sub committee meeting for Collective Bargaining here in the Renton administrative offices, starting 10:30 am, in the board room. Working lunch provided, with the hope of getting attendees out of Renton by 2 pm. Confirmed attendees, so far, are: Stephen, Jennifer, Ruth, Kim Brodie, David Brower ( FWPS), rep from Bellevue. We will set up a call in line, and notify everyone. I will contact Warren, at ERNN, and see if he is available, and what plans ERNN may have underway also. If anyone else plans to attend, please advise COB Monday, in order to have lunch available.

More soon. Best!

*Sheryl A. Moore, J.D.*

Assistant Superintendent Human Resources

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*Launching Learning To Last A Lifetime*

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Renton, WA 98057-2307

**From:** Vavrus, Jessica (WSSDA) [<mailto:J.Vavrus@wssda.org>]

**Sent:** Wednesday, July 05, 2017 10:05 AM

**To:** Bill Keim <[bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org)>; Nancy Moffatt <[Nancy@wasbo.org](mailto:Nancy@wasbo.org)>; Alan Burke <[aburke1245@aol.com](mailto:aburke1245@aol.com)>; Cal Brodie <[cbrodie@esd113.org](mailto:cbrodie@esd113.org)>; Corine Pennington <[penniccc@puysallup.k12.wa.us](mailto:penniccc@puysallup.k12.wa.us)>; Curtis Leonard <[cleonard@wspa.net](mailto:cleonard@wspa.net)> <[cleonard@wspa.net](mailto:cleonard@wspa.net)>; Dan Steele <[dsteele@wasa-oly.org](mailto:dsteele@wasa-oly.org)>; Dana Anderson <[danderson@esd113.org](mailto:danderson@esd113.org)>; Darcy Weisner <[dweisner@esd123.org](mailto:dweisner@esd123.org)>; David Bond <[dave.bond@ksd.org](mailto:dave.bond@ksd.org)>; Donna Morey <[Dmorey@whiteriver.wednet.edu](mailto:Dmorey@whiteriver.wednet.edu)>; Doug A. Matson <[Doug.Matson@wvwsd.org](mailto:Doug.Matson@wvwsd.org)>; Duggan Harman <[duggan.harman@highlineschools.org](mailto:duggan.harman@highlineschools.org)>; Frank Ashby <[fashby@psesd.org](mailto:fashby@psesd.org)>; Frank Hewins <[fhewins@fpschools.org](mailto:fhewins@fpschools.org)>; Gary Cohn <[gcohn@everettsd.org](mailto:gcohn@everettsd.org)>; Kipp, Gary <[gary@awsp.org](mailto:gary@awsp.org)>; Gavin Hottman <[gavin.hottman@esd112.org](mailto:gavin.hottman@esd112.org)>; Greg Lynch <[glynch@oesd.wednet.edu](mailto:glynch@oesd.wednet.edu)>; Heidi Hietpas <[hhietpas@sequim.k12.wa.us](mailto:hhietpas@sequim.k12.wa.us)>; Jan Hutton <[jhutton@cvsd.org](mailto:jhutton@cvsd.org)>; Jeff Moore <[jmoore@everettsd.org](mailto:jmoore@everettsd.org)>; Jennifer Farmer <[JFarmer@everettsd.org](mailto:JFarmer@everettsd.org)>; Jennifer M. Priddy <[jpriddy@osd.wednet.edu](mailto:jpriddy@osd.wednet.edu)>; Bender, Jerry <[jerry@awsp.org](mailto:jerry@awsp.org)>; Jim Frey <[frej@lynden.wednet.edu](mailto:frej@lynden.wednet.edu)>; John Deeder <[john.deeder@evergreenps.org](mailto:john.deeder@evergreenps.org)>; John Welch <[jwelch@psesd.org](mailto:jwelch@psesd.org)>; JoLynn Berge <[jldberge@seattleschools.org](mailto:jldberge@seattleschools.org)>; Davis, Kate (OFM) <[Kate.Davis@OFM.WA.GOV](mailto:Kate.Davis@OFM.WA.GOV)>; Kevin Chase <[kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)> <[kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)>; Kim Scott <[KScott@kibesd.org](mailto:KScott@kibesd.org)>; Kim. brodie <[kbrodie@fwps.org](mailto:kbrodie@fwps.org)> <[kbrodie@fwps.org](mailto:kbrodie@fwps.org)>; Larry Francois <[lfrancois@nwesd.org](mailto:lfrancois@nwesd.org)>; Linda McDermott <[lindam@spokaneschools.org](mailto:lindam@spokaneschools.org)>; Marie Telecky <[teleckym@bsd405.org](mailto:teleckym@bsd405.org)>; Marla Miller <[marla.miller@shorelineschools.org](mailto:marla.miller@shorelineschools.org)>; Melissa de Vita <[devitam@bsd405.org](mailto:devitam@bsd405.org)>; Michael Dunn <[mdunn@esd101.net](mailto:mdunn@esd101.net)>; Michael Merlino <[michael.merlino@evergreenps.org](mailto:michael.merlino@evergreenps.org)>; Michael Nelson <[michael\\_nelson@enumclaw.wednet.edu](mailto:michael_nelson@enumclaw.wednet.edu)>; 'Michelle Matakas' <[Michelle.Matakas@k12.wa.us](mailto:Michelle.Matakas@k12.wa.us)>; Michelle Price <[mprice@mlsd.wednet.edu](mailto:mprice@mlsd.wednet.edu)>; Mike Brophy <[brophym@wvwsd208.org](mailto:brophym@wvwsd208.org)>; Mitch Denning <[medenning@comcast.net](mailto:medenning@comcast.net)>; Monica Hunsaker <[mhunsaker@oesd114.org](mailto:mhunsaker@oesd114.org)>; Rich McBride <[richm@ncesd.org](mailto:richm@ncesd.org)>; Rich Puryear <[rich.puryear@rsd.edu](mailto:rich.puryear@rsd.edu)>; Rick Jones <[rjones@napavineschools.org](mailto:rjones@napavineschools.org)>; Rosalind Medina <[rmedina@tacoma.k12.wa.us](mailto:rmedina@tacoma.k12.wa.us)>; Ruth Russell <[rrussell@upsd.wednet.edu](mailto:rrussell@upsd.wednet.edu)>; Sally McLean <[smclean@fwps.org](mailto:smclean@fwps.org)>; Scott Izutsu <[izutsu.scott@yakimaschools.org](mailto:izutsu.scott@yakimaschools.org)>; Shelley Redinger <[shelleyr@spokaneschools.org](mailto:shelleyr@spokaneschools.org)>; Sheryl Moore <[sheryl.moore@rentonschools.us](mailto:sheryl.moore@rentonschools.us)>; Stephen Nielsen <[sjnielsen@seattleschools.org](mailto:sjnielsen@seattleschools.org)>; Steve McIntire <[smcintire@oesd.wednet.edu](mailto:smcintire@oesd.wednet.edu)>; Susan Leland <[Susan.Leland@rentonschools.us](mailto:Susan.Leland@rentonschools.us)>; T.J. Kelly <[thomas.kelly@k12.wa.us](mailto:thomas.kelly@k12.wa.us)>; Teresa Main <[Teresa\\_Main@lkstevens.wednet.edu](mailto:Teresa_Main@lkstevens.wednet.edu)>; Garchow, Tim (WSSDA) <[T.Garchow@wssda.org](mailto:T.Garchow@wssda.org)>; Tim Merlino <[tim.merlino@esd112.org](mailto:tim.merlino@esd112.org)>; Tim Mills <[Millst@bsd405.org](mailto:Millst@bsd405.org)>; Tim Yeomans <[yeomats@puysallup.k12.wa.us](mailto:yeomats@puysallup.k12.wa.us)>; Vic Roberts <[vic.roberts@ksd.org](mailto:vic.roberts@ksd.org)> <[roz@awsp.org](mailto:roz@awsp.org)>

**Subject:** RE: 7/5 LFWG Call Re: Budget/Ed Bills & Impacts

Thank you, Bill!

And...for what it is worth, I've attached an updated side-by-side that should capture the high level components of the bill as compared to previous proposals.

As always, if anything jumps out at you that seems "off" please let me know so I can fix it. This is posted to our web site and was shared with school board leg reps and presidents over the weekend along with the links I passed on to you last week.

*Jessica Vavrus*, Governmental Relations Director  
Washington State School Directors' Association  
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*"WSSDA provides leadership and advocacy, and empowers its members with knowledge and skills to govern with excellence."*

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**From:** Bill Keim [[bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org)]

**Sent:** Wednesday, July 05, 2017 9:23 AM

**To:** Vavrus, Jessica (WSSDA); Nancy Moffatt; Alan Burke; Cal Brodie; Corine Pennington; Curtis Leonard ([cleonard@wspa.net](mailto:cleonard@wspa.net)); Dan Steele; Dana Anderson; Darcy Weisner; David Bond; Donna Morey ; Doug A. Matson; Duggan Harman; Frank Ashby; Frank Hewins; Gary Cohn; Kipp, Gary; Gavin Hottman; Greg Lynch; Heidi Hietpas; Jan Hutton; Jeff Moore; Jennifer Farmer; Jennifer M. Priddy; Bender, Jerry; Jim Frey; John Deeder; John Welch; JoLynn Berge; Davis, Kate (OFM); Kevin Chase ([kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)); Kim Scott; Kim. brodie ([kbrodie@fwps.org](mailto:kbrodie@fwps.org)); Larry Francois; Linda McDermott; Marie Telecky; Marla Miller; Melissa de Vita; Michael Dunn; Michael Merlino; Michael Nelson; 'Michelle Matakas'; Michelle Price; Mike Brophy; Mitch Denning; Monica Hunsaker; Rich McBride; Rich Puryear; Rick Jones; Rosalind Medina; Ruth Russell; Sally McLean; Scott Izutsu; Shelley Redinger; Sheryl Moore; Stephen Nielsen; Steve McIntire; Susan Smith Leland; T.J. Kelly; Teresa Main; Garchow, Tim (WSSDA); Tim Merlino; Tim Mills; Tim Yeomans; Vic Roberts; [roz@awsp.org](mailto:roz@awsp.org)

**Subject:** RE: 7/5 LFWG Call Re: Budget/Ed Bills & Impacts

Hi All,

I converted some of the worksheets linked by Jessica to Excel format and have attached them. It's interesting to see the winners and losers in the per student funding sheet and try to figure out how the system works.

*Bill*

Dr. Bill Keim

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**Sent:** Friday, June 30, 2017 12:25 PM

**To:** Nancy Moffatt <[Nancy@wasbo.org](mailto:Nancy@wasbo.org)>; Alan Burke <[aburke1245@aol.com](mailto:aburke1245@aol.com)>; Bill Keim <[bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org)>; Cal Brodie <[cbrodie@esd113.org](mailto:cbrodie@esd113.org)>; Corine Pennington <[pennicc@puyallup.k12.wa.us](mailto:pennicc@puyallup.k12.wa.us)>; Curtis Leonard ([cleonard@wspa.net](mailto:cleonard@wspa.net)) <[cleonard@wspa.net](mailto:cleonard@wspa.net)>; Dan Steele <[dsteele@wasa-oly.org](mailto:dsteele@wasa-oly.org)>; Dana Anderson <[danderson@esd113.org](mailto:danderson@esd113.org)>; Darcy Weisner <[dweisner@esd123.org](mailto:dweisner@esd123.org)>; David Bond <[dave.bond@ksd.org](mailto:dave.bond@ksd.org)>; Donna Morey <[Dmorey@whiteriver.wednet.edu](mailto:Dmorey@whiteriver.wednet.edu)>; Doug A. Matson <[Doug.Matson@wvwsd.org](mailto:Doug.Matson@wvwsd.org)>; Duggan Harman <[duggan.harman@highlineschools.org](mailto:duggan.harman@highlineschools.org)>; Frank Ashby <[fashby@psesd.org](mailto:fashby@psesd.org)>; Frank Hewins <[fhewins@fpschools.org](mailto:fhewins@fpschools.org)>; Gary Cohn <[gcohn@everettsd.org](mailto:gcohn@everettsd.org)>; Kipp, Gary <[gary@awsp.org](mailto:gary@awsp.org)>; Gavin Hottman <[gavin.hottman@esd112.org](mailto:gavin.hottman@esd112.org)>; Greg Lynch <[glynych@oesd.wednet.edu](mailto:glynych@oesd.wednet.edu)>; Heidi Hietpas <[hhietpas@sequim.k12.wa.us](mailto:hhietpas@sequim.k12.wa.us)>; Jan Hutton <[jhutton@cvwsd.org](mailto:jhutton@cvwsd.org)>; Jeff Moore <[jmoore@everettsd.org](mailto:jmoore@everettsd.org)>; Jennifer Farmer <[JFarmer@everettsd.org](mailto:JFarmer@everettsd.org)>; Jennifer M. Priddy <[jpriddy@osd.wednet.edu](mailto:jpriddy@osd.wednet.edu)>; Bender, Jerry <[jerry@awsp.org](mailto:jerry@awsp.org)>; Jim Frey <[frej@lynden.wednet.edu](mailto:frej@lynden.wednet.edu)>;

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**Subject:** 7/5 LFWG Call Re: Budget/Ed Bills & Impacts

**Importance:** High

Dear Local Funding Work Group Members –

For those of you who are available, Dan and I would like to invite you to join a check-in conference call this coming **Wednesday, 7/5, 10:30am** as an opportunity to connect on the many quickly moving parts related to the budget and education funding proposals. By Wednesday the budget and education bills should be adopted, however now starts the real digging in to understand the implications of the words on the paper.

**The call-in number is 888-394-8197      Code: 28133930#.**

In addition, if any of you are near Olympia, you are welcome to join us in person at the WASA offices for the meeting.

Below are a few helpful links for you to dig in on during this coming holiday “weekend”... ☺

**McCleary Agreement** – As you are likely aware, the compromise education funding bill ([HB 2242](#)) has recently been released, is on the House Floor Calendar, but has yet to be deliberated and voted over to the Senate. In addition, Legislative staff have shared two documents to help stakeholders begin digesting the contents of the 120 page bill:

1. [McCleary Agreement summary](#)
2. [McCleary Agreement PowerPoint presentation](#)

In addition, below you'll find links to four documents that should be helpful to districts in navigating the estimated local impacts of the proposed education funding plan.

- Statewide [Summary of K12 Basic Education Allocations and Additional Support](#)

**Provided** in 2017-19 Biennium (1 page)

- Estimated Net **[State and Local School District Funding Changes](#)** Based on 2017-19 Biennial Budget (listing by district of estimated impacts starting in 2018-19)
- Estimated **[District Impact of Policies](#)** included in 2017-19 Biennial Budget and K12 Education Plan (HB 2242) (listing by district of estimated impacts starting with Calendar Year 2018)
- Estimated Net **[State and Local District Per Pupil Funding Changes](#)** Based on 2017-19 Biennial Budget (listing by district of estimated funding changes starting in 2018-19)
- **[2017-19 Operating Budget Released](#)** – While the budget still needs to be adopted by the Senate and House and then signed by the Governor, we wanted to provide you links to the most current information and summary documents.

It is important to note that while proposed budget bill, [PSSB 5883](#) is the main budget document, and the numbers it is important to note that the associated summary documents produced by the Senate and House are slightly different in how they summarize the budget.

Here are links to the respective summary documents: [House](#)      [Senate](#)

To get a picture for impacts to K-12, review the Summary Documents and Also the agency details under “Public Schools”.

Thanks, everyone!

Talk to you on Wednesday, jessica & dan

*Jessica Vavrus*, Governmental Relations Director

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*“WSSDA provides leadership and advocacy, and empowers its members with knowledge and skills to govern with excellence.”*

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**From:** Nancy Moffatt [<mailto:Nancy@wasbo.org>]

**Sent:** Friday, May 05, 2017 3:17 PM

**To:** Alan Burke <[aburke1245@aol.com](mailto:aburke1245@aol.com)>; Bill Keim <[bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org)>; Cal Brodie <[cbrodie@esd113.org](mailto:cbrodie@esd113.org)>; Corine Pennington <[pennicc@puyallup.k12.wa.us](mailto:pennicc@puyallup.k12.wa.us)>; Curtis Leonard <[cleonard@wspa.net](mailto:cleonard@wspa.net)> <[cleonard@wspa.net](mailto:cleonard@wspa.net)>; Dan Steele <[dsteele@wasa-oly.org](mailto:dsteele@wasa-oly.org)>; Dana Anderson <[danderson@esd113.org](mailto:danderson@esd113.org)>; Darcy Weisner <[dweisner@esd123.org](mailto:dweisner@esd123.org)>; David Bond <[dave.bond@ksd.org](mailto:dave.bond@ksd.org)>; Donna Morey <[Dmorey@whiteriver.wednet.edu](mailto:Dmorey@whiteriver.wednet.edu)>; Doug A. Matson <[Doug.Matson@wvsd.org](mailto:Doug.Matson@wvsd.org)>; Duggan Harman <[duggan.harman@highlineschools.org](mailto:duggan.harman@highlineschools.org)>; Frank Ashby <[fashby@psed.org](mailto:fashby@psed.org)>; Frank Hewins <[fhewins@fpschools.org](mailto:fhewins@fpschools.org)>; Gary Cohn <[gcohn@everettsd.org](mailto:gcohn@everettsd.org)>; Kipp, Gary <[gary@awsp.org](mailto:gary@awsp.org)>; Gavin Hottman <[gavin.hottman@esd112.org](mailto:gavin.hottman@esd112.org)>; Greg Lynch <[glynch@oesd.wednet.edu](mailto:glynch@oesd.wednet.edu)>; Heidi Hietpas <[hhietpas@sequim.k12.wa.us](mailto:hhietpas@sequim.k12.wa.us)>; Jan Hutton <[jhutton@cvsd.org](mailto:jhutton@cvsd.org)>; Jeff Moore <[jmoore@everettsd.org](mailto:jmoore@everettsd.org)>; Jennifer Farmer

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<[vic.roberts@ksd.org](mailto:vic.roberts@ksd.org)>

**Subject:** FW: Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Please see the message from Dan Steele below.

Nancy

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**From:** Dan Steele [<mailto:dstele@wasa-oly.org>]

**Sent:** Friday, May 05, 2017 1:53 PM

**To:** Bill Keim; Nancy Moffatt; Nielsen, Stephen J

**Cc:** Execs

**Subject:** FW: Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Check out the attached document from OSPI—a proposed melding of the Prototypical Funding Model (as a base) and a Per Student Model (for categorical programs). It's a concept that is pretty consistent with what we have been discussing.

Dave Mastin and Chris Reykdal have been shopping this around with Ed Funding Task Force members, Budget-writers and Leg Leaders. It's unclear how receptive legislators have been; however, it has apparently sparked some conversation, along with questions, which this document attempts to address. The document does not provide a lot of background detail, but hopefully will continue to force a dialogue.

-d

Dan Steele  
360.489.3642



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**From:** Stella Lugalía [<mailto:Stella.Lugalía@k12.wa.us>]

**Sent:** Friday, May 05, 2017 1:02 PM

**To:** [jerry@awsp.org](mailto:jerry@awsp.org); [LYoung@WashingtonEA.org](mailto:LYoung@WashingtonEA.org); Jessica Vavrus <[Jessica.Vavrus@k12.wa.us](mailto:Jessica.Vavrus@k12.wa.us)>; Dan Steele <[dsteeler@wasa-oly.org](mailto:dsteeler@wasa-oly.org)>; Melissa Gombosky ([melissagombosky@gmail.com](mailto:melissagombosky@gmail.com)) <[melissagombosky@gmail.com](mailto:melissagombosky@gmail.com)>; [medenning@comcast.net](mailto:medenning@comcast.net); Justin Montermini <[Justin.Montermini@k12.wa.us](mailto:Justin.Montermini@k12.wa.us)>; [JSalvi@WashingtonEA.org](mailto:JSalvi@WashingtonEA.org); [Inoahr@washingtonea.org](mailto:Inoahr@washingtonea.org); Wendy Rader-Konofalski [WA] <[WRader-Konofalski@WashingtonEA.org](mailto:WRader-Konofalski@WashingtonEA.org)>; Kaaren Heikes <[Kaaren.Heikes@k12.wa.us](mailto:Kaaren.Heikes@k12.wa.us)>; Jack Daray <[jdaray@aol.com](mailto:jdaray@aol.com)>

**Subject:** Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Good afternoon everyone,

Attached is an electronic copy of the Hybrid model. As you will see, there are some revisions, mostly based on feedback.

Your patience waiting for an electronic copy is greatly appreciated.

Have a great weekend!

**Stella Lugalía**

Government Relations & Policy Assistant  
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*Every student ready for career, college, and life*



**From:** [Lisa Gehman](#) on behalf of [Lisa Gehman <lgehman@wasa-oly.org>](#)  
**To:** [danderson@esd113.org](#); [sbowser@waleadershipacademy.org](#); [cbruner@mvsd320.org](#); [doug.burge@zillahschools.org](#); [tcampbel@fwps.org](#); [kevin.chase@esd105.org](#); [dclemens@nthurston.k12.wa.us](#); [colbrese@waaa.com](#); [medenning@comcast.net](#); [mdunn@esd101.net](#); [johnf@wavecable.com](#); [lfrancois@nwsd.org](#); [t.garchow@wssda.org](#); [warrenhop@comcast.net](#); [Brianne@WASBO.org](#); [gary@awsp.org](#); [jimkowalkowski@davenport.wednet.edu](#); [carrielamascd@gmail.com](#); [cleonard@wspsa.net](#); [glynych@oesd.wednet.edu](#); [davidm@ckschools.org](#); [tim.merlino@esd112.org](#); [michaela.miller@k12.wa.us](#); [nancy@wasbo.org](#); [jpolm@ptschools.org](#); [mprice@mlsd.wednet.edu](#); [ben.rarick@k12.wa.us](#); [chris.reykdal@k12.wa.us](#); [russell@freemansd.org](#); [smitha@riverview.wednet.edu](#); [cswearing@asd.wednet.edu](#); [Jamilia.Thomas@k12.wa.us](#); [jwallace@ospi.wednet.edu](#); [steven.webb@vansd.org](#); [dweisner@esd123.org](#); [jwelch@psesd.org](#); [dewinter36@gmail.com](#)  
**Subject:** ON BEHALF OF HELENE PAROFF - Special Invitation  
**Date:** Thursday, July 6, 2017 10:20:36 AM

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Dear All,

On behalf of WASA, it is my pleasure to invite you and a guest to the social and dinner held in conjunction with the WASA New Superintendent Workshop. It would provide you with the opportunity to meet many of the Washington State superintendents who are new to their positions this year.

This special event will take place on July 24th beginning at 5:00 P.M. at Albee's Garden Parties. The directions can be found on our website at: <http://www.wasa-oly.org/newsupt17/>.

Please RSVP to Lisa Gehman at WASA ([lgehman@wasa-oly.org](mailto:lgehman@wasa-oly.org)) **by July 14th** so that we may include you in our number of attendees. If you have any questions, please do not hesitate to contact me at 360-489-3640 or [hparoff@wasa-oly.org](mailto:hparoff@wasa-oly.org).

Hope to see you there!

Many thanks,  
Helene

Helene Paroff

Assistant Executive Director | WASA | 825 Fifth Avenue SE, Olympia 98501  
tel 360.489.3640 | fax 360.352.2043 | [hparoff@wasa-oly.org](mailto:hparoff@wasa-oly.org) | [wasa-oly.org](http://wasa-oly.org)

*wasa*





**From:** [Bill Keim](#) on behalf of [Bill Keim <bkeim@wasa-oly.org>](#)  
**To:** [Hutton,Janice](#); [Vavrus, Jessica \(WSSDA\)](#); [Nancy Moffatt](#); [Alan Burke](#); [Cal Brodie](#); [Corine Pennington](#); [Curtis Leonard \(cleonard@wspa.net\)](#); [Dan Steele](#); [Dana Anderson](#); [Darcy Weisner](#); [David Bond](#); [Donna Morey](#); [Doug A. Matson](#); [Duggan Harman](#); [Frank Ashby](#); [Frank Hewins](#); [Gary Cohn](#); [Kipp, Gary](#); [Gavin Hottman](#); [Greg Lynch](#); [Heidi Hietpas](#); [Jeff Moore](#); [Jennifer Farmer](#); [Jennifer M. Priddy](#); [Bender, Jerry](#); [Jim Frey](#); [John Deeder](#); [John Welch](#); [JoLynn Berge](#); [Davis, Kate \(OFM\)](#); [Kevin Chase \(kevin.chase@esd105.org\)](#); [Kim Scott](#); [Kim. brodie \(kbrodie@fwps.org\)](#); [Larry Francois](#); [Linda McDermott](#); [Marie Telecky](#); [Marla Miller](#); [Melissa de Vita](#); [Michael Dunn](#); [Michael Merlino](#); [Michael Nelson](#); ["Michelle Matakas"](#); [Michelle Price](#); [Mike Brophy](#); [Mitch Denning](#); [Monica Hunsaker](#); [Rich McBride](#); [Rich Puryear](#); [Rick Jones](#); [Rosalind Medina](#); [Ruth Russell](#); [Sally McLean](#); [Scott Izutsu](#); [Shelley Redinger](#); [Sheryl Moore](#); [Stephen Nielsen](#); [Steve McIntire](#); [Susan Smith Leland](#); [T.J. Kelly](#); [Teresa Main](#); [Garchow, Tim \(WSSDA\)](#); [Tim Merlino](#); [Tim Mills](#); [Tim Yeomans](#); [Vic Roberts](#); [roz@awsp.org](#)  
**Subject:** RE: 7/5 LFWG Call Re: Budget/Ed Bills & Impacts  
**Date:** Thursday, July 6, 2017 1:54:49 PM  
**Attachments:** [coLEAPDoc3\\_0630.pdf](#)  
[coLEAPDoc3\\_0630.xlsx](#)  
[image022.png](#)  
[image028.png](#)

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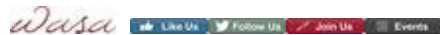
I too have been digging into this. I converted the attached LEAP schedule for the regionalization as well at the spreadsheet I created from that pdf. There are lots of things in that document that pop out when you can sort the columns.

*Bill*

Dr. Bill Keim

Executive Director | WASA | 825 Fifth Avenue SE, Olympia 98501

tel 360.489.3651 | fax 360.352.2043 | [bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org) | [wasa-oly.org](http://wasa-oly.org)



---

**From:** Hutton,Janice [mailto:[JHutton@cvsd.org](mailto:JHutton@cvsd.org)]

**Sent:** Thursday, July 6, 2017 8:27 AM

**To:** Bill Keim <[bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org)>; Vavrus, Jessica (WSSDA) <[J.Vavrus@wssda.org](mailto:J.Vavrus@wssda.org)>; Nancy Moffatt <[Nancy@wasbo.org](mailto:Nancy@wasbo.org)>; Alan Burke <[aburke1245@aol.com](mailto:aburke1245@aol.com)>; Cal Brodie <[cbrodie@esd113.org](mailto:cbrodie@esd113.org)>; Corine Pennington <[pennicc@puyallup.k12.wa.us](mailto:pennicc@puyallup.k12.wa.us)>; Curtis Leonard (cleonard@wspa.net) <[cleonard@wspa.net](mailto:cleonard@wspa.net)>; Dan Steele <[dsteele@wasa-oly.org](mailto:dsteele@wasa-oly.org)>; Dana Anderson <[danderson@esd113.org](mailto:danderson@esd113.org)>; Darcy Weisner <[dweisner@esd123.org](mailto:dweisner@esd123.org)>; David Bond <[dave.bond@ksd.org](mailto:dave.bond@ksd.org)>; Donna Morey <[Dmorey@whiteriver.wednet.edu](mailto:Dmorey@whiteriver.wednet.edu)>; Doug A. Matson <[Doug.Matson@wvsd.org](mailto:Doug.Matson@wvsd.org)>; Duggan Harman <[duggan.harman@highlineschools.org](mailto:duggan.harman@highlineschools.org)>; Frank Ashby <[fashby@psed.org](mailto:fashby@psed.org)>; Frank Hewins <[fhewins@fpschools.org](mailto:fhewins@fpschools.org)>; Gary Cohn <[gcohn@everettsd.org](mailto:gcohn@everettsd.org)>; Kipp, Gary <[gary@awsp.org](mailto:gary@awsp.org)>; Gavin Hottman <[gavin.hottman@esd112.org](mailto:gavin.hottman@esd112.org)>; Greg Lynch <[glynch@oesd.wednet.edu](mailto:glynch@oesd.wednet.edu)>; Heidi Hietpas <[hhietpas@sequim.k12.wa.us](mailto:hhietpas@sequim.k12.wa.us)>; Jeff Moore <[jmoore@everettsd.org](mailto:jmoore@everettsd.org)>; Jennifer Farmer <[JFarmer@everettsd.org](mailto:JFarmer@everettsd.org)>; Jennifer M. Priddy <[jpriddy@osd.wednet.edu](mailto:jpriddy@osd.wednet.edu)>; Bender, Jerry <[jerry@awsp.org](mailto:jerry@awsp.org)>; Jim Frey <[frej@lynden.wednet.edu](mailto:frej@lynden.wednet.edu)>; John Deeder <[john.deeder@evergreenps.org](mailto:john.deeder@evergreenps.org)>; John Welch <[jwelch@psed.org](mailto:jwelch@psed.org)>; JoLynn Berge <[jdberge@seattleschools.org](mailto:jdberge@seattleschools.org)>; Davis, Kate (OFM) <[Kate.Davis@OFM.WA.GOV](mailto:Kate.Davis@OFM.WA.GOV)>; Kevin Chase <[kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)>; Kim Scott <[KScott@kibesd.org](mailto:KScott@kibesd.org)>; Kim. brodie (kbrodie@fwps.org) <[kbrodie@fwps.org](mailto:kbrodie@fwps.org)>; Larry Francois <[lfrancois@nwesd.org](mailto:lfrancois@nwesd.org)>; Linda McDermott <[lindam@spokaneschools.org](mailto:lindam@spokaneschools.org)>; Marie Telecky <[teleckym@bsd405.org](mailto:teleckym@bsd405.org)>; Marla Miller <[marla.miller@shorelineschools.org](mailto:marla.miller@shorelineschools.org)>; Melissa de Vita <[devitam@bsd405.org](mailto:devitam@bsd405.org)>; Michael Dunn <[mdunn@esd101.net](mailto:mdunn@esd101.net)>; Michael Merlino <[michael.merlino@evergreenps.org](mailto:michael.merlino@evergreenps.org)>; Michael Nelson

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**Subject:** RE: 7/5 LFWG Call Re: Budget/Ed Bills & Impacts

One of the things that I hope will be addressed by a subcommittee is the regionalization. What I see in the Regionalization Factors document is not in alignment with language in HB2422, or at least not for the districts in the Spokane area.



*Jan Hutton*

Assistant Superintendent, Finance

**Central Valley School District**

P: (509) 558-5461 F: (509) 558-5458

[www.cvsd.org](http://www.cvsd.org)

**Please note, phone number prefix has changed to 558.**

---

**From:** Bill Keim [<mailto:bkeim@wasa-oly.org>]

**Sent:** Wednesday, July 05, 2017 9:23 AM

**To:** Vavrus, Jessica (WSSDA); Nancy Moffatt; Alan Burke; Cal Brodie; Corine Pennington; Curtis Leonard ([cleonard@wspsa.net](mailto:cleonard@wspsa.net)); Dan Steele; Dana Anderson; Darcy Weisner; David Bond; Donna Morey ; Doug A. Matson; Duggan Harman; Frank Ashby; Frank Hewins; Gary Cohn; Kipp, Gary; Gavin Hottman; Greg Lynch; Heidi Hietpas; Hutton, Janice; Jeff Moore; Jennifer Farmer; Jennifer M. Priddy; Bender, Jerry; Jim Frey; John Deeder; John Welch; JoLynn Berge; Davis, Kate (OFM); Kevin Chase ([kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)); Kim Scott; Kim. brodie ([kbrodie@fwps.org](mailto:kbrodie@fwps.org)); Larry Francois; Linda McDermott; Marie Telecky; Marla Miller; Melissa de Vita; Michael Dunn; Michael Merlino; Michael Nelson; 'Michelle Matakas'; Michelle Price; Mike Brophy; Mitch Denning; Monica Hunsaker; Rich McBride; Rich Puryear; Rick Jones; Rosalind Medina; Ruth Russell; Sally McLean; Scott Izutsu; Shelley Redinger; Sheryl Moore; Stephen Nielsen; Steve McIntire; Susan Smith Leland; T.J. Kelly; Teresa Main; Garchow, Tim (WSSDA); Tim Merlino; Tim Mills; Tim Yeomans; Vic Roberts; [roz@awsp.org](mailto:roz@awsp.org)

**Subject:** RE: 7/5 LFWG Call Re: Budget/Ed Bills & Impacts

Hi All,

I converted some of the worksheets linked by Jessica to Excel format and have attached them. It's

interesting to see the winners and losers in the per student funding sheet and try to figure out how the system works.

*Bill*

Dr. Bill Keim

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**From:** Vavrus, Jessica (WSSDA) [<mailto:J.Vavrus@wssda.org>]

**Sent:** Friday, June 30, 2017 12:25 PM

**To:** Nancy Moffatt <[Nancy@wasbo.org](mailto:Nancy@wasbo.org)>; Alan Burke <[aburke1245@aol.com](mailto:aburke1245@aol.com)>; Bill Keim <[bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org)>; Cal Brodie <[cbrodie@esd113.org](mailto:cbrodie@esd113.org)>; Corine Pennington <[pennicc@puyallup.k12.wa.us](mailto:pennicc@puyallup.k12.wa.us)>; Curtis Leonard ([cleonard@wspa.net](mailto:cleonard@wspa.net)) <[cleonard@wspa.net](mailto:cleonard@wspa.net)>; Dan Steele <[dsteale@wasa-oly.org](mailto:dsteale@wasa-oly.org)>; Dana Anderson <[danderson@esd113.org](mailto:danderson@esd113.org)>; Darcy Weisner <[dweisner@esd123.org](mailto:dweisner@esd123.org)>; David Bond <[dave.bond@ksd.org](mailto:dave.bond@ksd.org)>; Donna Morey <[Dmorey@whiteriver.wednet.edu](mailto:Dmorey@whiteriver.wednet.edu)>; Doug A. Matson <[Doug.Matson@wvsd.org](mailto:Doug.Matson@wvsd.org)>; Duggan Harman <[duggan.harman@highlineschools.org](mailto:duggan.harman@highlineschools.org)>; Frank Ashby <[fashby@psesd.org](mailto:fashby@psesd.org)>; Frank Hewins <[fhewins@fpschools.org](mailto:fhewins@fpschools.org)>; Gary Cohn <[gcohn@everettsd.org](mailto:gcohn@everettsd.org)>; Kipp, Gary <[gary@awsp.org](mailto:gary@awsp.org)>; Gavin Hottman <[gavin.hottman@esd112.org](mailto:gavin.hottman@esd112.org)>; Greg Lynch <[glynch@oesd.wednet.edu](mailto:glynch@oesd.wednet.edu)>; Heidi Hietpas <[hhietpas@sequim.k12.wa.us](mailto:hhietpas@sequim.k12.wa.us)>; Jan Hutton <[jhutton@cvsd.org](mailto:jhutton@cvsd.org)>; Jeff Moore <[jmoore@everettsd.org](mailto:jmoore@everettsd.org)>; Jennifer Farmer <[JFarmer@everettsd.org](mailto:JFarmer@everettsd.org)>; Jennifer M. Priddy <[jpriddy@osd.wednet.edu](mailto:jpriddy@osd.wednet.edu)>; Bender, Jerry <[jerry@awsp.org](mailto:jerry@awsp.org)>; Jim Frey <[frej@lynden.wednet.edu](mailto:frej@lynden.wednet.edu)>; John Deeder <[john.deeder@evergreenps.org](mailto:john.deeder@evergreenps.org)>; John Welch <[jwelch@psesd.org](mailto:jwelch@psesd.org)>; JoLynn Berge <[jdberge@seattleschools.org](mailto:jdberge@seattleschools.org)>; Davis, Kate (OFM) <[Kate.Davis@OFM.WA.GOV](mailto:Kate.Davis@OFM.WA.GOV)>; Kevin Chase <[kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)> <[kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)>; Kim Scott <[KScott@kibesd.org](mailto:KScott@kibesd.org)>; Kim. brodie <[kbrodie@fwps.org](mailto:kbrodie@fwps.org)> <[kbrodie@fwps.org](mailto:kbrodie@fwps.org)>; Larry Francois <[lfrancois@nwesd.org](mailto:lfrancois@nwesd.org)>; Linda McDermott <[lindam@spokaneschools.org](mailto:lindam@spokaneschools.org)>; Marie Telecky <[teleckym@bsd405.org](mailto:teleckym@bsd405.org)>; Marla Miller <[marla.miller@shorelineschools.org](mailto:marla.miller@shorelineschools.org)>; Melissa de Vita <[devitam@bsd405.org](mailto:devitam@bsd405.org)>; Michael Dunn <[mdunn@esd101.net](mailto:mdunn@esd101.net)>; Michael Merlino <[michael.merlino@evergreenps.org](mailto:michael.merlino@evergreenps.org)>; Michael Nelson <[michael\\_nelson@enumclaw.wednet.edu](mailto:michael_nelson@enumclaw.wednet.edu)>; 'Michelle Matakas' <[Michelle.Matakas@k12.wa.us](mailto:Michelle.Matakas@k12.wa.us)>; Michelle Price <[mprice@mlsd.wednet.edu](mailto:mprice@mlsd.wednet.edu)>; Mike Brophy <[brophym@wvsd208.org](mailto:brophym@wvsd208.org)>; Mitch Denning <[medenning@comcast.net](mailto:medenning@comcast.net)>; Monica Hunsaker <[mhunsaker@oesd114.org](mailto:mhunsaker@oesd114.org)>; Rich McBride <[richm@ncesd.org](mailto:richm@ncesd.org)>; Rich Puryear <[rich.puryear@rsd.edu](mailto:rich.puryear@rsd.edu)>; Rick Jones <[rjones@napavineschools.org](mailto:rjones@napavineschools.org)>; Rosalind Medina <[rmedina@tacoma.k12.wa.us](mailto:rmedina@tacoma.k12.wa.us)>; Ruth Russell <[rrussell@upsd.wednet.edu](mailto:rrussell@upsd.wednet.edu)>; Sally McLean <[smclean@fwps.org](mailto:smclean@fwps.org)>; Scott Izutsu <[izutsu.scott@yakimaschools.org](mailto:izutsu.scott@yakimaschools.org)>; Shelley Redinger <[shelleyr@spokaneschools.org](mailto:shelleyr@spokaneschools.org)>; Sheryl Moore <[sheryl.moore@rentonschools.us](mailto:sheryl.moore@rentonschools.us)>; Stephen Nielsen <[sjnielsen@seattleschools.org](mailto:sjnielsen@seattleschools.org)>; Steve McIntire <[smcIntire@oesd.wednet.edu](mailto:smcIntire@oesd.wednet.edu)>; Susan Smith Leland <[susan.leland@rentonschools.us](mailto:susan.leland@rentonschools.us)>; T.J. Kelly <[thomas.kelly@k12.wa.us](mailto:thomas.kelly@k12.wa.us)>; Teresa Main <[Teresa\\_Main@lkstevens.wednet.edu](mailto:Teresa_Main@lkstevens.wednet.edu)>; Garchow, Tim (WSSDA) <[T.Garchow@wssda.org](mailto:T.Garchow@wssda.org)>; Tim Merlino <[tim.merlino@esd112.org](mailto:tim.merlino@esd112.org)>; Tim Mills <[Millst@bsd405.org](mailto:Millst@bsd405.org)>; Tim Yeomans <[yeomats@puyallup.k12.wa.us](mailto:yeomats@puyallup.k12.wa.us)>; Vic Roberts <[vic.roberts@ksd.org](mailto:vic.roberts@ksd.org)>; [roz@awsp.org](mailto:roz@awsp.org)

**Subject:** 7/5 LFWG Call Re: Budget/Ed Bills & Impacts

**Importance:** High

Dear Local Funding Work Group Members –

For those of you who are available, Dan and I would like to invite you to join a check-in conference call this coming **Wednesday, 7/5, 10:30am** as an opportunity to connect on the many quickly moving parts related to the budget and education funding proposals. By Wednesday the budget and education bills should be adopted, however now starts the real digging in to understand the implications of the words on the paper.

**The call-in number is 888-394-8197      Code: 28133930#.**

In addition, if any of you are near Olympia, you are welcome to join us in person at the WASA offices for the meeting.

Below are a few helpful links for you to dig in on during this coming holiday “weekend”... ☺

**McCleary Agreement** – As you are likely aware, the compromise education funding bill ([HB 2242](#)) has recently been released, is on the House Floor Calendar, but has yet to be deliberated and voted over to the Senate. In addition, Legislative staff have shared two documents to help stakeholders begin digesting the contents of the 120 page bill:

1. [McCleary Agreement summary](#)
2. [McCleary Agreement PowerPoint presentation](#)

In addition, below you’ll find links to four documents that should be helpful to districts in navigating the estimated local impacts of the proposed education funding plan.

- Statewide **Summary of K12 Basic Education Allocations and Additional Support Provided** in 2017-19 Biennium (1 page)
- Estimated Net **State and Local School District Funding Changes** Based on 2017-19 Biennial Budget (listing by district of estimated impacts starting in 2018-19)
- Estimated **District Impact of Policies** included in 2017-19 Biennial Budget and K12 Education Plan (HB 2242) (listing by district of estimated impacts starting with Calendar Year 2018)
- Estimated Net **State and Local District Per Pupil Funding Changes** Based on 2017-19 Biennial Budget (listing by district of estimated funding changes starting in 2018-19)
- **2017-19 Operating Budget Released** – While the budget still needs to be adopted by the Senate and House and then signed by the Governor, we wanted to provide you links to the most current information and summary documents.  
It is important to note that while proposed budget bill, [PSSB 5883](#) is the main budget document, and the numbers it is important to note that the associated summary documents produced by the Senate and House are slightly different in how they summarize the budget. Here are links to the respective summary documents: [House](#)      [Senate](#)  
To get a picture for impacts to K-12, review the Summary Documents and Also the agency details under “Public Schools”.

Thanks, everyone!

Talk to you on Wednesday, jessica & dan

*Jessica Vavrus*, Governmental Relations Director

Washington State School Directors' Association

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[j.vavrus@wssda.org](mailto:j.vavrus@wssda.org)

*"WSSDA provides leadership and advocacy, and empowers its members with knowledge and skills to govern with excellence."*

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**From:** Nancy Moffatt [<mailto:Nancy@wasbo.org>]

**Sent:** Friday, May 05, 2017 3:17 PM

**To:** Alan Burke <[aburke1245@aol.com](mailto:aburke1245@aol.com)>; Bill Keim <[bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org)>; Cal Brodie <[cbrodie@esd113.org](mailto:cbrodie@esd113.org)>; Corine Pennington <[pennicc@puyallup.k12.wa.us](mailto:pennicc@puyallup.k12.wa.us)>; Curtis Leonard <[cleonard@wspa.net](mailto:cleonard@wspa.net)> <[cleonard@wspa.net](mailto:cleonard@wspa.net)>; Dan Steele <[dsteele@wasa-oly.org](mailto:dsteele@wasa-oly.org)>; Dana Anderson <[danderson@esd113.org](mailto:danderson@esd113.org)>; Darcy Weisner <[dweisner@esd123.org](mailto:dweisner@esd123.org)>; David Bond <[dave.bond@ksd.org](mailto:dave.bond@ksd.org)>; Donna Morey <[Dmorey@whiteriver.wednet.edu](mailto:Dmorey@whiteriver.wednet.edu)>; Doug A. Matson <[Doug.Matson@wvwd.org](mailto:Doug.Matson@wvwd.org)>; Duggan Harman <[duggan.harman@highlineschools.org](mailto:duggan.harman@highlineschools.org)>; Frank Ashby <[fashby@psed.org](mailto:fashby@psed.org)>; Frank Hewins <[fhewins@fpschools.org](mailto:fhewins@fpschools.org)>; Gary Cohn <[gcohn@everettsd.org](mailto:gcohn@everettsd.org)>; Kipp, Gary <[gary@awsp.org](mailto:gary@awsp.org)>; Gavin Hottman <[gavin.hottman@esd112.org](mailto:gavin.hottman@esd112.org)>; Greg Lynch <[glynch@oesd.wednet.edu](mailto:glynch@oesd.wednet.edu)>; Heidi Hietpas <[hhietpas@sequim.k12.wa.us](mailto:hhietpas@sequim.k12.wa.us)>; Jan Hutton <[jhutton@cvsd.org](mailto:jhutton@cvsd.org)>; Jeff Moore <[jmoore@everettsd.org](mailto:jmoore@everettsd.org)>; Jennifer Farmer <[JFarmer@everettsd.org](mailto:JFarmer@everettsd.org)>; Jennifer M. Priddy <[jpriddy@osd.wednet.edu](mailto:jpriddy@osd.wednet.edu)>; Bender, Jerry <[jerry@awsp.org](mailto:jerry@awsp.org)>; Vavrus, Jessica (WSSDA) <[J.Vavrus@wssda.org](mailto:J.Vavrus@wssda.org)>; Jim Frey <[freyj@lynden.wednet.edu](mailto:freyj@lynden.wednet.edu)>; John Deeder <[john.deeder@evergreenps.org](mailto:john.deeder@evergreenps.org)>; John Welch <[jwelch@psed.org](mailto:jwelch@psed.org)>; JoLynn Berge <[jdberge@seattleschools.org](mailto:jdberge@seattleschools.org)>; Davis, Kate (OFM) <[Kate.Davis@OFM.WA.GOV](mailto:Kate.Davis@OFM.WA.GOV)>; Kevin Chase <[kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)> <[kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)>; Kim Scott <[KScott@kibesd.org](mailto:KScott@kibesd.org)>; Kim. brodie <[kbrodie@fwps.org](mailto:kbrodie@fwps.org)> <[kbrodie@fwps.org](mailto:kbrodie@fwps.org)>; Larry Francois <[lfrancois@nwesd.org](mailto:lfrancois@nwesd.org)>; Linda McDermott <[lindam@spokaneschools.org](mailto:lindam@spokaneschools.org)>; Marie Telecky <[teleckym@bsd405.org](mailto:teleckym@bsd405.org)>; Marla Miller <[marla.miller@shorelineschools.org](mailto:marla.miller@shorelineschools.org)>; Melissa de Vita <[devitam@bsd405.org](mailto:devitam@bsd405.org)>; Michael Dunn <[mdunn@esd101.net](mailto:mdunn@esd101.net)>; Michael Merlino <[michael.merlino@evergreenps.org](mailto:michael.merlino@evergreenps.org)>; Michael Nelson <[michael\\_nelson@enumclaw.wednet.edu](mailto:michael_nelson@enumclaw.wednet.edu)>; 'Michelle Matakas' <[Michelle.Matakas@k12.wa.us](mailto:Michelle.Matakas@k12.wa.us)>; Michelle Price <[mprice@mlsd.wednet.edu](mailto:mprice@mlsd.wednet.edu)>; Mike Brophy <[brophym@wvwd208.org](mailto:brophym@wvwd208.org)>; Mitch Denning <[medenning@comcast.net](mailto:medenning@comcast.net)>; Monica Hunsaker <[mhunsaker@oesd114.org](mailto:mhunsaker@oesd114.org)>; Nancy Moffatt <[Nancy@wasbo.org](mailto:Nancy@wasbo.org)>; Rich McBride <[richm@ncesd.org](mailto:richm@ncesd.org)>; Rich Puryear <[rich.puryear@rsd.edu](mailto:rich.puryear@rsd.edu)>; Rick Jones <[rjones@napavineschools.org](mailto:rjones@napavineschools.org)>; Rosalind Medina <[rmedina@tacoma.k12.wa.us](mailto:rmedina@tacoma.k12.wa.us)>; Ruth Russell <[rrussell@upsd.wednet.edu](mailto:rrussell@upsd.wednet.edu)>; Sally McLean <[smclean@fwps.org](mailto:smclean@fwps.org)>; Scott Izutsu <[izutsu.scott@yakimaschools.org](mailto:izutsu.scott@yakimaschools.org)>; Shelley Redinger <[shelleyr@spokaneschools.org](mailto:shelleyr@spokaneschools.org)>; Sheryl Moore <[sheryl.moore@rentonschools.us](mailto:sheryl.moore@rentonschools.us)>; Stephen Nielsen <[sjnielsen@seattleschools.org](mailto:sjnielsen@seattleschools.org)>; Steve McIntire <[smcIntire@oesd.wednet.edu](mailto:smcIntire@oesd.wednet.edu)>; Susan Smith Leland <[susan.leland@rentonschools.us](mailto:susan.leland@rentonschools.us)>; T.J. Kelly <[thomas.kelly@k12.wa.us](mailto:thomas.kelly@k12.wa.us)>; Teresa Main <[Teresa\\_Main@lkstevens.wednet.edu](mailto:Teresa_Main@lkstevens.wednet.edu)>; Garchow, Tim

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**Subject:** FW: Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Please see the message from Dan Steele below.

Nancy

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**From:** Dan Steele [<mailto:dsteele@wasa-oly.org>]

**Sent:** Friday, May 05, 2017 1:53 PM

**To:** Bill Keim; Nancy Moffatt; Nielsen, Stephen J

**Cc:** Execs

**Subject:** FW: Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Check out the attached document from OSPI—a proposed melding of the Prototypical Funding Model (as a base) and a Per Student Model (for categorical programs). It's a concept that is pretty consistent with what we have been discussing.

Dave Mastin and Chris Reykdal have been shopping this around with Ed Funding Task Force members, Budget-writers and Leg Leaders. It's unclear how receptive legislators have been; however, it has apparently sparked some conversation, along with questions, which this document attempts to address. The document does not provide a lot of background detail, but hopefully will continue to force a dialogue.

-d

Dan Steele  
360.489.3642



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**From:** Stella Lugalía [<mailto:Stella.Lugalía@k12.wa.us>]

**Sent:** Friday, May 05, 2017 1:02 PM

**To:** [jerry@awsp.org](mailto:jerry@awsp.org); [LYoung@WashingtonEA.org](mailto:LYoung@WashingtonEA.org); Jessica Vavrus <[Jessica.Vavrus@k12.wa.us](mailto:Jessica.Vavrus@k12.wa.us)>; Dan Steele <[dsteele@wasa-oly.org](mailto:dsteele@wasa-oly.org)>; Melissa Gombosky ([melissagombosky@gmail.com](mailto:melissagombosky@gmail.com)) <[melissagombosky@gmail.com](mailto:melissagombosky@gmail.com)>; [medenning@comcast.net](mailto:medenning@comcast.net); Justin Montermini <[Justin.Montermini@k12.wa.us](mailto:Justin.Montermini@k12.wa.us)>; [JSalvi@WashingtonEA.org](mailto:JSalvi@WashingtonEA.org); [Inoahr@washingtonea.org](mailto:Inoahr@washingtonea.org); Wendy Rader-Konofalski [WA] <[WRader-Konofalski@WashingtonEA.org](mailto:WRader-Konofalski@WashingtonEA.org)>; Kaaren Heikes <[Kaaren.Heikes@k12.wa.us](mailto:Kaaren.Heikes@k12.wa.us)>; Jack Daray <[jdaray@aol.com](mailto:jdaray@aol.com)>

**Subject:** Hybrid model from Office of Superintendent of Public Instruction (OSPI)

Good afternoon everyone,

Attached is an electronic copy of the Hybrid model. As you will see, there are some revisions, mostly based on feedback.

Your patience waiting for an electronic copy is greatly appreciated.

Have a great weekend!

**Stella Lugalía**

Government Relations & Policy Assistant  
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office: 360-725-6181  
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**Regionalization Factors for K-12 Compensation**

<u>School District</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>
01 109 Washtucna	1.00	1.00	1.00	1.00	1.00
01 122 Benge	1.00	1.00	1.00	1.00	1.00
01 147 Othello	1.00	1.00	1.00	1.00	1.00
01 158 Lind	1.00	1.00	1.00	1.00	1.00
01 160 Ritzville	1.00	1.00	1.00	1.00	1.00
02 250 Clarkston	1.00	1.00	1.00	1.00	1.00
02 420 Asotin-Anatone	1.00	1.00	1.00	1.00	1.00
03 017 Kennewick	1.00	1.00	1.00	1.00	1.00
03 050 Paterson	1.00	1.00	1.00	1.00	1.00
03 052 Kiona-Benton City	1.00	1.00	1.00	1.00	1.00
03 053 Finley	1.00	1.00	1.00	1.00	1.00
03 116 Prosser	1.00	1.00	1.00	1.00	1.00
03 400 Richland	1.06	1.06	1.05	1.04	1.03
04 019 Manson	1.00	1.00	1.00	1.00	1.00
04 069 Stehekin	1.06	1.06	1.05	1.04	1.03
04 127 Entiat	1.00	1.00	1.00	1.00	1.00
04 129 Lake Chelan	1.00	1.00	1.00	1.00	1.00
04 222 Cashmere	1.00	1.00	1.00	1.00	1.00
04 228 Cascade	1.00	1.00	1.00	1.00	1.00
04 246 Wenatchee	1.06	1.06	1.05	1.04	1.03
05 121 Port Angeles	1.06	1.06	1.05	1.04	1.03
05 313 Crescent	1.00	1.00	1.00	1.00	1.00
05 323 Sequim	1.06	1.06	1.06	1.06	1.06
05 401 Cape Flattery	1.00	1.00	1.00	1.00	1.00
05 402 Quillayute Valley	1.00	1.00	1.00	1.00	1.00
06 037 Vancouver	1.06	1.06	1.06	1.06	1.06
06 098 Hockinson	1.06	1.06	1.06	1.06	1.06
06 101 La Center	1.06	1.06	1.06	1.06	1.06
06 103 Green Mountain	1.00	1.00	1.00	1.00	1.00
06 112 Washougal	1.00	1.00	1.00	1.00	1.00
06 114 Evergreen (Clark)	1.06	1.06	1.06	1.06	1.06
06 117 Camas	1.12	1.12	1.11	1.10	1.09
06 119 Battle Ground	1.06	1.06	1.06	1.06	1.06
06 122 Ridgefield	1.06	1.06	1.06	1.06	1.06
07 002 Dayton	1.00	1.00	1.00	1.00	1.00
07 035 Starbuck	1.00	1.00	1.00	1.00	1.00
08 122 Longview	1.00	1.00	1.00	1.00	1.00
08 130 Toutle Lake	1.00	1.00	1.00	1.00	1.00
08 401 Castle Rock	1.00	1.00	1.00	1.00	1.00
08 402 Kalama	1.00	1.00	1.00	1.00	1.00
08 404 Woodland	1.00	1.00	1.00	1.00	1.00
08 458 Kelso	1.00	1.00	1.00	1.00	1.00
09 013 Orondo	1.00	1.00	1.00	1.00	1.00
09 075 Bridgeport	1.00	1.00	1.00	1.00	1.00
09 102 Palisades	1.00	1.00	1.00	1.00	1.00
09 206 Eastmont	1.00	1.00	1.00	1.00	1.00
09 207 Mansfield	1.00	1.00	1.00	1.00	1.00
09 209 Waterville	1.00	1.00	1.00	1.00	1.00
10 003 Keller	1.00	1.00	1.00	1.00	1.00
10 050 Curlew	1.00	1.00	1.00	1.00	1.00
10 065 Orient	1.00	1.00	1.00	1.00	1.00
10 070 Inchelium	1.00	1.00	1.00	1.00	1.00



## Regionalization Factors for K-12 Compensation

<u>School District</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>
10 309 Republic	1.00	1.00	1.00	1.00	1.00
11 001 Pasco	1.00	1.00	1.00	1.00	1.00
11 051 North Franklin	1.00	1.00	1.00	1.00	1.00
11 054 Star	1.00	1.00	1.00	1.00	1.00
11 056 Kahlottus	1.00	1.00	1.00	1.00	1.00
12 110 Pomeroy	1.00	1.00	1.00	1.00	1.00
13 073 Wahluke	1.00	1.00	1.00	1.00	1.00
13 144 Quincy	1.00	1.00	1.00	1.00	1.00
13 146 Warden	1.00	1.00	1.00	1.00	1.00
13 151 Coulee-Hartline	1.00	1.00	1.00	1.00	1.00
13 156 Soap Lake	1.00	1.00	1.00	1.00	1.00
13 160 Royal	1.00	1.00	1.00	1.00	1.00
13 161 Moses Lake	1.06	1.06	1.05	1.04	1.03
13 165 Ephrata	1.00	1.00	1.00	1.00	1.00
13 167 Wilson Creek	1.00	1.00	1.00	1.00	1.00
13 301 Grand Coulee Dam	1.00	1.00	1.00	1.00	1.00
14 005 Aberdeen	1.00	1.00	1.00	1.00	1.00
14 028 Hoquiam	1.00	1.00	1.00	1.00	1.00
14 064 North Beach	1.00	1.00	1.00	1.00	1.00
14 065 McCleary	1.00	1.00	1.00	1.00	1.00
14 066 Montesano	1.00	1.00	1.00	1.00	1.00
14 068 Elma	1.00	1.00	1.00	1.00	1.00
14 077 Taholah	1.00	1.00	1.00	1.00	1.00
14 097 Quinalt	1.00	1.00	1.00	1.00	1.00
14 099 Cosmopolis	1.00	1.00	1.00	1.00	1.00
14 104 Satsop	1.00	1.00	1.00	1.00	1.00
14 117 Wishkah Valley	1.00	1.00	1.00	1.00	1.00
14 172 Ocosta	1.00	1.00	1.00	1.00	1.00
14 400 Oakville	1.00	1.00	1.00	1.00	1.00
15 201 Oak Harbor	1.12	1.12	1.12	1.12	1.12
15 204 Coupeville	1.12	1.12	1.12	1.12	1.12
15 206 South Whidbey	1.24	1.24	1.22	1.20	1.18
16 020 Queets-Clearwater	1.00	1.00	1.00	1.00	1.00
16 046 Brinnon	1.00	1.00	1.00	1.00	1.00
16 048 Quilcene	1.00	1.00	1.00	1.00	1.00
16 049 Chimacum	1.12	1.12	1.12	1.12	1.12
16 050 Port Townsend	1.06	1.06	1.06	1.06	1.06
17 001 Seattle	1.18	1.18	1.18	1.18	1.18
17 210 Federal Way	1.12	1.12	1.12	1.12	1.12
17 216 Enumclaw	1.12	1.12	1.12	1.12	1.12
17 400 Mercer Island	1.18	1.18	1.18	1.18	1.18
17 401 Highline	1.18	1.18	1.18	1.18	1.18
17 402 Vashon Island	1.12	1.12	1.12	1.12	1.12
17 403 Renton	1.18	1.18	1.18	1.18	1.18
17 404 Skykomish	1.18	1.18	1.18	1.18	1.18
17 405 Bellevue	1.18	1.18	1.18	1.18	1.18
17 406 Tukwila	1.18	1.18	1.18	1.18	1.18
17 407 Riverview	1.18	1.18	1.18	1.18	1.18
17 408 Auburn	1.18	1.18	1.17	1.16	1.15
17 409 Tahoma	1.18	1.18	1.18	1.18	1.18
17 410 Snoqualmie Valley	1.18	1.18	1.18	1.18	1.18
17 411 Issaquah	1.18	1.18	1.18	1.18	1.18

**Regionalization Factors for K-12 Compensation**

<u>School District</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>
17 412 Shoreline	1.24	1.24	1.22	1.20	1.18
17 414 Lake Washington	1.18	1.18	1.18	1.18	1.18
17 415 Kent	1.18	1.18	1.18	1.18	1.18
17 417 Northshore	1.18	1.18	1.18	1.18	1.18
18 100 Bremerton	1.18	1.18	1.18	1.18	1.18
18 303 Bainbridge Island	1.18	1.18	1.18	1.18	1.18
18 400 North Kitsap	1.18	1.18	1.18	1.18	1.18
18 401 Central Kitsap	1.18	1.18	1.18	1.18	1.18
18 402 South Kitsap	1.18	1.18	1.18	1.18	1.18
19 007 Damman	1.00	1.00	1.00	1.00	1.00
19 028 Easton	1.00	1.00	1.00	1.00	1.00
19 400 Thorp	1.00	1.00	1.00	1.00	1.00
19 401 Ellensburg	1.00	1.00	1.00	1.00	1.00
19 403 Kittitas	1.00	1.00	1.00	1.00	1.00
19 404 Cle Elum-Roslyn	1.00	1.00	1.00	1.00	1.00
20 094 Wishram	1.00	1.00	1.00	1.00	1.00
20 203 Bickleton	1.00	1.00	1.00	1.00	1.00
20 215 Centerville	1.00	1.00	1.00	1.00	1.00
20 400 Trout Lake	1.00	1.00	1.00	1.00	1.00
20 401 Glenwood	1.00	1.00	1.00	1.00	1.00
20 402 Klickitat	1.00	1.00	1.00	1.00	1.00
20 403 Roosevelt	1.00	1.00	1.00	1.00	1.00
20 404 Goldendale	1.00	1.00	1.00	1.00	1.00
20 405 White Salmon	1.00	1.00	1.00	1.00	1.00
20 406 Lyle	1.00	1.00	1.00	1.00	1.00
21 014 Napavine	1.00	1.00	1.00	1.00	1.00
21 036 Evaline	1.00	1.00	1.00	1.00	1.00
21 206 Mossyrock	1.00	1.00	1.00	1.00	1.00
21 214 Morton	1.00	1.00	1.00	1.00	1.00
21 226 Adna	1.00	1.00	1.00	1.00	1.00
21 232 Winlock	1.00	1.00	1.00	1.00	1.00
21 234 Boistfort	1.00	1.00	1.00	1.00	1.00
21 237 Toledo	1.00	1.00	1.00	1.00	1.00
21 300 Onalaska	1.00	1.00	1.00	1.00	1.00
21 301 Pe Ell	1.00	1.00	1.00	1.00	1.00
21 302 Chehalis	1.00	1.00	1.00	1.00	1.00
21 303 White Pass	1.00	1.00	1.00	1.00	1.00
21 401 Centralia	1.00	1.00	1.00	1.00	1.00
22 008 Sprague	1.00	1.00	1.00	1.00	1.00
22 009 Reardan-Edwall	1.00	1.00	1.00	1.00	1.00
22 017 Almira	1.00	1.00	1.00	1.00	1.00
22 073 Creston	1.00	1.00	1.00	1.00	1.00
22 105 Odessa	1.06	1.06	1.05	1.04	1.03
22 200 Wilbur	1.00	1.00	1.00	1.00	1.00
22 204 Harrington	1.00	1.00	1.00	1.00	1.00
22 207 Davenport	1.00	1.00	1.00	1.00	1.00
23 042 Southside	1.00	1.00	1.00	1.00	1.00
23 054 Grapeview	1.00	1.00	1.00	1.00	1.00
23 309 Shelton	1.00	1.00	1.00	1.00	1.00
23 311 Mary M. Knight	1.00	1.00	1.00	1.00	1.00
23 402 Pioneer	1.00	1.00	1.00	1.00	1.00
23 403 North Mason	1.00	1.00	1.00	1.00	1.00

**Regionalization Factors for K-12 Compensation**

<u>School District</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>
23 404 Hood Canal	1.00	1.00	1.00	1.00	1.00
24 014 Nespelem	1.00	1.00	1.00	1.00	1.00
24 019 Omak	1.00	1.00	1.00	1.00	1.00
24 105 Okanogan	1.00	1.00	1.00	1.00	1.00
24 111 Brewster	1.00	1.00	1.00	1.00	1.00
24 122 Pateros	1.00	1.00	1.00	1.00	1.00
24 350 Methow Valley	1.00	1.00	1.00	1.00	1.00
24 404 Tonasket	1.00	1.00	1.00	1.00	1.00
24 410 Oroville	1.00	1.00	1.00	1.00	1.00
25 101 Ocean Beach	1.00	1.00	1.00	1.00	1.00
25 116 Raymond	1.00	1.00	1.00	1.00	1.00
25 118 South Bend	1.00	1.00	1.00	1.00	1.00
25 155 Naselle-Grays River Valley	1.00	1.00	1.00	1.00	1.00
25 160 Willapa Valley	1.00	1.00	1.00	1.00	1.00
25 200 North River	1.00	1.00	1.00	1.00	1.00
26 056 Newport	1.00	1.00	1.00	1.00	1.00
26 059 Cusick	1.00	1.00	1.00	1.00	1.00
26 070 Selkirk	1.00	1.00	1.00	1.00	1.00
27 001 Steilacoom Historical	1.06	1.06	1.05	1.04	1.03
27 003 Puyallup	1.06	1.06	1.06	1.06	1.06
27 010 Tacoma	1.12	1.12	1.12	1.12	1.12
27 019 Carbonado	1.06	1.06	1.06	1.06	1.06
27 083 University Place	1.06	1.06	1.06	1.06	1.06
27 320 Sumner	1.12	1.12	1.12	1.12	1.12
27 343 Dieringer	1.12	1.12	1.12	1.12	1.12
27 344 Orting	1.06	1.06	1.06	1.06	1.06
27 400 Clover Park	1.06	1.06	1.06	1.06	1.06
27 401 Peninsula	1.12	1.12	1.12	1.12	1.12
27 402 Franklin Pierce	1.06	1.06	1.06	1.06	1.06
27 403 Bethel	1.00	1.00	1.00	1.00	1.00
27 404 Eatonville	1.00	1.00	1.00	1.00	1.00
27 416 White River	1.06	1.06	1.06	1.06	1.06
27 417 Fife	1.12	1.12	1.12	1.12	1.12
28 010 Shaw Island	1.12	1.12	1.12	1.12	1.12
28 137 Orcas Island	1.12	1.12	1.12	1.12	1.12
28 144 Lopez Island	1.12	1.12	1.12	1.12	1.12
28 149 San Juan Island	1.12	1.12	1.12	1.12	1.12
29 011 Concrete	1.06	1.06	1.06	1.06	1.06
29 100 Burlington-Edison	1.18	1.18	1.17	1.16	1.15
29 101 Sedro-Woolley	1.06	1.06	1.06	1.06	1.06
29 103 Anacortes	1.12	1.12	1.12	1.12	1.12
29 311 La Conner	1.12	1.12	1.12	1.12	1.12
29 317 Conway	1.12	1.12	1.11	1.10	1.09
29 320 Mount Vernon	1.12	1.12	1.12	1.12	1.12
30 002 Skamania	1.00	1.00	1.00	1.00	1.00
30 029 Mount Pleasant	1.06	1.06	1.06	1.06	1.06
30 031 Mill A	1.00	1.00	1.00	1.00	1.00
30 303 Stevenson-Carson	1.00	1.00	1.00	1.00	1.00
31 002 Everett	1.24	1.24	1.22	1.20	1.18
31 004 Lake Stevens	1.24	1.24	1.22	1.20	1.18
31 006 Mukilteo	1.24	1.24	1.22	1.20	1.18
31 015 Edmonds	1.18	1.18	1.18	1.18	1.18

**Regionalization Factors for K-12 Compensation**

<u>School District</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>
31 016 Arlington	1.18	1.18	1.17	1.16	1.15
31 025 Marysville	1.18	1.18	1.17	1.16	1.15
31 063 Index	1.12	1.12	1.12	1.12	1.12
31 103 Monroe	1.18	1.18	1.18	1.18	1.18
31 201 Snohomish	1.24	1.24	1.22	1.20	1.18
31 306 Lakewood	1.18	1.18	1.17	1.16	1.15
31 311 Sultan	1.18	1.18	1.18	1.18	1.18
31 330 Darrington	1.12	1.12	1.12	1.12	1.12
31 332 Granite Falls	1.12	1.12	1.12	1.12	1.12
31 401 Stanwood	1.18	1.18	1.17	1.16	1.15
32 081 Spokane	1.06	1.06	1.05	1.04	1.03
32 123 Orchard Prairie	1.00	1.00	1.00	1.00	1.00
32 312 Great Northern	1.00	1.00	1.00	1.00	1.00
32 325 Nine Mile Falls	1.00	1.00	1.00	1.00	1.00
32 326 Medical Lake	1.00	1.00	1.00	1.00	1.00
32 354 Mead	1.06	1.06	1.05	1.04	1.03
32 356 Central Valley	1.00	1.00	1.00	1.00	1.00
32 358 Freeman	1.00	1.00	1.00	1.00	1.00
32 360 Cheney	1.00	1.00	1.00	1.00	1.00
32 361 East Valley (Spokane)	1.00	1.00	1.00	1.00	1.00
32 362 Liberty	1.00	1.00	1.00	1.00	1.00
32 363 West Valley (Spokane)	1.00	1.00	1.00	1.00	1.00
32 414 Deer Park	1.00	1.00	1.00	1.00	1.00
32 416 Riverside	1.00	1.00	1.00	1.00	1.00
33 030 Onion Creek	1.00	1.00	1.00	1.00	1.00
33 036 Chewelah	1.00	1.00	1.00	1.00	1.00
33 049 Wellpinit	1.00	1.00	1.00	1.00	1.00
33 070 Valley	1.00	1.00	1.00	1.00	1.00
33 115 Colville	1.00	1.00	1.00	1.00	1.00
33 183 Loon Lake	1.00	1.00	1.00	1.00	1.00
33 202 Summit Valley	1.00	1.00	1.00	1.00	1.00
33 205 Evergreen (Stevens)	1.00	1.00	1.00	1.00	1.00
33 206 Columbia (Stevens)	1.00	1.00	1.00	1.00	1.00
33 207 Mary Walker	1.00	1.00	1.00	1.00	1.00
33 211 Northport	1.00	1.00	1.00	1.00	1.00
33 212 Kettle Falls	1.00	1.00	1.00	1.00	1.00
34 002 Yelm	1.00	1.00	1.00	1.00	1.00
34 003 North Thurston	1.06	1.06	1.05	1.04	1.03
34 033 Tumwater	1.00	1.00	1.00	1.00	1.00
34 111 Olympia	1.00	1.00	1.00	1.00	1.00
34 307 Rainier	1.00	1.00	1.00	1.00	1.00
34 324 Griffin	1.00	1.00	1.00	1.00	1.00
34 401 Rochester	1.00	1.00	1.00	1.00	1.00
34 402 Tenino	1.00	1.00	1.00	1.00	1.00
35 200 Wahkiakum	1.00	1.00	1.00	1.00	1.00
36 101 Dixie	1.00	1.00	1.00	1.00	1.00
36 140 Walla Walla	1.00	1.00	1.00	1.00	1.00
36 250 College Place	1.00	1.00	1.00	1.00	1.00
36 300 Touchet	1.00	1.00	1.00	1.00	1.00
36 400 Columbia (Walla Walla)	1.00	1.00	1.00	1.00	1.00
36 401 Waitsburg	1.00	1.00	1.00	1.00	1.00
36 402 Prescott	1.00	1.00	1.00	1.00	1.00

**Regionalization Factors for K-12 Compensation**

<u>School District</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>
37 501 Bellingham	1.12	1.12	1.11	1.10	1.09
37 502 Ferndale	1.12	1.12	1.11	1.10	1.09
37 503 Blaine	1.12	1.12	1.12	1.12	1.12
37 504 Lynden	1.06	1.06	1.06	1.06	1.06
37 505 Meridian	1.06	1.06	1.06	1.06	1.06
37 506 Nooksack Valley	1.06	1.06	1.06	1.06	1.06
37 507 Mount Baker	1.06	1.06	1.06	1.06	1.06
38 126 Lacrosse	1.00	1.00	1.00	1.00	1.00
38 264 Lamont	1.00	1.00	1.00	1.00	1.00
38 265 Tekoa	1.00	1.00	1.00	1.00	1.00
38 267 Pullman	1.00	1.00	1.00	1.00	1.00
38 300 Colfax	1.00	1.00	1.00	1.00	1.00
38 301 Palouse	1.00	1.00	1.00	1.00	1.00
38 302 Garfield	1.00	1.00	1.00	1.00	1.00
38 304 Steptoe	1.00	1.00	1.00	1.00	1.00
38 306 Colton	1.00	1.00	1.00	1.00	1.00
38 308 Endicott	1.00	1.00	1.00	1.00	1.00
38 320 Rosalia	1.00	1.00	1.00	1.00	1.00
38 322 St. John	1.00	1.00	1.00	1.00	1.00
38 324 Oakesdale	1.00	1.00	1.00	1.00	1.00
39 002 Union Gap	1.00	1.00	1.00	1.00	1.00
39 003 Naches Valley	1.00	1.00	1.00	1.00	1.00
39 007 Yakima	1.00	1.00	1.00	1.00	1.00
39 090 East Valley (Yakima)	1.00	1.00	1.00	1.00	1.00
39 119 Selah	1.00	1.00	1.00	1.00	1.00
39 120 Mabton	1.00	1.00	1.00	1.00	1.00
39 200 Grandview	1.00	1.00	1.00	1.00	1.00
39 201 Sunnyside	1.00	1.00	1.00	1.00	1.00
39 202 Toppenish	1.00	1.00	1.00	1.00	1.00
39 203 Highland	1.00	1.00	1.00	1.00	1.00
39 204 Granger	1.00	1.00	1.00	1.00	1.00
39 205 Zillah	1.00	1.00	1.00	1.00	1.00
39 207 Wapato	1.00	1.00	1.00	1.00	1.00
39 208 West Valley (Yakima)	1.06	1.06	1.05	1.04	1.03
39 209 Mount Adams	1.00	1.00	1.00	1.00	1.00

*Legislative Conference Budget*

**LEAP Document 3**

**Date: June**

**Time: 01:14**

**Regionalization Factors for K-12 Compensation**

<b><u>School District</u></b>	<b><u>2018-19</u></b>	<b><u>2019-20</u></b>	<b><u>2020-21</u></b>	<b><u>2021-22</u></b>	<b><u>2022-23</u></b>
15 206 South Whidbey	1.24	1.24	1.22	1.20	1.18
17 412 Shoreline	1.24	1.24	1.22	1.20	1.18
31 002 Everett	1.24	1.24	1.22	1.20	1.18
31 004 Lake Stevens	1.24	1.24	1.22	1.20	1.18
31 006 Mukilteo	1.24	1.24	1.22	1.20	1.18
31 201 Snohomish	1.24	1.24	1.22	1.20	1.18
17 001 Seattle	1.18	1.18	1.18	1.18	1.18
17 400 Mercer Island	1.18	1.18	1.18	1.18	1.18
17 401 Highline	1.18	1.18	1.18	1.18	1.18
17 403 Renton	1.18	1.18	1.18	1.18	1.18
17 404 Skykomish	1.18	1.18	1.18	1.18	1.18
17 405 Bellevue	1.18	1.18	1.18	1.18	1.18
17 406 Tukwila	1.18	1.18	1.18	1.18	1.18
17 407 Riverview	1.18	1.18	1.18	1.18	1.18
17 408 Auburn	1.18	1.18	1.17	1.16	1.15
17 409 Tahoma	1.18	1.18	1.18	1.18	1.18
17 410 Snoqualmie Valley	1.18	1.18	1.18	1.18	1.18
17 411 Issaquah	1.18	1.18	1.18	1.18	1.18
17 414 Lake Washington	1.18	1.18	1.18	1.18	1.18
17 415 Kent	1.18	1.18	1.18	1.18	1.18
17 417 Northshore	1.18	1.18	1.18	1.18	1.18
18 100 Bremerton	1.18	1.18	1.18	1.18	1.18
18 303 Bainbridge Island	1.18	1.18	1.18	1.18	1.18
18 400 North Kitsap	1.18	1.18	1.18	1.18	1.18
18 401 Central Kitsap	1.18	1.18	1.18	1.18	1.18
18 402 South Kitsap	1.18	1.18	1.18	1.18	1.18
29 100 Burlington-Edison	1.18	1.18	1.17	1.16	1.15
31 015 Edmonds	1.18	1.18	1.18	1.18	1.18
31 016 Arlington	1.18	1.18	1.17	1.16	1.15
31 025 Marysville	1.18	1.18	1.17	1.16	1.15
31 103 Monroe	1.18	1.18	1.18	1.18	1.18
31 306 Lakewood	1.18	1.18	1.17	1.16	1.15
31 311 Sultan	1.18	1.18	1.18	1.18	1.18
31 401 Stanwood	1.18	1.18	1.17	1.16	1.15
06 117 Camas	1.12	1.12	1.11	1.10	1.09
15 201 Oak Harbor	1.12	1.12	1.12	1.12	1.12
15 204 Coupeville	1.12	1.12	1.12	1.12	1.12
16 049 Chimacum	1.12	1.12	1.12	1.12	1.12
17 210 Federal Way	1.12	1.12	1.12	1.12	1.12
17 216 Enumclaw	1.12	1.12	1.12	1.12	1.12

## **Regionalization Factors for K-12 Compensation**

<u>School District</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>
17 402 Vashon Island	1.12	1.12	1.12	1.12	1.12
27 010 Tacoma	1.12	1.12	1.12	1.12	1.12
27 320 Sumner	1.12	1.12	1.12	1.12	1.12
27 343 Dieringer	1.12	1.12	1.12	1.12	1.12
27 401 Peninsula	1.12	1.12	1.12	1.12	1.12
27 417 Fife	1.12	1.12	1.12	1.12	1.12
28 010 Shaw Island	1.12	1.12	1.12	1.12	1.12
28 137 Orcas Island	1.12	1.12	1.12	1.12	1.12
28 144 Lopez Island	1.12	1.12	1.12	1.12	1.12
28 149 San Juan Island	1.12	1.12	1.12	1.12	1.12
29 103 Anacortes	1.12	1.12	1.12	1.12	1.12
29 311 La Conner	1.12	1.12	1.12	1.12	1.12
29 317 Conway	1.12	1.12	1.11	1.10	1.09
29 320 Mount Vernon	1.12	1.12	1.12	1.12	1.12
31 063 Index	1.12	1.12	1.12	1.12	1.12
31 330 Darrington	1.12	1.12	1.12	1.12	1.12
31 332 Granite Falls	1.12	1.12	1.12	1.12	1.12
37 501 Bellingham	1.12	1.12	1.11	1.10	1.09
37 502 Ferndale	1.12	1.12	1.11	1.10	1.09
37 503 Blaine	1.12	1.12	1.12	1.12	1.12
03 400 Richland	1.06	1.06	1.05	1.04	1.03
04 069 Stehekin	1.06	1.06	1.05	1.04	1.03
04 246 Wenatchee	1.06	1.06	1.05	1.04	1.03
05 121 Port Angeles	1.06	1.06	1.05	1.04	1.03
05 323 Sequim	1.06	1.06	1.06	1.06	1.06
06 037 Vancouver	1.06	1.06	1.06	1.06	1.06
06 098 Hockinson	1.06	1.06	1.06	1.06	1.06
06 101 La Center	1.06	1.06	1.06	1.06	1.06
06 114 Evergreen (Clark)	1.06	1.06	1.06	1.06	1.06
06 119 Battle Ground	1.06	1.06	1.06	1.06	1.06
06 122 Ridgefield	1.06	1.06	1.06	1.06	1.06
13 161 Moses Lake	1.06	1.06	1.05	1.04	1.03
16 050 Port Townsend	1.06	1.06	1.06	1.06	1.06
22 105 Odessa	1.06	1.06	1.05	1.04	1.03
27 001 Steilacoom Historical	1.06	1.06	1.05	1.04	1.03
27 003 Puyallup	1.06	1.06	1.06	1.06	1.06
27 019 Carbonado	1.06	1.06	1.06	1.06	1.06
27 083 University Place	1.06	1.06	1.06	1.06	1.06
27 344 Orting	1.06	1.06	1.06	1.06	1.06
27 400 Clover Park	1.06	1.06	1.06	1.06	1.06
27 402 Franklin Pierce	1.06	1.06	1.06	1.06	1.06
27 416 White River	1.06	1.06	1.06	1.06	1.06
29 011 Concrete	1.06	1.06	1.06	1.06	1.06

## **Regionalization Factors for K-12 Compensation**

<b><u>School District</u></b>	<b><u>2018-19</u></b>	<b><u>2019-20</u></b>	<b><u>2020-21</u></b>	<b><u>2021-22</u></b>	<b><u>2022-23</u></b>
29 101 Sedro-Woolley	1.06	1.06	1.06	1.06	1.06
30 029 Mount Pleasant	1.06	1.06	1.06	1.06	1.06
32 081 Spokane	1.06	1.06	1.05	1.04	1.03
32 354 Mead	1.06	1.06	1.05	1.04	1.03
34 003 North Thurston	1.06	1.06	1.05	1.04	1.03
37 504 Lynden	1.06	1.06	1.06	1.06	1.06
37 505 Meridian	1.06	1.06	1.06	1.06	1.06
37 506 Nooksack Valley	1.06	1.06	1.06	1.06	1.06
37 507 Mount Baker	1.06	1.06	1.06	1.06	1.06
39 208 West Valley (Yakima)	1.06	1.06	1.05	1.04	1.03
01 109 Washtucna	1.00	1.00	1.00	1.00	1.00
01 122 Benge	1.00	1.00	1.00	1.00	1.00
01 147 Othello	1.00	1.00	1.00	1.00	1.00
01 158 Lind	1.00	1.00	1.00	1.00	1.00
01 160 Ritzville	1.00	1.00	1.00	1.00	1.00
02 250 Clarkston	1.00	1.00	1.00	1.00	1.00
02 420 Asotin-Anatone	1.00	1.00	1.00	1.00	1.00
03 017 Kennewick	1.00	1.00	1.00	1.00	1.00
03 050 Paterson	1.00	1.00	1.00	1.00	1.00
03 052 Kiona-Benton City	1.00	1.00	1.00	1.00	1.00
03 053 Finley	1.00	1.00	1.00	1.00	1.00
03 116 Prosser	1.00	1.00	1.00	1.00	1.00
04 019 Manson	1.00	1.00	1.00	1.00	1.00
04 127 Entiat	1.00	1.00	1.00	1.00	1.00
04 129 Lake Chelan	1.00	1.00	1.00	1.00	1.00
04 222 Cashmere	1.00	1.00	1.00	1.00	1.00
04 228 Cascade	1.00	1.00	1.00	1.00	1.00
05 313 Crescent	1.00	1.00	1.00	1.00	1.00
05 401 Cape Flattery	1.00	1.00	1.00	1.00	1.00
05 402 Quillayute Valley	1.00	1.00	1.00	1.00	1.00
06 103 Green Mountain	1.00	1.00	1.00	1.00	1.00
06 112 Washougal	1.00	1.00	1.00	1.00	1.00
07 002 Dayton	1.00	1.00	1.00	1.00	1.00
07 035 Starbuck	1.00	1.00	1.00	1.00	1.00
08 122 Longview	1.00	1.00	1.00	1.00	1.00
08 130 Toutle Lake	1.00	1.00	1.00	1.00	1.00
08 401 Castle Rock	1.00	1.00	1.00	1.00	1.00
08 402 Kalama	1.00	1.00	1.00	1.00	1.00
08 404 Woodland	1.00	1.00	1.00	1.00	1.00
08 458 Kelso	1.00	1.00	1.00	1.00	1.00
09 013 Orondo	1.00	1.00	1.00	1.00	1.00
09 075 Bridgeport	1.00	1.00	1.00	1.00	1.00
09 102 Palisades	1.00	1.00	1.00	1.00	1.00



## **Regionalization Factors for K-12 Compensation**

<u>School District</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>
09 206 Eastmont	1.00	1.00	1.00	1.00	1.00
09 207 Mansfield	1.00	1.00	1.00	1.00	1.00
09 209 Waterville	1.00	1.00	1.00	1.00	1.00
10 003 Keller	1.00	1.00	1.00	1.00	1.00
10 050 Curlew	1.00	1.00	1.00	1.00	1.00
10 065 Orient	1.00	1.00	1.00	1.00	1.00
10 070 Inchelium	1.00	1.00	1.00	1.00	1.00
10 309 Republic	1.00	1.00	1.00	1.00	1.00
11 001 Pasco	1.00	1.00	1.00	1.00	1.00
11 051 North Franklin	1.00	1.00	1.00	1.00	1.00
11 054 Star	1.00	1.00	1.00	1.00	1.00
11 056 Kahlottus	1.00	1.00	1.00	1.00	1.00
12 110 Pomeroy	1.00	1.00	1.00	1.00	1.00
13 073 Wahluke	1.00	1.00	1.00	1.00	1.00
13 144 Quincy	1.00	1.00	1.00	1.00	1.00
13 146 Warden	1.00	1.00	1.00	1.00	1.00
13 151 Coulee-Hartline	1.00	1.00	1.00	1.00	1.00
13 156 Soap Lake	1.00	1.00	1.00	1.00	1.00
13 160 Royal	1.00	1.00	1.00	1.00	1.00
13 165 Ephrata	1.00	1.00	1.00	1.00	1.00
13 167 Wilson Creek	1.00	1.00	1.00	1.00	1.00
13 301 Grand Coulee Dam	1.00	1.00	1.00	1.00	1.00
14 005 Aberdeen	1.00	1.00	1.00	1.00	1.00
14 028 Hoquiam	1.00	1.00	1.00	1.00	1.00
14 064 North Beach	1.00	1.00	1.00	1.00	1.00
14 065 McCleary	1.00	1.00	1.00	1.00	1.00
14 066 Montesano	1.00	1.00	1.00	1.00	1.00
14 068 Elma	1.00	1.00	1.00	1.00	1.00
14 077 Taholah	1.00	1.00	1.00	1.00	1.00
14 097 Quinalt	1.00	1.00	1.00	1.00	1.00
14 099 Cosmopolis	1.00	1.00	1.00	1.00	1.00
14 104 Satsop	1.00	1.00	1.00	1.00	1.00
14 117 Wishkah Valley	1.00	1.00	1.00	1.00	1.00
14 172 Ocosta	1.00	1.00	1.00	1.00	1.00
14 400 Oakville	1.00	1.00	1.00	1.00	1.00
16 020 Queets-Clearwater	1.00	1.00	1.00	1.00	1.00
16 046 Brinnon	1.00	1.00	1.00	1.00	1.00
16 048 Quilcene	1.00	1.00	1.00	1.00	1.00
19 007 Damman	1.00	1.00	1.00	1.00	1.00
19 028 Easton	1.00	1.00	1.00	1.00	1.00
19 400 Thorp	1.00	1.00	1.00	1.00	1.00
19 401 Ellensburg	1.00	1.00	1.00	1.00	1.00
19 403 Kittitas	1.00	1.00	1.00	1.00	1.00

## **Regionalization Factors for K-12 Compensation**

<u>School District</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>
19 404 Cle Elum-Roslyn	1.00	1.00	1.00	1.00	1.00
20 094 Wishram	1.00	1.00	1.00	1.00	1.00
20 203 Bickleton	1.00	1.00	1.00	1.00	1.00
20 215 Centerville	1.00	1.00	1.00	1.00	1.00
20 400 Trout Lake	1.00	1.00	1.00	1.00	1.00
20 401 Glenwood	1.00	1.00	1.00	1.00	1.00
20 402 Klickitat	1.00	1.00	1.00	1.00	1.00
20 403 Roosevelt	1.00	1.00	1.00	1.00	1.00
20 404 Goldendale	1.00	1.00	1.00	1.00	1.00
20 405 White Salmon	1.00	1.00	1.00	1.00	1.00
20 406 Lyle	1.00	1.00	1.00	1.00	1.00
21 014 Napavine	1.00	1.00	1.00	1.00	1.00
21 036 Evaline	1.00	1.00	1.00	1.00	1.00
21 206 Mossyrock	1.00	1.00	1.00	1.00	1.00
21 214 Morton	1.00	1.00	1.00	1.00	1.00
21 226 Adna	1.00	1.00	1.00	1.00	1.00
21 232 Winlock	1.00	1.00	1.00	1.00	1.00
21 234 Boistfort	1.00	1.00	1.00	1.00	1.00
21 237 Toledo	1.00	1.00	1.00	1.00	1.00
21 300 Onalaska	1.00	1.00	1.00	1.00	1.00
21 301 Pe Ell	1.00	1.00	1.00	1.00	1.00
21 302 Chehalis	1.00	1.00	1.00	1.00	1.00
21 303 White Pass	1.00	1.00	1.00	1.00	1.00
21 401 Centralia	1.00	1.00	1.00	1.00	1.00
22 008 Sprague	1.00	1.00	1.00	1.00	1.00
22 009 Reardan-Edwall	1.00	1.00	1.00	1.00	1.00
22 017 Almira	1.00	1.00	1.00	1.00	1.00
22 073 Creston	1.00	1.00	1.00	1.00	1.00
22 200 Wilbur	1.00	1.00	1.00	1.00	1.00
22 204 Harrington	1.00	1.00	1.00	1.00	1.00
22 207 Davenport	1.00	1.00	1.00	1.00	1.00
23 042 Southside	1.00	1.00	1.00	1.00	1.00
23 054 Grapeview	1.00	1.00	1.00	1.00	1.00
23 309 Shelton	1.00	1.00	1.00	1.00	1.00
23 311 Mary M. Knight	1.00	1.00	1.00	1.00	1.00
23 402 Pioneer	1.00	1.00	1.00	1.00	1.00
23 403 North Mason	1.00	1.00	1.00	1.00	1.00
23 404 Hood Canal	1.00	1.00	1.00	1.00	1.00
24 014 Nespelem	1.00	1.00	1.00	1.00	1.00
24 019 Omak	1.00	1.00	1.00	1.00	1.00
24 105 Okanogan	1.00	1.00	1.00	1.00	1.00
24 111 Brewster	1.00	1.00	1.00	1.00	1.00
24 122 Pateros	1.00	1.00	1.00	1.00	1.00

## Regionalization Factors for K-12 Compensation

<u>School District</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>
24 350 Methow Valley	1.00	1.00	1.00	1.00	1.00
24 404 Tonasket	1.00	1.00	1.00	1.00	1.00
24 410 Oroville	1.00	1.00	1.00	1.00	1.00
25 101 Ocean Beach	1.00	1.00	1.00	1.00	1.00
25 116 Raymond	1.00	1.00	1.00	1.00	1.00
25 118 South Bend	1.00	1.00	1.00	1.00	1.00
25 155 Naselle-Grays River Valley	1.00	1.00	1.00	1.00	1.00
25 160 Willapa Valley	1.00	1.00	1.00	1.00	1.00
25 200 North River	1.00	1.00	1.00	1.00	1.00
26 056 Newport	1.00	1.00	1.00	1.00	1.00
26 059 Cusick	1.00	1.00	1.00	1.00	1.00
26 070 Selkirk	1.00	1.00	1.00	1.00	1.00
27 403 Bethel	1.00	1.00	1.00	1.00	1.00
27 404 Eatonville	1.00	1.00	1.00	1.00	1.00
30 002 Skamania	1.00	1.00	1.00	1.00	1.00
30 031 Mill A	1.00	1.00	1.00	1.00	1.00
30 303 Stevenson-Carson	1.00	1.00	1.00	1.00	1.00
32 123 Orchard Prairie	1.00	1.00	1.00	1.00	1.00
32 312 Great Northern	1.00	1.00	1.00	1.00	1.00
32 325 Nine Mile Falls	1.00	1.00	1.00	1.00	1.00
32 326 Medical Lake	1.00	1.00	1.00	1.00	1.00
32 356 Central Valley	1.00	1.00	1.00	1.00	1.00
32 358 Freeman	1.00	1.00	1.00	1.00	1.00
32 360 Cheney	1.00	1.00	1.00	1.00	1.00
32 361 East Valley (Spokane)	1.00	1.00	1.00	1.00	1.00
32 362 Liberty	1.00	1.00	1.00	1.00	1.00
32 363 West Valley (Spokane)	1.00	1.00	1.00	1.00	1.00
32 414 Deer Park	1.00	1.00	1.00	1.00	1.00
32 416 Riverside	1.00	1.00	1.00	1.00	1.00
33 030 Onion Creek	1.00	1.00	1.00	1.00	1.00
33 036 Chewelah	1.00	1.00	1.00	1.00	1.00
33 049 Wellpinit	1.00	1.00	1.00	1.00	1.00
33 070 Valley	1.00	1.00	1.00	1.00	1.00
33 115 Colville	1.00	1.00	1.00	1.00	1.00
33 183 Loon Lake	1.00	1.00	1.00	1.00	1.00
33 202 Summit Valley	1.00	1.00	1.00	1.00	1.00
33 205 Evergreen (Stevens)	1.00	1.00	1.00	1.00	1.00
33 206 Columbia (Stevens)	1.00	1.00	1.00	1.00	1.00
33 207 Mary Walker	1.00	1.00	1.00	1.00	1.00
33 211 Northport	1.00	1.00	1.00	1.00	1.00
33 212 Kettle Falls	1.00	1.00	1.00	1.00	1.00
34 002 Yelm	1.00	1.00	1.00	1.00	1.00
34 033 Tumwater	1.00	1.00	1.00	1.00	1.00

## **Regionalization Factors for K-12 Compensation**

<u>School District</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>
34 111 Olympia	1.00	1.00	1.00	1.00	1.00
34 307 Rainier	1.00	1.00	1.00	1.00	1.00
34 324 Griffin	1.00	1.00	1.00	1.00	1.00
34 401 Rochester	1.00	1.00	1.00	1.00	1.00
34 402 Tenino	1.00	1.00	1.00	1.00	1.00
35 200 Wahkiakum	1.00	1.00	1.00	1.00	1.00
36 101 Dixie	1.00	1.00	1.00	1.00	1.00
36 140 Walla Walla	1.00	1.00	1.00	1.00	1.00
36 250 College Place	1.00	1.00	1.00	1.00	1.00
36 300 Touchet	1.00	1.00	1.00	1.00	1.00
36 400 Columbia (Walla Walla)	1.00	1.00	1.00	1.00	1.00
36 401 Waitsburg	1.00	1.00	1.00	1.00	1.00
36 402 Prescott	1.00	1.00	1.00	1.00	1.00
38 126 Lacrosse	1.00	1.00	1.00	1.00	1.00
38 264 Lamont	1.00	1.00	1.00	1.00	1.00
38 265 Tekoa	1.00	1.00	1.00	1.00	1.00
38 267 Pullman	1.00	1.00	1.00	1.00	1.00
38 300 Colfax	1.00	1.00	1.00	1.00	1.00
38 301 Palouse	1.00	1.00	1.00	1.00	1.00
38 302 Garfield	1.00	1.00	1.00	1.00	1.00
38 304 Steptoe	1.00	1.00	1.00	1.00	1.00
38 306 Colton	1.00	1.00	1.00	1.00	1.00
38 308 Endicott	1.00	1.00	1.00	1.00	1.00
38 320 Rosalia	1.00	1.00	1.00	1.00	1.00
38 322 St. John	1.00	1.00	1.00	1.00	1.00
38 324 Oakesdale	1.00	1.00	1.00	1.00	1.00
39 002 Union Gap	1.00	1.00	1.00	1.00	1.00
39 003 Naches Valley	1.00	1.00	1.00	1.00	1.00
39 007 Yakima	1.00	1.00	1.00	1.00	1.00
39 090 East Valley (Yakima)	1.00	1.00	1.00	1.00	1.00
39 119 Selah	1.00	1.00	1.00	1.00	1.00
39 120 Mabton	1.00	1.00	1.00	1.00	1.00
39 200 Grandview	1.00	1.00	1.00	1.00	1.00
39 201 Sunnyside	1.00	1.00	1.00	1.00	1.00
39 202 Toppenish	1.00	1.00	1.00	1.00	1.00
39 203 Highland	1.00	1.00	1.00	1.00	1.00
39 204 Granger	1.00	1.00	1.00	1.00	1.00
39 205 Zillah	1.00	1.00	1.00	1.00	1.00
39 207 Wapato	1.00	1.00	1.00	1.00	1.00
39 209 Mount Adams	1.00	1.00	1.00	1.00	1.00

**From:** [Lisa Turner](#) on behalf of [Lisa Turner <turner.l@wenatcheeschools.org>](#)  
**To:** [Lisa Turner](#); [jrausch@wsps.net](mailto:jrausch@wsps.net)  
**Subject:** HR Boot Camp  
**Date:** Friday, July 7, 2017 12:56:25 PM

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Good Morning,

You are receiving this email as a participant of HR Boot Camp beginning next Monday. I am the presenter for the afternoon session on Monday. I will be presenting the The ABC's of Human Resources. I would like to get a sense of the group so I can best meet everyone's need. Please answer a few questions for me.

1. How long have you worked in Human Resources?
2. How long have you worked in HR in a school district setting?
3. Do your current duties include submitting the S-275?

Thank you for your response, I look forward to meeting everyone next week - have a great weekend.

Lisa N. Turner, PHR  
Executive Director of Human Resources  
Wenatchee School District  
509-663-8161 ext. 33238

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**From:** [Diane Holt](#) on behalf of [Diane Holt <dholt@fwps.org>](#)  
**To:** [Lisa Turner](#); [jrausch@wspsa.net](#)  
**Subject:** RE: HR Boot Camp  
**Date:** Friday, July 7, 2017 1:42:40 PM

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Answers below 😊 See you Monday!

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**From:** Lisa Turner [mailto:turner.l@wenatcheeschools.org]  
**Sent:** Friday, July 7, 2017 12:56 PM  
**To:** Lisa Turner <turner.l@wenatcheeschools.org>; [jrausch@wspsa.net](#)  
**Subject:** HR Boot Camp

Good Morning,

You are receiving this email as a participant of HR Boot Camp beginning next Monday. I am the presenter for the afternoon session on Monday. I will be presenting the The ABC's of Human Resources. I would like to get a sense of the group so I can best meet everyone's need. Please answer a few questions for me.

1. How long have you worked in Human Resources? [2 years](#)
2. How long have you worked in HR in a school district setting? [2 years](#)
3. Do your current duties include submitting the S-275? [No](#)

Thank you for your response, I look forward to meeting everyone next week - have a great weekend.

Lisa N. Turner, PHR  
Executive Director of Human Resources  
Wenatchee School District  
509-663-8161 ext. 33238

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**From:** [Helene Paroff](#) on behalf of [Helene Paroff <hparoff@wasa-oly.org>](#)  
**To:** [cbruner@mvsd320.org](#); [Bill Keim](#); [Tammy Campbell \(tcampbell@fwps.org\)](#); [mdunn@esd101.net](#); [rrussell@freemansd.org](#); [Warren Hopkins](#); [warren@ernn.com](#); [cleonard@wspsa.net](#); [Curtis M. Leonard](#); [Andy Wolf](#); [Anthony Smith](#); [dclemens@nthurston.k12.wa.us](#); [Dan Steele](#); [csweeting@asd.wednet.edu](#); [davidm@ckschools.org](#); [doug.burge@zillahschools.org](#); [jpalm@ptschools.org](#)  
**Cc:** [Helene Paroff](#); [Jamie Chylinski | WASA](#)  
**Subject:** WASA New Superintendent Workshop  
**Date:** Sunday, July 9, 2017 3:23:08 PM

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Many thanks to all of you for agreeing to play a role in the upcoming WASA New Superintendent Workshop. Currently, we have around 16 registrants but I anticipate that will increase in the upcoming week(s). Those attending represent districts from across the state – large and small, urban and rural, east and west. There is also quite the mix in brand new superintendents, those from out-of-state (new or veteran) and those who are transitioning from one district to another.

Please feel free to send us your PPT before July 24th if you plan to use one (don't feel pressured to if you weren't!) so we can load it onto the computer. We will provide participants with a thumb drive that contains any documents/handouts you would like them to have as well as place them on our website. Please send them in advance also. And, if you have any great recommendations for resources (such as book titles) that you think new superintendents would appreciate, please let Jamie and/or me know so we can place those on our website.

We hope your schedule allows you to join us at the social and BBQ following Monday's program. It is always a lovely event and provides the perfect opportunity to visit with new colleagues. You should have received an invitation last week.

Full details about the conference (including a more detailed schedule) can be found at [www.wasa-oly.org/newsupt17](http://www.wasa-oly.org/newsupt17).

Should you have any questions, please don't hesitate to contact me. I am in the office most days before the workshop (360-489-3640).

As always, my sincerest appreciation,  
Helene

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**From:** [Jane Rausch](#) on behalf of [Jane Rausch <jane.rausch@rsdmail.org>](#)  
**To:** [Angela Moses](#); [Angela Spencer](#); [Bailey Roberts](#); [Christi Sayres](#); [Connie Majors](#); [Danette Riordan](#); [Faviola Ledesma](#); [Jeff Cravy](#); [Jodi Fontyn](#); [Kara Silsbee](#); [Lauren Fang](#); [Lisa Smith](#); [Lori Varkevisser](#); [Melody Perez](#); [Shannon Angle](#); [Shawnacy Smith](#); [Stefanie House](#); [Sue McIsaac](#); [Therese Caldwell](#); [Amy Hurd](#); [Barbara Schmitt](#); [Brittney Richter](#); [Dawna Phillips](#); [Debbie Greenlund](#); [Janie Mata](#); [Kayla Robbins](#); [Leisha Turner](#); [Sandy Weymouth](#); [Sherrie Wilcox](#); [Carrie Joy](#); [DeeDee Buckingham](#); [Janet Paeth](#); [Jennifer Hymer](#); [Joyce Wilson](#); [Julie Dodd](#); [Kelli York](#); [Amanda Davis](#); [Autumn Lara](#); [Ben Ramirez](#); [Christina Larsen](#); [Cyd Leahy](#); [Cynthia Luna McVeigh](#); [Darla Lindsey](#); [David Brower](#); [Dena Jordan](#); [Diane Holt](#); [Dianna Miller](#); [Forrest Griek](#); [Heidi Joyner](#); [Jamie Monagle](#); [Jeanette Ozuna](#); [Jerry Holsten](#); [Jodi Gregory](#); [Kate Lasswell](#); [Kathy Everidge](#); [Kaylee Bolt](#); [Kirsten Anderson-Connolly](#); [Kris Wollan](#); [Lenora Hall](#); [Lori Coady](#); [Mandi Stack](#); [Marilyn Boerke](#); [Mark Martell](#); [Mel Boyd](#); [Paul Wieneke](#); [Sandra Villarreal](#); [Shannon Ramsey](#); [Starla Manchester](#); [Stephanie Drake](#); [Tina Bustad](#); [Tony Frascone](#); [Tyson Vogeler](#); [Ulrike Barlass](#); [Susanne Reister](#); [Denise Kennedy](#); [Laurie Miner](#); [Robin Hay](#); [Susan Sparks](#); [Chris Willits](#); [Liz McFarland](#); [Alana Markham-Harris](#); [Janet Hodson](#); [Shaun Carey](#); [Brandy Japhet](#); [Toney Zeman](#); [Stacy Cook](#); [Burkhauser, Valerie](#)  
**Cc:** [Jennifer Tottenham](#)  
**Subject:** Caprice Hollins presentation  
**Date:** Monday, July 10, 2017 2:54:29 PM  
**Attachments:** [DiAngelo.R. A Challenge to White Silence.pdf](#)  
[Cultural Competence 2017 No Pic.pptx](#)

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Greetings!

Please find attached the power point from Caprice Hollins' presentation this morning. In addition, I have also included the article she referenced.

I hope you all have a fantastic week!

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# Understanding & Dismantling Privilege

The official journal of the White Privilege Conference. A program of the Matrix Center for the Advancement of Social Equity & Inclusion

## Nothing to add: A Challenge to White Silence in Racial Discussions

Robin DiAngelo

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### Abstract

This paper analyzes a common dynamic in interracial discussions on race: white silence. Using whiteness theory as the frame, I explicate the common white rationales for silence in discussions of race and challenge each of these rationales from an antiracist framework. These rationales include: “It’s just my personality—I rarely talk in groups”; “Everyone has already said what I was thinking”; “I don’t know much about race, so I will just listen”; “I don’t feel safe / don’t want to be attacked, so I am staying quiet”; “I am trying to be careful not to dominate the discussion”; “I don’t want to be misunderstood / say the wrong thing / offend anybody”; and “I already know all this.” I argue that regardless of the rationale for white silence in discussions of race, if it is not strategically enacted from an antiracist framework, it functions to maintain white power and privilege and must be challenged.

Robin DiAngelo Ph.D. teaches at Westfield State University. Her research is in Whiteness and racism in Education. She has twice been honored with the Student’s Choice Award for Educator of the Year. She is widely published and has provided anti-racism training for a range of organizations, including the City of Seattle and New York Public Schools.

*As unconscious, habits of white privilege do not merely go unnoticed. They actively thwart the process of conscious reflection on them, which allows them to seem nonexistent even as they continue to function (Sullivan, 2006, pp. 5–6).*

As a white person involved in national antiracist education in the United States for the last 15 years, I have had the unique opportunity to observe, across time and place, consistent patterns of white engagement in discussions about race. Although like most white people, I have been socialized to avoid explicit racial discussions, years of intentional commitment and practice have enabled me to continually challenge this socialization. On a daily basis, I lead or participate in racial discussions, working with both primarily white groups and cross-racial groups—sometimes alone and sometimes with a co-facilitator of color.<sup>1</sup> My position leading these discussions allows me a kind of concentrated exposure to the discourses and practices taken up in racial dialogues that function to support white domination and privilege (“whiteness”). Although these discourses and practices have been well documented by others (see Bonilla-Silva, 2006; Picca & Feagin, 2008; Pollock, 2004; Trepagnier, 2007), I focus on the group dynamics involved in the production of whiteness in “real time”; the unspoken, unmarked norms and behavioral patterns

that bolster the advantageous social position of whites at the expense of people of color.<sup>2</sup>

In cross-racial discussions it is easy to be distracted by white participants who dominate; indeed, facilitators spend a lot of energy strategizing about how to rein these participants in. For example, in the educational film, *The Color of Fear* (1994), in which a racially diverse group of men discuss racism, the white man who continually dominates the discussion and invalidates the men of color receives the greatest amount of attention in every discussion of the film I have attended. Yet there is another white man in the film who is at the other end of the participation spectrum, one who rarely speaks and has to be asked directly to join in. This participant receives little if any attention following the film, but his role in the discussion is no less racially salient. In this paper, I want to direct our attention to the often neglected end of the participation continuum—white silence—and provide an analysis of and challenge to that silence. Using whiteness theory as the frame, I will explicate the various ways that white silence functions in discussions of race to maintain white privilege, and challenge common white rationales for this silence. These rationales include: “It’s just my personality—I rarely talk in groups”; “Everyone has already said what I was thinking”; “I don’t know much about race, so I will just listen”; “I don’t feel safe / don’t want to be attacked, so I am staying quiet”; “I am trying to be careful not to dominate the discussion”; “I don’t want to

<sup>1</sup> Of course whites frequently engage in discussions of race, in both implicit and explicit ways, e.g., discourses on “good neighborhoods and schools” and racialized comments and jokes. I am not referring to this form of discussion on race. I am referring to intentional facilitated explorations of our racial socialization, feelings, and perspectives for the purpose of deepening cross-racial awareness, either in all-white or inter-racial groups.

<sup>2</sup> Of course whites frequently engage in discussions of race, in both implicit and explicit ways, e.g., discourses on “good neighborhoods and schools” and racialized comments and jokes. I am not referring to this form of discussion on race. I am referring to intentional facilitated explorations of our racial socialization, feelings, and perspectives for the purpose of deepening cross-racial awareness, either in all-white or inter-racial groups.

be misunderstood / say the wrong thing / offend anybody”; and “I don’t have anything to add.”<sup>3</sup> In so doing, I hope to provide an accessible challenge to silence for white participants in these discussions, regardless of the context in which it may occur—in the classroom, workplace, workshops, or professional development seminars. My goal is to unsettle the complacency that often surrounds this silence and motivate silent whites to break their silence.

### Theoretical framework

Although mainstream definitions of racism are typically some variation of individual “race prejudice,” which anyone across any race can have, whiteness scholars define racism as encompassing economic, political, social, and cultural structures, actions, and beliefs that systematize and perpetuate an unequal distribution of privileges, resources, and power among white people and people of color (Hilliard, 1992). This unequal distribution benefits whites and disadvantages people of color overall and at the group level (although individual whites may be “against” racism, they still benefit from a system that privileges their group). Racism is not fluid within the United States in that it does not flow back and forth, one day benefiting whites and another day (or even era) benefiting people of color. The direction of power between whites and people of color is historic, traditional, normalized, and deeply embedded in the fabric of U.S. society (Mills, 1999; Feagin, 2001). Whiteness refers to the dimensions of racism that serve to elevate white people over people of color (DiAngelo, 2006a); whiteness is the relationship of dominance between whites and people of color. This domination is enacted moment by moment on individual,

interpersonal, cultural, and institutional levels (Frankenberg, 2001).

Frankenberg (1997) defines whiteness as multidimensional: “Whiteness is a location of structural advantage, of race privilege. Second, it is a ‘standpoint,’ a place from which white people look at ourselves, at others, and at society. Third, ‘whiteness’ refers to a set of cultural practices that are usually unmarked and unnamed” (p.1). Race is conceptualized as a constellation of processes and practices rather than as an isolated entity. These processes and practices include basic rights, values, beliefs, perspectives, and experiences purported to be commonly shared by all but that are actually only afforded in any consistent way to white people. Thus, to name whiteness is to refer to a set of relations that are historically, socially, politically, and culturally produced, and that are intrinsically linked to dynamic relations of white racial domination (Dyer, 1997; Lipsitz, 1999;; Frankenberg, 2001; Roediger, 2007).

Whiteness is both “empty,” in that it is normalized and thus typically unmarked, and content laden or “full,” in that it generates norms and reference points, ways of conceptualizing the world, and ways of thinking about oneself and others, regardless of where one is positioned relationally within it (Dyer, 1997; Frankenberg, 2001). This definition counters the dominant representation of racism in mainstream education as isolated in discrete incidents that some individuals may or may not “do,” and goes beyond naming specific privileges. Whiteness is dynamic, relational, and operating at all times and on myriad levels. Whites are theorized as actively shaped, affected, defined, and elevated through their racialization, and their individual and collective consciousness formed within it

<sup>3</sup> A special thank you to Anika Nailah and John Kent for invaluable feedback on earlier drafts.

(Thandeka, 2000; Van Ausdale & Feagin, 2002; Morrison, 1992; Tatum, 1997).

Within the current racial construct, white racial comfort and sense of racial equilibrium are rooted in norms and traditions that uphold relations of inequality; one of these norms is to avoid talking openly about race, especially in mixed-race groups. When white normative taboos against talking directly about race are broken, especially within the context of deliberately challenging the norms that hold racial inequality in place, it is uncomfortable and destabilizing for many whites, and they will seek to regain their comfort and sense of racial stability (DiAngelo, in press). Therefore, whatever moves whites make in a racial discussion that are intended to regain or maintain racial comfort or the racial equilibrium that has been interrupted by the discussion itself necessarily work to maintain traditional racial relations. In this context, when whites employ silence to maintain some degree of comfort, that silence functions (albeit seldom explicitly) as a means to regain white dominance.

### **Antiracist education**

Antiracist educators, like whiteness theorists, conceptualize racism as a multilayered, multidimensional, ongoing, adaptive process that functions to maintain, reinforce, reproduce, normalize, and render invisible white power and privilege. Antiracist education deliberately goes beyond the “celebrating differences” approach common to most diversity training and centers the analysis on the social, cultural, and institutional power that so profoundly shapes the meaning and outcome of racial difference. Antiracism education recognizes racism as embedded in all aspects of society and the socialization process; no one who is born into and raised in Western culture can escape being

socialized to participate in these relations (Van Ausdale & Feagin, 2002). Antiracist education seeks to interrupt these relations of inequality by educating people to identify, name, and challenge the norms, patterns, traditions, structures, and institutions that keep racism and white supremacy in place. A key aspect of this education process is to “raise the consciousness” of white people about what racism is and how it works. To accomplish this, the dominant conceptualization of racism as isolated to individual acts that only some (bad) individuals do, rather than as a system we are all enmeshed in, must be countered.

Race is a dynamic and ongoing production; there is no race-neutral space. As Dyer (1997) states, race is “never not a factor, never not in play” (p.1). Focusing on specific incidences of racism rather than on racism as an all-encompassing system makes a personal, interpersonal, cultural, historical, and structural analysis difficult (Macedo & Bartolome, 1999). Using a relational and systematic definition of whiteness and racism allows whites to explore their own relationship to racism and move beyond isolated incidences and/or intentions.

In the following section, I focus on one key way that whiteness is reproduced within the context of antiracist education: white silence. I discuss common white rationales for white silence in discussions of race, and challenge these rationales from an antiracist framework. I acknowledge that silence can, of course, be a constructive mode of white engagement in racial discussions, by differentiating between the temporary and contextual silence that results from active listening and silence as the primary or only mode of engagement.

## **Overall effects of white silence**

In racial dialogue, white silence functions overall to shelter white participants by keeping their racial perspectives hidden and thus protected from exploration or challenge. Not contributing one's perspectives serves to ensure that those perspectives cannot be expanded. While one can, of course, gain deeper understanding through listening, there are several problems with this being one's primary mode of engagement. Listening alone leaves everyone else to carry the weight of the discussion. And, of course, if everyone chose this mode no discussion (and hence no learning) would occur at all. On the other hand, one may have something to say that is insightful and contributes to everyone's learning, but if a lack of confidence can't be overcome, everyone loses.

The role of silent whites is critical to protecting whiteness, for white dominance depends, in part, on the silence of other whites (Mura, 1999; Picca & Feagin, 2007). In the context of particularly difficult discussions, white silence serves to embolden explicitly resistant participants because it establishes that no challenge will be forthcoming, and can even imply agreement. Even if whites who are silent find the behavior of their peers problematic, their silence allows explicitly resistant participants to continually dictate the agenda of the discussion and rally resources around themselves as facilitators (and others) work to move them forward. At the minimum, the resistant participants receive no social penalty from other whites, and the silence effectively maintains white solidarity. Although silent whites might recognize and be troubled by the behavior of some of their white cohorts, they ultimately maintain their white privilege by not contesting this behavior. An internal awareness of

whiteness is a necessary start, but if it isn't accompanied by a change in behavior, alliance with whiteness remains intact.

Silence has different effects depending on what move it follows. For example, if white silence follows a story shared by a person of color about the impact of racism on their lives, that silence serves to invalidate the story. People of color who take the social risk of revealing the impact of racism only to be met by white silence are left with their vulnerability unreciprocated. Whites could offer validation, for example, by sharing how the story impacted them, what insight they gained from hearing it, or what questions it raised for them. Conversely, when white silence follows a particularly problematic move made by a white participant, that silence supports the move by offering no interruption; in essence, white silence operates as a normative mechanism for these tactics. When white silence follows a white, antiracist stand (such as challenging one's fellow whites to racialize their perspectives), it serves to isolate the person who took that stand. This isolation is a powerful social penalty and an enticement to return to the comfort of white solidarity. In this context, white silence denies the support that is critical to other whites working to develop antiracist practice.

## **When is white silence a constructive move in racial dialogue?**

White silence, when used strategically from an antiracist framework, can be a constructive move in racial discussions. Indeed, too much white participation simply reinscribes the white dominance and centrality embedded in the larger society. I am arguing that white silence based on the rationale I will discuss in this article is not a constructive move. I am also arguing against white silence as

one's default mode of engagement. What differentiates constructive use of white silence from a reinforcement of white racism is that the person is using his or her best judgment, based in an antiracist framework and at each phase of the discussion, of how to engage with the goal of deepening racial self-knowledge, building antiracist community, and interrupting traditional racist power relations. No one way for whites to engage is likely to be effective in all contexts, but antiracist white engagement asks that one continually grapple with the question of how best to interrupt white power and privilege. The following are generally good times for whites to just listen when in inter-racial groups:

- When people of color are discussing the sensitive issue of internalized racial oppression.
- When one tends to take up a lot of airspace and, in recognition of the history of white dominance, is trying to pull back and have a less dominant voice.
- When other whites have already spoken first and most to an issue in the discussion.
- When intentionally trying not to speak first and most in the discussion.
- When a person of color has spoken and one feels drawn to re-explain, clarify, or "add to" his or her point (and thereby "say it better" and have the last word on the matter).
- When a facilitator asks for whites to just listen, hold back, or not go first.

The above list addresses silence in the context of racially mixed groups. In all-

white settings, the dynamics are different because whites are not navigating their relationships to people of color in the group. In the context of all-white groups, white silence functions to pass up the opportunity to explore one's racial perspectives, feelings, blind spots, and assumptions without fear of causing microaggressions<sup>4</sup> to people of color. To not take advantage of a structured discussion in an all-white group prevents community building and antiracist alignment among whites, and fails to support those whites who are actively taking risks and being vulnerable in the pursuit of antiracist growth. In this context, the main reason for white silence should be for periods of personal reflection, to provide time and space for other more reticent whites who need a slower pacing to speak up, and because the person is someone who tends to speak often. These forms of silence can more authentically be seen as active listening.

### **Rationales for white silence and an antiracist challenge**

"It's just my personality; I rarely talk in groups."

Our personalities are not separate from the society in which we were raised. All whites are socialized in a white-dominant society. Seeing one's patterns of engagement as merely a function of a unique personality rather than as sociopolitical and coproduced in relation with social others is a privilege only afforded to white people (McIntosh, 1988). By focusing on ourselves

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<sup>4</sup> Microaggressions are the myriad slights that people of color endure on a daily basis, most often from well-intended whites. Consistently being met by white silence in an inter-racial discussion, even when well intended, often functions as a microaggression towards people of color. See Sue et al. (2007). Racial microaggressions in everyday life. *American Psychologist*, 62(4), 271–286.

as individuals, whites are able to conceptualize the patterns in our behavior that have a racist impact as “just our personality” and not connected to intergroup dynamics. For example, I might be an extrovert and talk over people when I am engaged in a discussion. I can say, “That is just my personality, I do that to everyone. That is how we talked at the dinner table in my family. And because I do it to everyone, it can’t be racism.” However, when I talk over a person of color, the impact of that behavior is different because we bring the racial history of our groups with us (DiAngelo, 2006c). While white people tend to see themselves as individuals, people of color tend to see us as white individuals, thus the meaning of cutting off or talking over a person of color is very different. Conversely, remaining silent in an inter-racial dialogue also has a cross-racial impact. Antiracist action requires us to challenge our patterns and respond differently than we normally would (Thompson, 2001). The freedom to remain oblivious to that fact, with no sense that this obliviousness has any consequences of importance, is a form of white privilege. In effect, we are saying, “I will not adapt to you or this context, I will continue to act the way I always act and you will have to adapt to me.” Participants of color seldom see themselves as having the option to disengage or withdraw from the discussion based solely on their personal preferences for engagement (DiAngelo, 2010). They understand that dominant culture does not position them as individuals and has a different set of stereotypical expectations for them. If they hold back, they reinforce these expectations, a concern that puts constant pressure on them. Two people of color in a recent cross-racial discussion express these expectations:

**RICH (POC):** Well, in terms of putting ourselves out there, I think I put myself out there too. But if I was to come into this group and not put myself out there, everybody would look at me kind of strange, because I’m a person of color. So, oh, my god, this person of color is not putting himself out there. What’s up with that? This is a dialogue about race; you’re supposed to put yourself out there. So, I mean, Tiffany has put herself out there, but I don’t know how much Tiffany should be commended—well, I guess she should be commended in the sense that she is like probably the only white person that put herself out there. But I think everybody should be putting themselves out there.

**LAURA (POC):** I feel frustrated by the fact that white people can just choose to disengage, where I’m supposed to say something, and like if I don’t say something, then I’m the quiet Asian one or something like that. And so, I feel like I need to put myself out there even more just to contradict that. And that gets really tiring to me ... to constantly feel like I have to display something, when—even if I don’t feel like saying anything; I might want to step back, but I’m conscious all the time of what that looks like to people.

As these two participants make clear, the pressure of being seen as people of color compels them to speak up, even when they don’t want to. Not speaking up because one doesn’t want to—without penalty—is a privilege they are not afforded; if they remain silent they don’t challenge the racism that constricts their lives. Their comments also illustrate the difference in the way white people and people of color often conceptualize themselves. Whites tend to

see themselves as unique individuals and not members of a racial group whose actions represent that group. People of color, who don't have that luxury, want whites to meet them half way—to understand white patterns at the group level and push through the temporary discomfort of not engaging in their “preferred” mode in order to challenge those patterns. Challenging whiteness requires, as Rich expresses above, “putting ourselves out there” and engaging differently in order to break problematic racial dynamics.

**“Everyone has already said what I was thinking” or “I don’t have much to add.”**

Perhaps others have expressed our sentiments, but no one will express them the way that we will. It's essential to the discussion to hear everyone's voice, and even vocalizing one or two sentences makes a difference. Further, it is important to support those who have voiced our perspective—to validate it and give people of color a read of the room; they cannot assume everyone has already said what we are thinking. In fact, given the history of harm between white people and people of color, people of color may assume whites haven't spoken because they are not aligned with what has been said and don't want to reveal that misalignment. It is important for us to contribute our thoughts in order to demonstrate to people of color that what they have shared has made a difference in terms of helping increase our understanding. If we are moved or gained insight from what someone shared, we should say so, even if others have also said it.

Sometimes the reticence to speak is based on a perception that those who have expressed similar thoughts are far more articulate, and that we won't be as eloquent. In my experience, openness, humility, and vulnerability are the most important aspects

of participation, not perfection. Positioning ourselves as having less of value to contribute than others in the group may be rooted in dominant culture's expectation that knowledge should be a form of “correct” information. Yet sharing what we are thinking, whether “right” or “wrong,” articulate or clumsy, is important in terms of building trust, conveying empathy, or validating a story or perspective.

**“I am trying to be careful not to dominate the discussion.”**

While it is important not to dominate discussions in general and, as a white person, not to dominate an inter-racial discussion in particular, the problem with this strategy is that it is inflexible. Antiracist practice asks us to think strategically—to be racially attentive to who is talking, when, how much, and for how long. As a white person in the discussion, we need to ask ourselves when it is a constructive time to speak up and when is it most constructive to just listen. The more practiced we become in racial discussions, the more easily we will be able to make sound strategic judgments about where and when to enter. When we remain silent we leave the weight of the dialogue on either people of color or other, more dominant whites. If these dominant whites are expressing hostility, we aren't challenging them; if they are taking risks, we aren't supporting them. When one is trying not to dominate the discussion and so never joins in, one errs on the opposite side of domination—ineffective passivity.

**“I feel intimidated by people in this group who have power over me.”**

Complex sociopolitical power relations circulate in all groups, and there are other identities besides race at play in any discussion. While one is in a power position as a white person, there are other



identities that may obscure that sense of that power because they position us in a subordinated (or “target”) position—i.e., gender or class. Because we “swim against the current” in our target identities, they are generally more salient to us. However, not being salient does not mean inoperative; indeed, much of the power we derive from our dominant identities is in its unremarkable, taken-for-granted status. In a setting in which I feel intimidated because my target identities are more salient to me, this feeling of intimidation may indeed be coming from a place of internalized inferiority. But, in practice, my silence colludes with racism and ultimately benefits me by protecting my white privilege and maintaining racial solidarity with other white people. This solidarity connects and realigns me with white people across other lines of difference that separate us, such as gender or class. When I work to keep my race privilege salient and speak up in this context, I not only break white solidarity, I simultaneously interrupt (and thus work to heal the “lie” of) my internalized inferiority where I am also in a target position.

In situations in which we may share key identities such as race and gender with someone but fear there may be repercussions because he or she holds more power in the specific context than we do—e.g., I am a staff worker and my supervisor is in the room, or the professor who is grading me is in the group—a different kind of courage is needed. This is the courage to put our integrity to do the right thing above the possibility of repercussions. Ultimately, we have to make a decision. Do I protect myself and maintain white solidarity and power, or do I authentically engage in antiracist practice?

**“I don’t know much about race, so I will just listen.”**

Dyer (1997) states: “There is a specificity to white representations, but it does not reside in a set of stereotypes so much as in narrative structural positions, rhetorical tropes and habits of perception” (p. 12). One of these narrative structural positions is that of racial innocence. This position functions as a kind of blindness; an inability to think about whiteness as an identity or as a “state” of being that would or could have an impact on one’s life, and thus be a source of meaning. Because whites are socially positioned as individuals, or “just people” (the writer, the man, the friend) while people of color are always positioned as members of a racial group (the Latino writer, the Asian man, the black friend) we have the privilege of seeing ourselves as outside of race and thus unfamiliar with it (DiAngelo, 2006c). The white claim that one does not know much about race is particularly problematic because, while it positions whiteness as “innocence,” it simultaneously reinforces the projection of race onto people of color—they have race, not us, and thus are the holders of racial knowledge. In so doing, we position ourselves as standing outside of hierarchical social relations—as if the oppression of people of color occurs in a vacuum. White obliviousness is not benign; it has material consequences because it allows us to ignore the impact of racism on people of color while enjoying its benefits at their expense.

Many whites have not thought about race in the way that antiracist education conceptualizes it, but once we are introduced, it’s important to share our thoughts. If I have never thought about these issues before, what am I thinking about them now as a result of the discussion? What specifically is new to me? What questions

do I have? What insights am I having? What emotions am I feeling? Why might I have never thought about these things before, and what role might this play in keeping racism in place? In other words, how might racism depend on white people not thinking about these issues? Being new to the concepts is not an end point or a pass to only listen and not speak; it is a key entry point into the discussion and into furthering self-knowledge.

While as white people we may not have thought explicitly about race from an antiracist perspective, we do have knowledge of how we are socialized into denial of ourselves as racialized. We can speak to why we believe we don't know anything about race—for example, if we don't know much about it, who do we believe does and why do they have this knowledge when we do not? Further, why have we not sought out this knowledge prior to this conversation? Many white people who grew up in segregated neighborhoods and attended segregated schools with primarily white teachers often believe that they were completely unaware of race until later in childhood. I have found a series of reflection questions helpful at unpacking this belief: At what age was I aware that people of color existed, and black people in particular? (Most whites acknowledge that they knew by age five, if not earlier.) What was I told about them? Where did they live? Why did they live there and not in my neighborhood? What was it like where they lived? Was it considered nice and was I encouraged to go to the places where they lived? Was I taught that I had lost anything by their absence? If I was not taught I had lost anything by not knowing people of color, what has that meant for my relationships with them? While these questions were not likely explicitly addressed in childhood, somehow we had to

make sense of our racially segregated worlds. Explorations such as these have the potential to reveal our racial paradigms, an essential precursor to antiracist action; they are a great place to start engaging in the discussion without depending on people of color to teach us.

### **“I already know all this.”**

While the previous rationale positions the listener as racially innocent and thus only able to absorb the discussion, this rationale positions the listener as so sophisticated as to be beyond the discussion. This claim gives the message to the people of color in the group that there is nothing to be gained from what they might share—their stories, experiences, perspectives, or feelings. This claim is particularly problematic because it conveys superiority; reinscribing the historical invalidation of people of color as not having any knowledge of value to white people, elevating oneself above other whites in the group and the potential to work together with them against racism, and accomplishing all of this by presenting oneself as so advanced as to be beyond the discussion.

The antiracist framework undergirding these discussions holds that racism is a deeply embedded, complex system that will not end in our lifetimes, and certainly not end through our complacency. If one sincerely believes one's understanding of racism is more advanced than the discussion allows for (which can happen when the majority of the white participants are very new to the concepts and the facilitators assess that they must move at a slower pace), then the antiracist way to engage is to make strategic points that will help guide the other white people. Whites who have more knowledge than the majority of the group are in an excellent position to “mentor from the sidelines.”

They can share their process and how they came to their current understanding, validate the struggle while reinforcing its worthiness, take the discussion deeper, and back up the facilitators and participants of color.

We may have an intellectual grasp of the dynamics, but awareness of racial inequity alone is not enough to trump our participation. White people, while served well by the dynamics of whiteness, are simultaneously in a prime position to interrupt it, yet to do so we must take unambiguous action. Claiming that we already know is meaningless without demonstration of that knowledge, and remaining silent is not a demonstration of antiracist action or understanding. People of color involved in antiracist endeavors generally assume that all whites have a racist perspective unless demonstrated otherwise (Sue, 2003; hooks, 1995). To not explicitly take up an antiracist stance in such a context can only reinforce the perception that we are actively choosing to align with whiteness. Being “advanced” is not a reason for us to disengage; the disengagement itself makes the claim unconvincing.

**“I need time to process.”**

In my experience, participants who use this rationale seldom return after processing and share the results, suggesting that this may be a deflection against “putting ourselves out there,” rather than an expression of a sincere difference in how people process information. We may indeed need time to process, but taking the time we need is still a privilege not everyone can afford. At the minimum, we can try articulating what we are hearing that we need to process, and then let the group know that these are new ideas, that we are feeling overwhelmed, and we want to let things settle in. At the minimum, we can let the group know why we need the time to process and what we will be

processing, rather than remain silent and leave others to wonder. When we have had time to process, we can share the results with the group.

It’s also helpful to distinguish between the need to process and the need to sound controlled, correct, and coherent. If composure is what we are waiting for, we are working at cross-purposes to the discussion. Emotions, confusion, inner conflict, and inarticulation are all usually welcome in racial discussions. Vulnerability and openness build trust, and while thoughtfulness and respect are critical, control and composure are not necessary and can be counterproductive.

**“I don’t want to be misunderstood.”**

To not speak up in case we are misunderstood is to protect our perspective from deepening or expanding. It is not possible, given the embeddedness of racism in the culture, for white people not to have problematic racial assumptions and blind spots. Of course, it is uncomfortable and even embarrassing to see that we lack certain forms of knowledge, but we can’t gain the knowledge we lack if we don’t take risks. It is imperative that we enter the discussion with a willingness (even enthusiasm) to have our assumptions uncovered so we can increase our knowledge and cross-racial skills, for how will we realize that we have misconceptions and only a partial view if we don’t share our views and open them up to exploration?

When whites do feel misunderstood in a racial discussion, it is usually because we were given feedback on an assumption we made or a blind spot we have in our racial awareness. Sadly, pointing out gaps in a white person’s understanding is often experienced as being attacked or judged. When we insist that the issue is that we were

misunderstood, rather than engage with the possibility that we are the ones who don't understand the feedback we have received, we close ourselves off to further learning. By insisting that the problem is that we have been misunderstood, we place the responsibility for the "misunderstanding" onto those who we believe have misunderstood us—usually the participants of color. There is no opening in this position for the possibility that the lack of understanding could be ours. If we are unable or unwilling to consider this possibility, or the corollary possibility that people of color might have information that we do not, we cannot gain new insight into how racism functions. If the only way one will engage in cross-racial discussion is to never be challenged, there is minimal point to the discussion.

**"I don't feel safe."**

**Sub-discourses: "I don't want to be attacked." "I don't want to be judged."**

The safety discourse, while one of the most familiar and understandable, is also one of the most problematic. On the surface it conveys a kind of vulnerability and desire for protection. Unfortunately, it rests on a lack of understanding of historical and ongoing institutional, cultural, and interpersonal power relations between white people and people of color. While the feelings may be real for white people struggling with a sense of safety, some reflection may help clarify the difference between actual safety and what is more realistically a concern about comfort. To help differentiate safety from comfort, one might ask what safety means from a position of social, cultural, historical, and institutional power? If one does not fear that one is in actual physical harm, then some reflection on what one fears is actually at risk can offer much insight. Often, it is our self-image: Because we have been taught

that only bad people participate in racism, we often fear that if it is somehow revealed that we participate in racism, we will lose face and be judged. Indeed, many white people feel very uncomfortable in racial discussions, but this discomfort is actually a positive sign, for it indicates that the status quo (unnamed and unexamined racism) is being challenged. It is therefore critical that we feel uncomfortable and not confuse discomfort with danger. As for being judged, there is no human objectivity—all people judge and we cannot protect ourselves from judgments in any context. But feeling judged, while dismaying, should not be confused with safety.

Further, the language of safety is not without significance in this context. By employing terms that connote physical threat, we tap into the classic discourse of people of color (particularly African Americans) as dangerous and violent. This discourse twists the actual direction of danger that exists between whites and people of color. The history of extensive and brutal violence perpetrated by whites; slavery, genocide, lynching, whipping, forced sterilization, and medical experimentation, to mention a few, is trivialized when we claim we don't feel safe or are under attack when in the rare situation of merely talking about race with people of color. By implying potential victimization, we obscure the power and privilege we wield and have wielded for centuries. The safety discourse also illustrates how fragile and ill equipped most white people are to confront racial tensions, and our subsequent projection of this tension onto people of color (DiAngelo, 2006b; Morrison, 1992). People of color seldom have the luxury of withdrawing because they don't feel safe. It doesn't benefit people of color to remain silent, as it does us. To not put themselves "out there" makes them complicit in their

own oppression, as Rich and Laura express above. If people of color are not self-advocating and pushing back against whiteness, they can't depend on white people to do it for them, as has been amply demonstrated time and again in racial discussions—often via white silence. While the pushing back we might get from people of color can be very uncomfortable, that discomfort is a key way to unsettle our world views and create the stretching and growing that is necessary for authentic change.

**“I don’t want to offend anybody.”**

Similar to “I don’t want to be misunderstood,” this rationale allows one to protect oneself against alternative perspectives, responses, constructive conflict, or taking the risks that could potentially expand one’s awareness. This rationale is unfair to people of color because, if we fear offending, it can only be assumed that is because we are having offensive thoughts or are hostile toward what is being said. If this is the case, to not put our disagreement into the room is to deny the group knowledge of where we are coming from and the ability for others to make any adjustments they might need in response to our hostility. If we are not hostile to what is being said but just worried that we may inadvertently offend someone, how will we learn that what we think or say is offensive if we don’t share it and open ourselves up to feedback? In effect, by not taking this intentional opportunity to discover which ideas we hold are offensive, we protect these ideas and enable them to surface at a later date and offend someone else. In the unique and often rare learning environment of racial discussions, to remain silent so as not to offend is to offend twice—once through our silence and again in our unwillingness to discover and change racially problematic dimensions in our

thinking. If unsure, we can simply offer our thoughts with openness and humility rather than as declarations of certainty or truth: “Please let me know if something is off in my thinking, but here is how I am responding to this ...” “Can you help me understand why ...?” “I have often heard ... what are your thoughts on that?”

**“Anything I say won’t be listened to because I am white.”**

At the point that this discourse emerges, we have usually been challenged in the way we conceptualize race—either directly or via the content of the dialogue, and we are unable to rise to that challenge. Clearly we have not understood the objectives of the discussion or the theoretical framework that it rests on: There is a relationship of unequal power between white people and people of color that all of us have been taught to collude in, but that only white people benefit from. One way that antiracist education tries to interrupt this relationship is by acknowledging the power differential and affirming the perspectives of those whose voices dominant society seldom hears or validates (Schiele, 2000). In turn, challenging white perspectives is necessary because the way that dominant culture understands race actually functions to hold racism in place. The issue is not that we won’t be listened to because we are white; the issue is that—counter to what we are accustomed to—our perspectives will be challenged at times and are not going to be affirmed just because we are white.

**A note on the silence of people of color in racial discussions**

Although this analysis is limited to a white person addressing white silence in racial discussions, I would be remiss if I did not at least raise the issue of the silence of people of color and offer some preliminary

thoughts. First, as should be clear via my argument thus far, the silence of whites has a very different foundation and impact than the silence of people of color, based on the unequal positioning of the two groups in society; these silences are not equivalent. For Laura and Rich, quoted above, silence is generally not an option. However, there are several key reasons why people of color, including Laura and Rich, may at times choose silence in a racial discussion, including: (1) in response to resistance or hostility expressed (consciously or not) by white participants (this unconscious expression of hostility could include silence based on many of the reasons discussed above); (2) a lack of trust based on well-founded experience that one will be penalized for challenging white perspectives; (3) a sense of hopelessness in the face of white denial; (4) taking risks and being vulnerable about one's racial experiences and perspectives and being met with silence, argumentation, or rationalization, all of which function as forms of invalidation; (5) being outnumbered in ratio to white people and assessing that there are no allies present for support were one to challenge white privilege; or (6) being acutely aware of the power differentials and choosing to protect oneself in the face of inevitable hurt.

It is important to keep in mind that so much of how white racism operates is invisible to and/or denied by white people; a room that seems perfectly comfortable to white people may not feel that way to people of color. In fact, given white racism as the status quo, the more comfortable a space is for white people, the more likely it is to be harmful to people of color. Further (and especially for well-intended whites) because we are deeply invested materially, psychically, socially, and politically as the producers and beneficiaries of white

privilege, the very behaviors we think are benign or even supportive (as I have argued above) may be the very behaviors that are so toxic to people of color. Adding to these roots of our denial, our very identities as good people rests on our not seeing our racism. As Sullivan (2006) states, "As unconscious habit, white privilege operates as nonexistent and actively works to disrupt attempts to reveal its existence" (pp. 1–2.). In other words, whites work hard not to see white privilege, which is a key way we keep it protected and intact. In this context, it should be clear why people of color might choose silence.

### **In conclusion**

It may be clear at this point that much of the rationale for white silence is based on a racial paradigm that posits racism as isolated to individual acts of meanness (McIntosh, 1988) that only some people do. This dominant paradigm of racism as discreet, individual, intentional, and malicious acts makes it unlikely that whites will see our silence as a function of, and support to, racism and white privilege.

To challenge one's most comfortable patterns of engagement in a racial dialogue, while it may be counterintuitive, is necessarily to interrupt one's racial socialization. From an antiracist perspective, we can assume that our racial socialization has not prepared us to be competent in cross-racial relationship building. Although consistent silence in racial discussions often feels benign to those who practice it, in this paper I have argued that no form of white engagement that is not informed by an antiracist perspective is benign. Going against one's "grain" for engagement, while difficult, is necessary and will result in the least harmful and most authentic and rewarding engagement. A white student expresses this powerfully in a class-assigned

journal entry. In response to a person of color in the class sharing the impact of a recent racist incident, she writes:

As Jane finished speaking, and I raised my hand, I became completely overwhelmed by the enormity of what she had said. I was terrified that anything that I said would seem trivial or, even more frightening, would make things worse. I felt paralyzed by the moment, feeling in my stomach how utterly raw and open Jane seemed—but my need to speak, to address what she had said, despite the probability that I would mess it up, was greater than my guilt or my shame or my desire to remain quiet. I realized that the notion that I can make it worse—that I do have that power—requires that I speak. I realized that, in our silence, we are complicit. In my silence for the past four weeks of this course—and for a lifetime before it—I have been complicit. I no longer feel comfortable letting my silence speak for me—it is inarticulate and offensive. I would rather blunder along than stay silent. I hope the people around me, who witness my blundering, can see beyond the errors ... because remaining silent—maintaining my complicity—is no longer conscionable (Student Journal, July 5, 2009).

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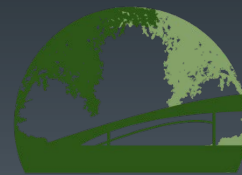


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Engage Multiple Stories

# Cultural Competence in the 21<sup>st</sup> Century

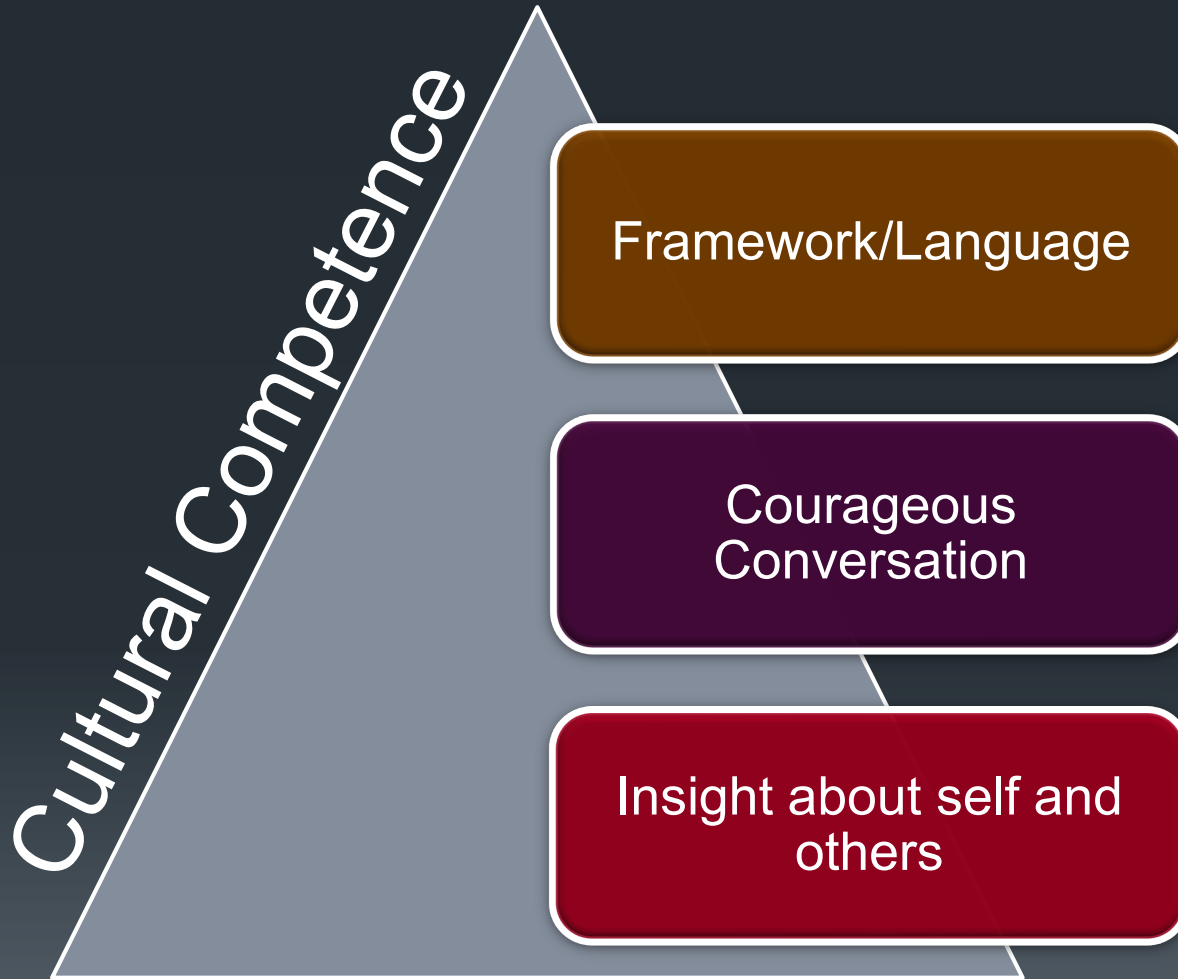


Cultures Connecting  
Addressing Race Relations  
in the 21st Century

Caprice D. Hollins, Psy.D.  
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001012

# Learning Objectives



# What's Your Why for Diversity?

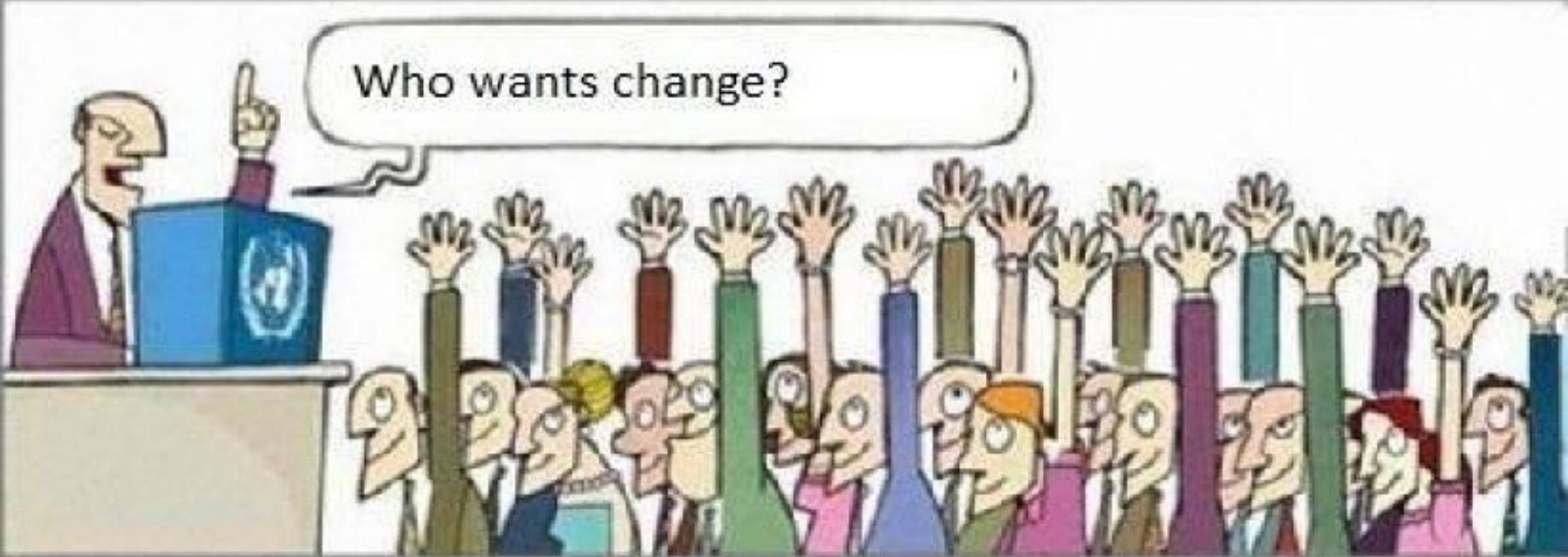


# Norms

- ✦ Experience Discomfort
- ✦ Take Risks
- ✦ Stay Engaged
- ✦ Listen for Understanding
- ✦ Speak Your Truth
- ✦ Expect and Accept Non-Closure
- ✦ No Fixing







# Take a break. You've earned it!



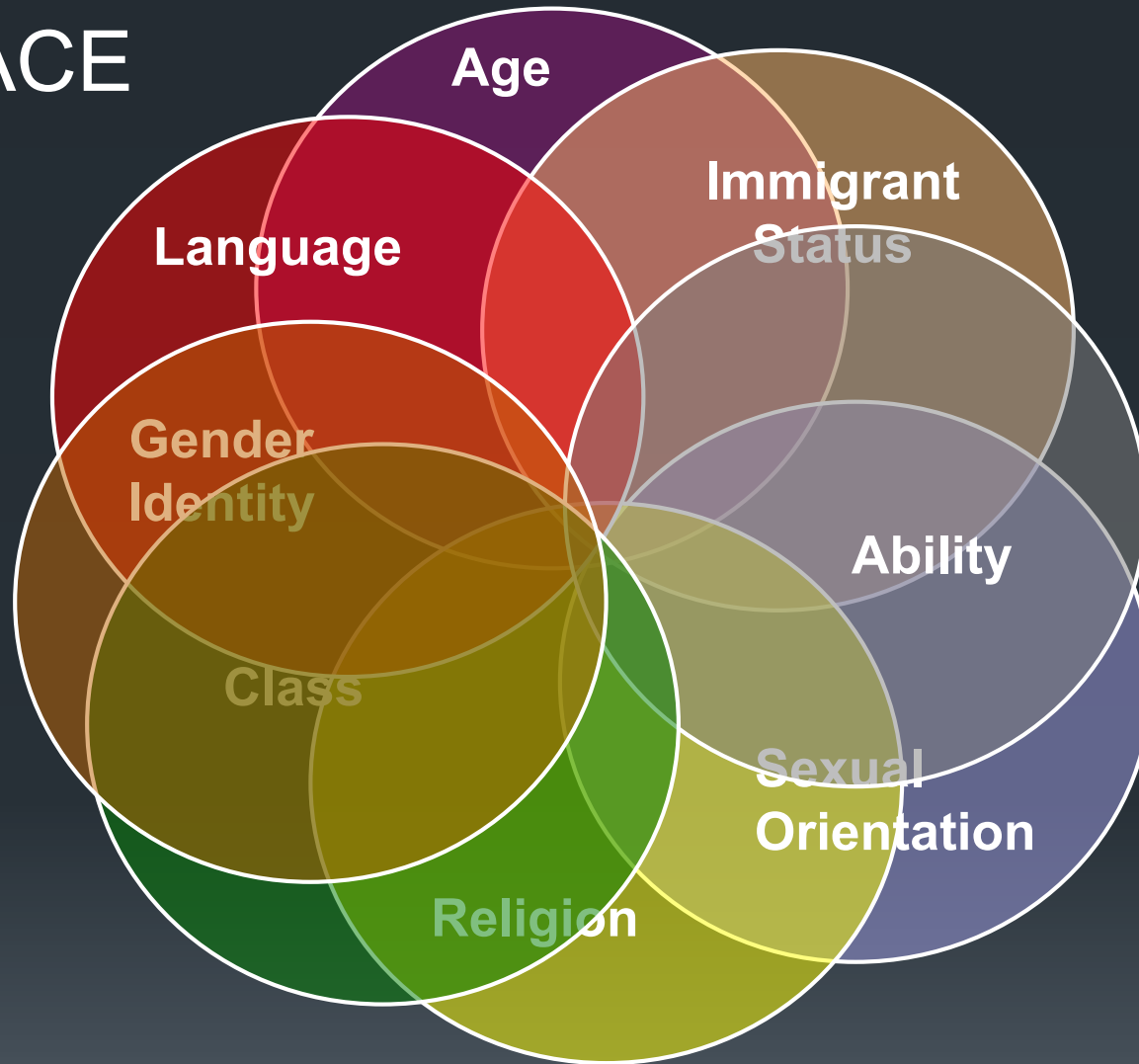
# Cultural Competence

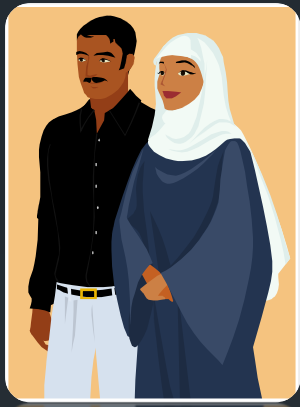
(Adapted from Sue & Sue)





# RACE





Active process of becoming aware of own assumptions about human behavior, values, biases, preconceived notions...



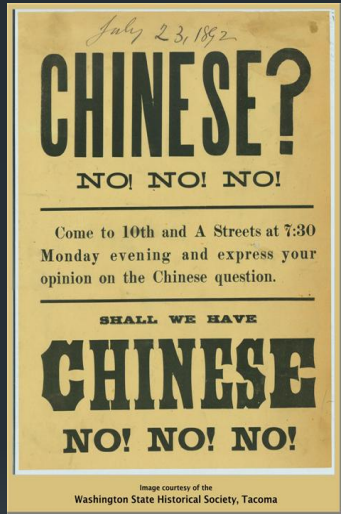
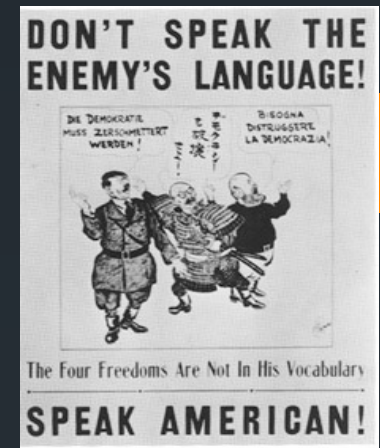


Actively attempts to understand the worldview of culturally diverse populations—

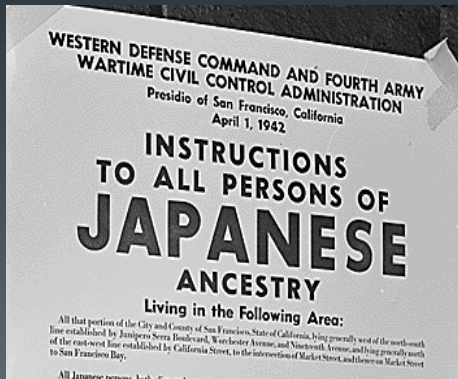
Developing and practicing appropriate, relevant, and sensitive strategies and skills.







Advocates on behalf of others. Takes action to create a culture of equity and inclusion.



001023

thus, cultural  
competence is...

Aspirational

Ongoing

Developmental

Active

**CULTURAL COMPETENCE**

**AWARENESS**

How do I contribute to injustice; change in self.

**KNOWLEDGE**

What do I need to understand about others?

**SKILLS**

What can I do differently to honor differences?

**ACTION/ADVOCACY**

What do we need to do to institutionalize change?  
Anti-"Ism" work that leads to organizational  
change in practice/policy.

**SOCIAL JUSTICE**







# Racially Cognizant & Literate

## ☑ Universal Identity

- “We are all human.”

## ☑ Individual Identity

- “I don’t notice skin color.”

## ☑ Group Identity

- “Collective Experience.”



# Comfortable w/differences

(race, gender, sexual orientation, SES...)

- Does not profess color blindness, or negate existence of differences
- Differences not seen as negative/inferior



# Aware of own values and bias and how they may affect others.

- Avoids prejudices and stereotyping
- Challenges assumptions (Consults, CRPD)
- Acceptance/respect vs. ethnocentric/superiority



# What do people have to leave behind in order to succeed?



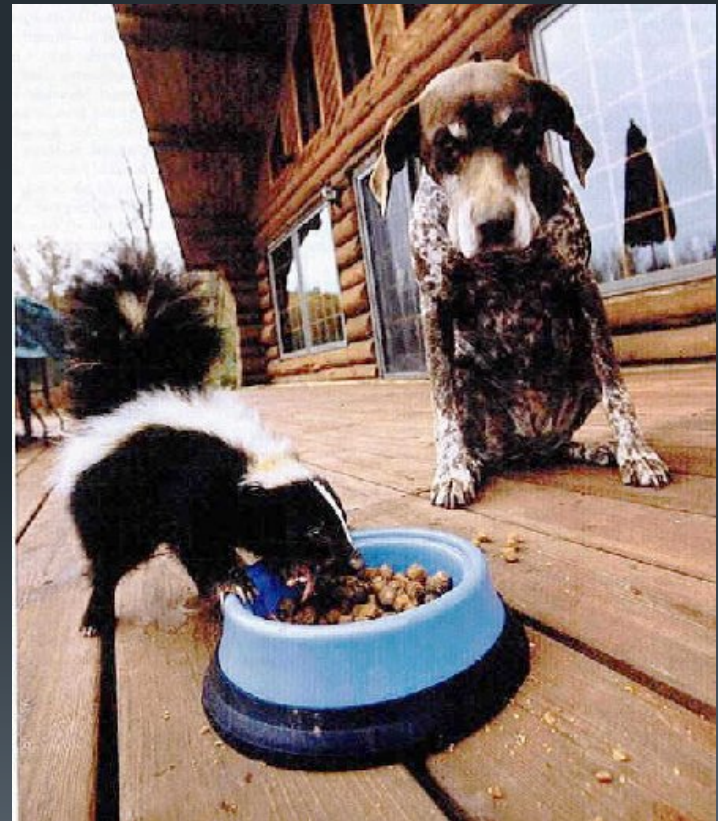
their opinions?  
their background?  
their native language?  
their real hairstyle?  
their gender?  
their ethnicity?  
their sexual orientation?  
their ideas?  
their personality  
their religion?  
their uniqueness?  
themselves?

A workplace can only be diverse if the people who work there can be themselves. [PricewaterhouseCoopers](#)

# Sensitive to circumstances that may dictate referral

(personal bias, stages of racial, gender, sexual orientation, and sociopolitical influences...)

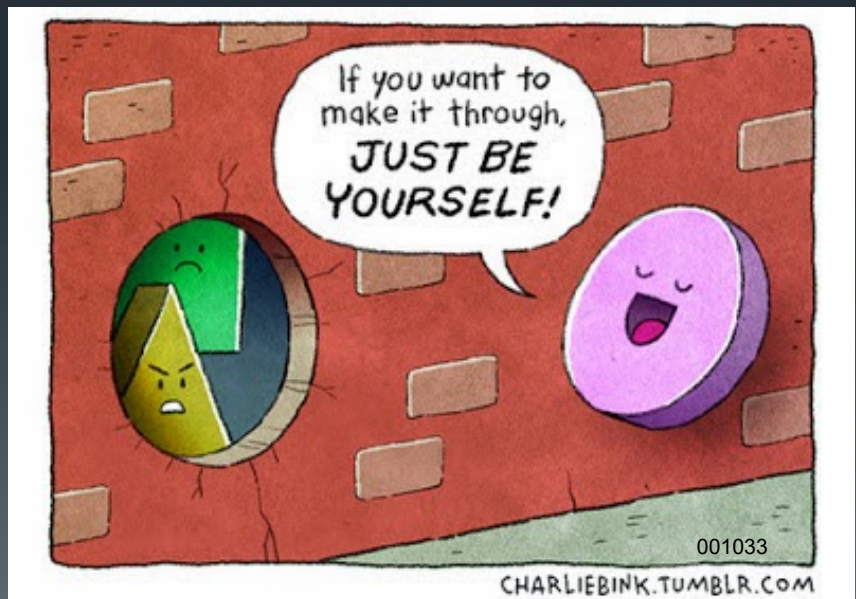
- Aware of limitations, seeks assistance





# Acknowledges own racist, sexist, heterosexist, or other detrimental attitudes, beliefs...

- Understands socialization process
- Aware of how benefits from privilege
- Accepts responsibility for own isms
- Deals with in a guilt-free manner



IT'S VERY DEAR TO ME,  
THE ISSUE OF  
GAY MARRIAGE.

OR, AS I LIKE TO CALL IT:  
'MARRIAGE.'

YOU KNOW, BECAUSE I HAD  
LUNCH THIS AFTERNOON, NOT  
GAY LUNCH. I PARKED MY CAR;  
I DIDN'T GAY PARK IT.

(LIZ FELDMAN)



# Table Talk



As I've been speaking,  
what have you heard  
yourself saying?

How does this apply to  
your work?

**From:** [jrausch@wsipa.net](mailto:jrausch@wsipa.net)  
**To:** [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [kellyg@wapatosd.org](mailto:kellyg@wapatosd.org);  
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[jsteinernv@yahoo.com](mailto:jsteinernv@yahoo.com)  
**Subject:** Advisory Meeting Minutes  
**Date:** Monday, July 10, 2017 3:25:15 PM  
**Attachments:** [AdvisoryMeetingMinutes 07.09.2017.docx](#)

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Hello!

Please find attached the minutes from yesterday's advisory meeting. Let me know if you have any questions or comments.

Thank you.

Jane Rausch

July 9, 2017

## HELP Advisory Committee Meeting

Present: Jane Rausch, Janet Hodgson, Toni Neidhold

1. Summer 2017 Participants
  - Boot Camp – 37
  - HELP I – 19
  - HELP II – 10
  - HELP III – 7
  - One-day session (Caprice Hollins) – 14 enrolled
2. Portfolios – discussion ensued in regards to BlackBoard grading of reports. Although there has been a learning curve, the overall feedback has been positive. It's convenient and more flexible for grading.
3. There are a few new presenters for HELP this year. Advisory committee members are encouraged to attend the sessions if time permits. HELP II class on Mandatory Trainings was added and a HELP III class on Equity/Civil Rights was added.
4. Meet and Greet Monday evening 5-7:00. Small group conversations – guided through ice-breaker activities. Advisory members are encouraged to attend.
5. Fall HELP session – October 23, 2017
  - Writing courses
  - Presenters are secured for the Fall sessions.
  - Writing courses will be offered to all WSPA members as well for \$150
6. Spring HELP – April 23, 2018
  - Lorraine Wilson will be presenting on FLSA/CastleRock
  - Other topics to consider for Spring HELP?
    - Transgender
    - Medical marijuana
    - ESSA
7. Keynote speakers and topics (could be for summer HELP and/or Spring sessions)
  - Janet Hodgson suggested Tammy Campbell (Impacting students lives) or Diane Holt (TPEP).
  - Toni Neidhold suggested Galen Emmanuel (Communication/Getting to Yes)
  - Boot Camp – 3 CEU's (Optional) \$50
  - Advisory Committee – review essays for 2016-17 HELP year. Committee members will be able to log in and go into blackboard from home. We can review these throughout the year.

8. Planning Ahead:

Should WSPA offer a classified boot camp?

- Suggestion was made to continue with the current Boot Camp, but to broaden the learning to include both classified and certificated perspectives.
- Areas to address include confidentiality.
- Janet suggested WSPA offer a one day class on legislative updates and how they impact human resources.
  - Toni suggested offering the session on both sides of the state.
  - Suggestion was made to offer the class in late fall, prior to changes being implemented in the new calendar year

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [cleonard@wspsa.net](mailto:cleonard@wspsa.net)  
**Subject:** Initiative 1433  
**Date:** Tuesday, July 11, 2017 7:58:02 AM

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Curtis

Wondering: Does this initiative require school districts to pay coaches sick leave? Coaches are paid a stipend, not hourly. Isn't this initiative focused on hourly employees?

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**Subject:** Dawna Ritcher submission  
**Date:** Tuesday, July 11, 2017 8:14:54 AM

---

Jane,

Will you check out the submission on Disclosure of Records Retention for Dawna? It appears something is uploaded but I cannot open it and I don't believe it is the document she wanted to upload.

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

**From:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** Re: Dawna Ritcher submission  
**Date:** Tuesday, July 11, 2017 8:57:24 AM

---

I wasn't able to open it either. I allowed a second attempt and changed the grade back to a zero. Let me know if there is anything else you need.

---

**From:** Janet Hodson <jhodson@fwps.org>  
**Sent:** Tuesday, July 11, 2017 8:14:54 AM  
**To:** jrausch@wspsa.net  
**Subject:** Dawna Ritcher submission

Jane,  
Will you check out the submission on Disclosure of Records Retention for Dawna? It appears something is uploaded but I cannot open it and I don't believe it is the document she wanted to upload.

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
jhodson@fwps.org

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [jrausch@wspsa.net](#)  
**Subject:** RE: Dawna Ritcher submission  
**Date:** Tuesday, July 11, 2017 9:03:54 AM

---

I am checking a few times during the day to see if any new papers have come in.

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net) [mailto:[jrausch@wspsa.net](mailto:jrausch@wspsa.net)]  
**Sent:** Tuesday, July 11, 2017 8:57 AM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** Re: Dawna Ritcher submission

I wasn't able to open it either. I allowed a second attempt and changed the grade back to a zero. Let me know if there is anything else you need.

---

**From:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Sent:** Tuesday, July 11, 2017 8:14:54 AM  
**To:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net)  
**Subject:** Dawna Ritcher submission

Jane,  
Will you check out the submission on Disclosure of Records Retention for Dawna? It appears something is uploaded but I cannot open it and I don't believe it is the document she wanted to upload.

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)



**From:** [admin@wspa.net](mailto:admin@wspa.net)  
**To:** [admin@wspa.net](mailto:admin@wspa.net); [jane.rausch@rsdmail.org](mailto:jane.rausch@rsdmail.org)  
**Subject:** HR Legal Boot Camp: Thank you, survey, clock hours, and contact information  
**Date:** Wednesday, July 12, 2017 2:16:47 PM  
**Attachments:** [HR Legal Boot Camp Clock Hours 2017.docx](#)  
[HR Legal Boot Camp Roster JULY 2017.xlsx](#)

---

Hello Boot Camp team,

Thank you so much for joining us this week. It was a pleasure to meet each of you. We hope that you found the information to be of value and that you had the opportunity to connect with your colleagues in a meaningful way.

We do ask that you complete a short survey to share your feedback. It is critical for our planning and development of future events. Thank you for your time and input:

<https://www.surveymonkey.com/r/BTCMP2017>

The following are attached for your reference:

- Class roster so you may continue to foster relationships and learn from one another
- Clock hour form

Reminder: your boot camp registration included a one-year WSPA membership – we hope to see you at upcoming WSPA events! Please see our website for a listing of conferences [www.wspa.net](http://www.wspa.net) and keep an eye on our Facebook page for announcements

<https://www.facebook.com/Washington-School-Personnel-Association-437802873042746/>

Again, thank you for your participation. Please let us know if you have any questions or if we may be of any additional assistance.

Thank you,

Jane Rausch, HELP Program Coordinator  
Jennifer Tottenham, WSPA Program Coordinator

*Jennifer Tottenham*

Program Coordinator  
Washington School Personnel Association  
PO Box 1600 Anacortes, Washington 98221  
Phone: 360-825-1415/Fax: 253-736-0333  
<http://www.wspa.net/>





PO Box 1600 ● Anacortes, WA 98221 ● 360-825-1415

## WASHINGTON STATE CLOCK HOUR REGISTRATION FORM


Use this form to verify your attendance at an approved clock hour offering outlined in Section II below. This form must be retained by the individual as verification of attendance. It is the individual's responsibility to maintain accurate records for compliance with certification regulations. DO NOT USE THIS FORM IF YOU ARE RECEIVING COLLEGE CREDIT FOR THIS PROGRAM.

**PARTICIPANTS MUST SIGN THE CLOCK HOUR ATTENDANCE LIST IN ORDER TO RECEIVE CLOCK HOURS.**

Section 1 - Information - Participant			Please Print and Use Pen	
Only				
Legal Name (Last, First, Middle)			Maiden or Former Name	
Date of Birth (m,d,y)	Social Security No. (optional)	Washington Certificate No.	(optional) <input type="checkbox"/> Female <input type="checkbox"/> Male	
Home Address (Street, City, State, Zip Code)			Telephone Numbers	
			Home	
			Business	

Section II - Clock Hour Provider			
Clock Hour Class Title: <b>WSPA HR Legal Boot Camp</b>		Name of Instructors: <b>Curtis Leonard / Various Others</b>	
Total Number of Clock Hours Available <b>21</b>	First Day of Class/Offering <b>7/10/2017</b>	Last Day of Class/Offering <b>7/12/2017</b>	
Sponsoring Provider Name (Agency Granting Clock Hours) <b>Washington School Personnel Association</b>		Business Telephone Number <b>360-825-1415</b>	
Provider Address <b>PO Box 1600 Anacortes, WA 98221</b>			
Sponsoring Provider Contact Person <b>Jennifer Tottenham, Program Coordinator</b>		Telephone Number <b>360-825-1415</b>	

Section III - Affidavit of Participant	
<p>I, _____, swear/affirm that I earned _____ clock hours for actual attendance at the above Clock Hour Class Title. I am not applying for college/university credit for this program. I also certify (declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The intentional misrepresentation of a material fact in this form subjects the holder to revocation of his/her certificate pursuant to Chapter 181-85 WAC.</p>	
Original Signature of Participant	Date

Section IV - Clock Hour Provider - Verification	
<p>When signed by the approved class sponsor or instructor, this form serves as a transcript or letter documenting eligible credits as required by WAC 392-121-280(3).</p>	
	<u>7/10/2017</u>
Original Signature of Class Sponsor/Instructor	Date

Organization	First Name	Last Name	Email	Job Title
Tacoma Public Schools	Kirsten	Anderson-Connolly	kander1@tacoma.k12.wa.us	Employee and Labor Relations Coordinator
Rainier School District #307	Ulrike	Barlass	barlassu@rainier.wednet.edu	Payroll/Human Resources
Camas School District	Marilyn	Boerke	marilyn.boerke@camas.wednet.edu	Director of Talent Development
ESD 123	Kaylee	Bolt	kbolt@esd123.org	Human Resource Coordinator
Bethel School District	Mel	Boyd	mboyd@bethelsd.org	Director of Human Resources - Certificated
Federal Way Public Schools	David	Brower	dbrower@fwps.org	HR Performance Management Officer
Lakewood School District	Tina	Bustad	tbustad@lwsd.wednet.edu	Human Resource Officer
Hoquiam School District	Lori	Coady	lcoady@hoquiam.net	Human Resources Coordinator
White Salmon Valley School District	Amanda	Davis	amanda.davis@whitesalmonschoos.org	HR/Payroll Administrative Assistant
Spokane Public Schools	Stephanie	Drake	stephaniedr@spokaneschools.org	Supervisor of Staffing and Fiscal Reporting
Vancouver Public Schools	Kathy	Everidge	kathy.everidge@vansd.org	Assistant Superintendent of HR
Federal Way Public Schools	Tony	Frascone	tfrascone@fwps.org	Director of Employee Relations
Bethel School District	Jodi	Gregory	jgregory@bethelsd.org	Administrative Assistant
Tacoma Pulbic Schools	Forrest	Griek	fgriek@tacoma.k12.wa.us	Principal
Taholah School District	Lenora	Hall	lehall@taholah.org	Superintendent
South Kitsap School District	Jerry	Holsten	holsten@skitsap.wednet.edu	Human Resources Director
Federal Way Public Schools	Diane	Holt	dholt@fwps.org	Executive Director of Leadership Development and Evaluations
North Thurston School District	Dena	Jordan	djordan@nthurston.k12.wa.us	Labor Relations Coordinator
Fife School District	Heidi	Joyner	hjoyner@fifeschools.com	Director of Human Resources
Tacoma Public Schools	Autumn	Lara	alara2@tacoma.k12.wa.us	Assistant Director of Compliance and Investigations
Highline Public Schools	Christina	Larsen	christina.larsen@highlineschools.org	Executive Director of Human Resources
Spokane Public Schools	Kate	Lasswell	katel@spokaneschools.org	Human Resource Specialist
Sultan School District	Cyd	Leahy	cyd.leahy@sultan.k12.wa.us	Office Manager/Human Resources
Vancouver Public Schools	Darla	Lindsey	darla.lindsey@vansd.org	Director of Classified Labor Relations
San Juan Island School District	Cynthia	Luna McVeigh	cynthiamcveigh@sjisd.wednet.edu	Human Resources Coordinator
Vancouver Public Schools	Starla	Manchester	starla.manchester@vansd.org	Human Resources, Director
Spokane Public Schools	Mark	Martell	markm@spokaneschools.org	Supervisor, Printing and Mail Services
Wenatchee School District	Dianna	Miller	miller.dianna@wenatcheeschools.org	Substitute Coordinator/ HR Generalist
South Kitsap School District	Jamie	Monagle	monaglej@skitsap.wednet.edu	Human Resources Specialist
Toppenish School District	Jeanette	Ozuna	ozunajl@toppenish.wednet.edu	Assistant Superintendent
Fife School District	Ben	Ramirez	bramirez@fifeschools.com	Assistant Superintendent
Hoquiam School District	Erica	Barrie	<a href="mailto:ebarrie@hoquiam.net">ebarrie@hoquiam.net</a>	Human Resources
Nine Mile Falls School District	Mandi	Stack	mstack@9mile.org	Payroll Officer
Othello School District	Sandra	Villarreal	svillarreal@othelloschools.org	Executive Director of HR
Green Mountain School District	Tyson	Vogeler	tyson.vogeler@greenmountainschool.us	Superintendent
Sequim School District	Paul	Wieneke	pwieneke@sequim.k12.wa.us	Executive Director Human Resources
Mount Vernon School District	Kris	Wollan	kwollan@mvsd320.org	Human Resources Director

**From:** [admin@wspace.net](mailto:admin@wspace.net)  
**To:** [admin@wspace.net](mailto:admin@wspace.net); [jrausch@wspace.net](mailto:jrausch@wspace.net)  
**Subject:** HELP I: Survey  
**Date:** Monday, July 17, 2017 1:08:34 PM

---

Hello HELP I team,

Thank you so much for joining us last week. It was a pleasure to meet each of you. We hope that you found the information to be of value and that you had the opportunity to connect with your colleagues in a meaningful way.

We do ask that you complete a short survey to share your feedback. It is critical for our planning and development of future events. Thank you for your time and input:

<https://www.surveymonkey.com/r/HELP2017>

Please let me know if you have any questions or if I may be of any additional assistance.

Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspace.net/>



**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [admin@wsps.net](mailto:admin@wsps.net); [jrausch@wsps.net](mailto:jrausch@wsps.net)  
**Subject:** HELP III Survey  
**Date:** Monday, July 17, 2017 1:12:12 PM

---

Hello HELP III team,

Thank you so much for joining us last week – it was so great to see you again!

We do ask that you complete a short survey to share your feedback. It is critical for our planning and development of the HELP program. Thank you for your time and input:

<https://www.surveymonkey.com/r/HELPIII2017>

Please let me know if you have any questions or if I may be of any additional assistance.

Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wsps.net/>



**From:** [Shannon Angle](#) on behalf of [Shannon Angle <sangle@cloverpark.k12.wa.us>](#)  
**To:** [lvarkevisser@crschools.org](#); [fangle@mukilteo.wednet.edu](#); [Shannon Angle](#); [robertsb@evsd.org](#); [csayres@asd5.org](#); [lisa.smith@dpsdmail.org](#); [amoses@chenevdsd.org](#); [stefanie.house@kelsosd.org](#); [kara.silsbee@bellingshamschools.org](#); [connie.majors@lacenterschools.org](#); [melody\\_perez@sumnersd.org](#); [smcisaac@marywalker.org](#); [tcaldwell@nkschools.org](#); [fledesma@gsd200.org](#); [driordan@asd103.org](#); [JCRAVY@SW.WEDNET.EDU](#); [jodi.fontyn@ridgefieldsd.org](#); [aspencer@9mile.org](#); [shawnacysmith2012@gmail.com](#); [jwojciec@fwps.org](#); [jrausch@wspsa.net](#)  
**Subject:** Activity Log.xlsx  
**Date:** Thursday, July 20, 2017 3:51:31 PM  
**Attachments:** [Activity Log.xlsx](#)

---

Hello Everyone,

I hope your week is going well and you are working through your tasks that grew while you were away. Jane had mentioned she would create an activity log for our documentation and would auto sum. I've put together a log and wanted to share with you.

Looking forward to hearing how your year successfully launches.

Shannon

Shannon Angle

Administrative Secretary

Human Resources



Creating Promising Futures.

**Clover Park School District**

**Human Resources**

10903 Gravelly Lake Drive SW

Lakewood, WA 98499

253.583.5087 • Fax 253.583.5088

Due with submission of your portfolio  
Help Activity Log  
Year:

Date	Activity/Task	Documentation	Hours
Total			0

Name: \_\_\_\_\_ Level: \_\_\_\_\_

**From:** [Helene Paroff](#) on behalf of [Helene Paroff <hparoff@wasa-oly.org>](#)  
**To:** [Tammy Campbell \(tcampbell@fwps.org\)](#); [Michael Dunn](#); [rrussell@freemansd.org](#); [Curtis M. Leonard](#); [cleonard@wspsa.net](#); [Warren Hopkins](#); [warren@ernn.com](#); [Anthony Smith](#); [cbruner@mvsd320.org](#); [McVicker David - Superintendent](#); [Clemens, Debra](#); [John Polm](#); [csweeting@asd.wednet.edu](#); [Burge, Doug](#)  
**Subject:** New Superintendent Workshop Information  
**Date:** Thursday, July 20, 2017 4:11:13 PM  
**Attachments:** [2017NSProgram.pdf](#)

---

Dear All,

Thank you for agreeing to present at the WASA New Superintendent Workshop this coming Monday and/or Tuesday. The email below was sent to participants (21 registered) this morning. I thought you might want to see it as well.

We will gladly pay your parking if no spots are available in our lot.

Please let me know what questions you might have.

Looking forward to seeing you next week,  
Helene



Greetings:

Thank you for registering to attend the WASA New Superintendent Workshop. We look forward to seeing you in Olympia next week. I'd like to take this opportunity to provide some general workshop information that will hopefully enhance your planning.

#### LOCATION

WASA Office  
825 5<sup>th</sup> Ave SE  
Olympia, WA 98501

#### PARKING

Please park in the WASA parking lot. If the lot is full when you arrive, metered street parking is available. WASA will pay your parking meter fees so please ask for assistance when you arrive.

#### SCHEDULE

The conference program is attached for your review.

#### CLOCK HOURS

Clock-hour forms, provided at no additional cost, will be available at the front desk.

#### ATTIRE



Dress is business casual for the workshop. We do our best to maintain a comfortable room temperature but suggest you dress in layers if possible.

Given the warm temperature predicted for Monday afternoon/early evening, please dress comfortably for the social and dinner, both of which are held outdoors.

### RECEPTION AND DINNER

The reception and dinner will be held at Albee's Garden Parties. We hope you will be joining us for an evening of networking and dining in a beautiful setting. The address and directions will be provided in your workshop packet. WASA staff will offer transportation to and from our office as needed.

### WEATHER

The current forecast for Monday is sunny and 84 degrees; Tuesday is partly cloudy and 79 degrees.

### WORKSHOP DETAILS

Visit the workshop website at [www.wasa-oly.org/NewSupt17](http://www.wasa-oly.org/NewSupt17) for full details.

### QUESTIONS

Please feel free to contact me with questions at [jchylinski@wasa-oly.org](mailto:jchylinski@wasa-oly.org) or 800.859.9272.

I look forward to seeing you next week,  
Jamie

Jamie Chylinski  
Professional Development Coordinator  
WASA | 825 Fifth Avenue SE, Olympia 98501  
360.489.3644 | [jchylinski@wasa-oly.org](mailto:jchylinski@wasa-oly.org) | [wasa-oly.org](http://wasa-oly.org)



## Starting Strong: What You Know & Do Matters

**WASA NEW SUPERINTENDENT WORKSHOP**  
JULY 24–25, 2017 | WASA OFFICE, OLYMPIA

### WASA 2017–18 OFFICERS

#### PRESIDENT

Steven Webb, Ed.D., Superintendent, Vancouver PS

#### PAST PRESIDENT

Lois Davies, Ed.D., Superintendent, Pateros SD

### WASA EXECUTIVE STAFF

#### EXECUTIVE DIRECTOR

Bill Keim, Ed.D.

#### ASSISTANT EXECUTIVE DIRECTORS

Andy Wolf, Career and Contract Services

Dan Steele, Government Relations

Helene Paroff, Professional Learning and Member Services

DESK BLOCKS COURTESY OF

**Piper Jaffray®**

PADFOLIOS COURTESY OF



**D|A|DAVIDSON**

### NEW SUPERINTENDENTS

ABERDEEN Alicia Henderson	MANSFIELD Mike Messenger	POMEROY Rachel Gwinn
BATTLE GROUND Mark Ross	MERCER ISLAND Donna Colosky	QUEETS- CLEARWATER Rick Rohlman
BELLEVUE Ivan Duran	MILL A Bob Rogers	RENTON Damien Pattenau
BICKLETON Tom Whitmore	MOSES LAKE Joshua Meek	RIVERSIDE Ken Russell
COLUMBIA- HUNTERS Bill Waddlington	MUCKLESHOOT SCHOOL John Lombardi	ROOSEVELT Kate Watson
CONCRETE Wayne Barrett	NCESD 171 Michelle Price	SKAMANIA Ralph Pruitt
CRESTON Chuck Wyborne	NAPAVINE Geoff Parks	SOUTH KITSAP Karst Brandsma
ELLENSBURG Mike Nollan	NESPELEM Mary Hall	SPRAGUE Bill Ressel
ENTIAT Miles Caples	NORTH KITSAP Laurynn Evans	UNION GAP Lisa Gredvig
EVERGREEN John Steach	OAKVILLE Rich Staley	WAITSBURG Jon Mishra
GRAPEVIEW Bill Evans	OCOSTA Kurt Hilyard	WHITE PASS Paul Farris
HOQUIAM Mike Villarreal	OLYMPIA Patrick Murphy	WILBUR Chuck Wyborne
INDEX Brad Jernberg	ONION CREEK Bekah Angus	
KITTITAS TBD	ORIENT Sherry Cowbrough	
LA CONNER Whitney Meissner	ORONDO Ismael Vivanco	

*Wasa*

LEADERSHIP | TRUST | ADVOCACY



## Starting Strong: What You Know & Do Matters

**WASA NEW SUPERINTENDENT WORKSHOP**  
JULY 24–25, 2017 | WASA OFFICE, OLYMPIA

**WASA**

825 Fifth Avenue SE, Olympia, WA 98501  
[www.wasa-oly.org](http://www.wasa-oly.org) | 360.943.5717

001052



# Starting Strong: What You Know & Do Matters

WASA NEW SUPERINTENDENT WORKSHOP | JULY 24-25, 2017 | WASA OFFICE, OLYMPIA

## MONDAY, JULY 24

8:30-9 a.m.

REGISTRATION

9-9:30 a.m.

WELCOME AND INTRODUCTIONS

Carl Bruner, Ed.D., Superintendent,  
Mount Vernon SD; Chair, WASA  
Superintendents Component  
Helene Paroff, Assistant Executive  
Director, WASA

9:30-9:50 a.m.

STATE OF THE STATE AND DATA  
TRENDS

Bill Keim, Ed.D., Executive Director,  
WASA

9:50-10 a.m.

BREAK  
**RENAISSANCE\***

10-11 a.m.

STRATEGIC PLANNING

Tammy Campbell, Ed.D.,  
Superintendent, Federal Way PS

11-11:45 a.m.

SUCCESSFUL BOARD RELATIONS

Mike Dunn, Ed.D., Superintendent,  
NEWESD 101

11:45 a.m.-

LUNCH

12:30 p.m.

 **PiperJaffray**

12:30-12:45 p.m.

REFLECTIONS ON THE MORNING

12:45-1:30 p.m.

THE POWER OF A STRONG  
ADMINISTRATIVE TEAM

Randy Russell, Ph.D., Superintendent,  
Freeman SD

1:30-2:15 p.m.

BARGAINING ESSENTIALS

Warren Hopkins, Executive Director,  
ERNN  
Curtis Leonard, Executive Director,  
WSPA  
Andy Wolf, Assistant Executive  
Director, WASA

2:15-2:30 p.m.

BREAK



2:30-3:15 p.m.

BARGAINING ESSENTIALS  
(CONTINUED)

3:15-4:15 p.m.

ENTRY PLANNING

Randy Russell, Ph.D., Superintendent,  
Freeman SD  
Anthony Smith, Ed.D., Superintendent,  
Riverview SD  
Andy Wolf, Assistant Executive  
Director, WASA

5 p.m.

RECEPTION AND DINNER

ALBEE'S GARDEN PARTIES

Reception

 **Beresford Company** 

 **Hill International** 

Dinner

 **D|A|DAVIDSON**

**FOSTER PEPPER**



## TUESDAY, JULY 25

7:30-8 a.m.

BREAKFAST



8-9 a.m.

WHAT YOU NEED TO KNOW ABOUT  
DISTRICT FINANCES

David McVicker, Superintendent,  
Central Kitsap SD

9-9:45 a.m.

YOUR ROLE AS AN INSTRUCTIONAL  
LEADER

Debra Clemens, Ph.D., Superintendent,  
North Thurston SD

9:45-10 a.m.

BREAK

10-10:45 a.m.

REFLECTIONS ON THE MORNING

10:45-11:30 a.m.

LEGISLATIVE AND POLITICAL ISSUES

Dan Steele, Assistant Executive  
Director, WASA

11:30-11:45 a.m.

UTILIZING RESOURCES

Bill Keim, Ed.D., Executive Director,  
WASA

11:45 a.m.-

LUNCH

12:15 p.m.



12:15-1 p.m.

GROWING FROM FIRST YEAR  
EXPERIENCES

Doug Burge, Superintendent, Zillah SD  
John Polm, Ed.D., Superintendent, Port  
Townsend SD  
Chrys Sweeting, Ed.D., Superintendent,  
Arlington SD

1-1:30 p.m.

LOOKING AHEAD FOR SUCCESS

Helene Paroff, Assistant Executive  
Director, WASA  
Andy Wolf, Assistant Executive  
Director, WASA

**From:** [Angela Moses](#) on behalf of [Angela Moses <amoses@cheneysd.org>](#)  
**To:** [Shannon Angle](#); [lvarkevisser@crschools.org](#); [fangle@mukilteo.wednet.edu](#); [robertsb@evsd.org](#); [csayres@asd5.org](#); [lisa.smith@dpsdmail.org](#); [stefanie.house@kelsosd.org](#); [kara.silsbee@bellingshamschools.org](#); [connie.majors@lacenterschools.org](#); [melody\\_perez@sumnersd.org](#); [smcisaac@marywalker.org](#); [tcaldwell@nkschools.org](#); [fledesma@gsd200.org](#); [driordan@asd103.org](#); [JCRAVY@SW.WEDNET.EDU](#); [jodi.fontyn@ridgefieldsd.org](#); [aspencer@9mile.org](#); [shawnacysmith2012@gmail.com](#); [jwojciec@fwps.org](#); [jrausch@wspa.net](#)  
**Subject:** Re: Activity Log.xlsx  
**Date:** Sunday, July 23, 2017 9:37:11 PM  
**Attachments:** [HELP I Participants.xlsx](#)

---

Hello all!

Shannon, thank you for sharing the activity log you created. This will be a huge help to us all!

I hope the weekend has everyone feeling relaxed and rejuvenated for the week ahead.

I've (finally!) added the information everyone provided to our 20/20 Vision contact sheet. I will admit, it was a little difficult to transcribe, so please check me for accuracy and let me know if changes need to be made. If you'd prefer, you can make them yourself and then resend to the group. Jane, maybe 20/20 Vision could have a private folder (if necessary that it be private) of some sort on the WSPA share drive? I'm not sure it works that way or is that simple, but worth asking. :)

Lisa Smith, one of our two resident certs :) as a reminder, would appreciate input regarding the timing of some of the assignments/tasks and how they fall during the school year (eg, S-275=Oct/Nov, etc) so she can reach out to her HR dept accordingly.

On a personal note, I SO enjoyed spending a week with everyone and beginning this journey together. I'm eager to continue down this path as 20/20 Vision...hopefully without additional skits!

Happy Summer,

Angela

---

From: Shannon Angle <sangle@cloverpark.k12.wa.us>  
Sent: Thursday, July 20, 2017 3:51:10 PM  
To: [lvarkevisser@crschools.org](#); [fangle@mukilteo.wednet.edu](#); [Shannon Angle](#); [robertsb@evsd.org](#); [csayres@asd5.org](#); [lisa.smith@dpsdmail.org](#); [Angela Moses](#); [stefanie.house@kelsosd.org](#); [kara.silsbee@bellingshamschools.org](#); [connie.majors@lacenterschools.org](#); [melody\\_perez@sumnersd.org](#); [smcisaac@marywalker.org](#); [tcaldwell@nkschools.org](#); [fledesma@gsd200.org](#); [driordan@asd103.org](#); [JCRAVY@SW.WEDNET.EDU](#); [jodi.fontyn@ridgefieldsd.org](#); [aspencer@9mile.org](#); [shawnacysmith2012@gmail.com](#); [jwojciec@fwps.org](#); [jrausch@wspa.net](#)  
Subject: Activity Log.xlsx

Hello Everyone,

I hope your week is going well and you are working through your tasks that grew while you were away. Jane had

mentioned she would create an activity log for our documentation and would auto sum. I've put together a log and wanted to share with you.

Looking forward to hearing how your year successfully launches.

Shannon

Shannon Angle

Administrative Secretary

Human Resources

[cid:image003.jpg@01D21E27.24451270]

Creating Promising Futures.

Clover Park School District

Human Resources

10903 Gravelly Lake Drive SW

Lakewood, WA 98499

253.583.5087 \* Fax 253.583.5088

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Organization	First Name	Last Name	Preferred Email	Phone, work	Phone, cell	Skyward or ?	Applicant System	Web Software	HR Dept Sz	Student FTE	Schools
Clover Park School District	Shannon	Angle	sangle@cloverpark.k12.wa.us	253-583-5087		Skyward	TalentEd		! Exec Dir, 1 Dr, 1 Mgr, 3 Spec, 1 Recruit Coord, 1 Recruit Spec	13,000	
North Kitsap Schools	Therese	Caldwell	tcaldwell@nkschools.org	360-396-3007		Skyward	FastTrack	School Wire	Assoc Supt, HR Coord, 0.7 FTE HR/ Vol Coord, 2 HR Spec, 1 HR Asst	5,700	6 elem, 2 MS, 2 HS
South Whidbey Elementary	Jeffery	Cravy	JCRAVY@SW.WEDNET.EDU								
Mukilteo School District	Lauren	Fang	fangle@mukilteo.wednet.edu	425-356-1322		Skyward	TalentEd		2 Dir, 2 Coord, 2 Tech, 1 Emp Spec, 1 Sub Coord	16,000	
Ridgefield School District	Jodi	Fontyn	jodi.fontyn@ridgefieldsd.org			Skyward	TalentEd	Apptegy	Dir (Asst Supt), HR Spec, PR Spec, PR & HR/Benes Clerk		
Kelso School District	Stefanie	House	stefanie.house@kelsosd.org	360-501-1917		Skyward	FastTrack		HR Dir, 2 HR Assoc, 2 HR Admin Asst, 3 PR	5,000	
Grandview School District	Faviola	Ledesma	fledesma@gsd200.org	509-882-8518		Skyward	FastTrack		1 Asst Supt, 1 Exec Dir, 1 HR Asst, 2 PR		
La Center School District	Connie	Majors	connie.majors@lacenterschools.or	360-263-2131		Skyward	Applitrack		1 HR, 1 PR, 1 BM		
Mary Walker School District	Sue	Mclsaac	smcisaac@marywalker.org			Skyward	Paper		1 HR/BM		
Cheney Public Schools	Angela	Moses	amoses@cheneysd.org	509-559-4509		Skyward	TalentEd	Edlio	HR Dir (Assoc Supt), 1 HR Off, 1 HR Spec, 1 PR Off, 1 PR Spec	5,600	
Sumner School District	Melody	Perez	melody_perez@sumnersd.org			Skyward	HRM+		Exec Dir, Recruiter, Exec Asst, Opp Mgr, 3 Spec, 3 Gen		
Anacortes School District	Danette	Riordan	driordan@asd103.org			Skyward	HRM+		HR Coord, HR Asst		
East Valley School District	Bailey	Roberts	robertsb@evsd.org	509-241-5046		Skyward	TalentEd	Edline	Hr Dir, HR Off, PR, Off, HR/PR Spec	5,000	
Aberdeen School District	Christi	Sayres	csayres@asd5.org	360-538-2003		Skyward	TalentEd		HR Dir, HR Admin Asst, 3 HR Supp	3,200	
Bellingham Public Schools	Kara	Silsbee	kara.silsbee@bellingshamschools.or	360-676-7766		Skyward	HRM+		! Asst Supt, 1 Dir, 1 Spec Sup, 3.5 Spec, 2 Exec Sec, 1 Sub Coord	11,500	
Deer Park School District	Lisa	Smith	lisa.smith@dpsdmail.org	509-844-6201		Skyward			HR Dir, BM, PR		
Everett Public Schools	Shawnacy	Smith	shawnacysmith2012@gmail.com								
Nine Mile Falls School District	Angela	Spencer	aspencer@9mile.org	509-340-4304		Skyward	Paper		1 HR, 1 PR, 1 BM		
Castle Rock School District	Lori	Varkevisser	lvarkevisser@crschools.org	360-501-2940		Skyward	Applitrack			1,200	

Federal Way Public Schools	Jennifer	Wojciechowski	jwojciec@fwps.org	Business Plus	Chief HR Off, 4 Exec Dir, 1 Dir, 1 Mgr, 4 School Supp Coord, 1 Sub Coord, 1 Leaves & Accommodation, 1 Exec Admin, 1 Office Mgr, 1 HR Asst, 2 Comp Spec	23,000
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**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [cleonard@wspa.net](mailto:cleonard@wspa.net)  
**Subject:** WSPA question  
**Date:** Monday, July 24, 2017 5:06:51 PM

---

I would like to know from districts that have EAP, what is your % of usage? What is your calculated cost per visit (number of employees using the program/cost of the program)?

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)



**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [admin@wsps.net](#)  
**Subject:** Region map  
**Date:** Tuesday, July 25, 2017 7:36:07 AM

---

Good morning Jennifer

Do you have a list of the regions and what school districts/ESDs fall under each region?

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** RE: Region map  
**Date:** Tuesday, July 25, 2017 8:16:35 AM

---

Hi Janet,

Our region page has a map and notes which ESD falls under each region:

<http://www.wsps.net/region-information>

I am working on a database listing each school under each ESD, but it is still in progress. Unfortunately, not all ESDs have downloadable lists of their districts so I am having to manually enter most of them. I will have it completed shortly so it can be used to reach out for new members.

For your region, here are the ESD listings of districts. They are not yet in my database, but will be soon!

ESD 113: <https://www.esd113.org/Page/882>

ESD 121: <http://www.psesd.org/aboutpsed/school-districts/>

Jennifer

---

**From:** Janet Hodson [mailto:[jhodson@fwps.org](mailto:jhodson@fwps.org)]  
**Sent:** Tuesday, July 25, 2017 7:36 AM  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** Region map

Good morning Jennifer  
Do you have a list of the regions and what school districts/ESDs fall under each region?

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [admin@wspa.net](#)  
**Subject:** RE: Region map  
**Date:** Tuesday, July 25, 2017 9:38:04 AM

---

Thanks.

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](#)

---

**From:** [admin@wspa.net](#) [mailto:[admin@wspa.net](#)]  
**Sent:** Tuesday, July 25, 2017 8:17 AM  
**To:** Janet Hodson <[jhodson@fwps.org](#)>  
**Subject:** RE: Region map

Hi Janet,

Our region page has a map and notes which ESD falls under each region:  
<http://www.wspa.net/region-information>

I am working on a database listing each school under each ESD, but it is still in progress. Unfortunately, not all ESDs have downloadable lists of their districts so I am having to manually enter most of them. I will have it completed shortly so it can be used to reach out for new members.

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ESD 113: <https://www.esd113.org/Page/882>

ESD 121: <http://www.psesd.org/aboutpsesd/school-districts/>

Jennifer

---

**From:** Janet Hodson [mailto:[jhodson@fwps.org](#)]  
**Sent:** Tuesday, July 25, 2017 7:36 AM  
**To:** [admin@wspa.net](#)  
**Subject:** Region map

Good morning Jennifer  
Do you have a list of the regions and what school districts/ESDs fall under each region?

Janet Hodson

Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

**From:** [Hobert Bruce L.](#) on behalf of [Hobert Bruce L. <HobertBL@mukilteo.wednet.edu>](#)  
**To:** ["jhodson@fwps.org"](mailto:jhodson@fwps.org)  
**Cc:** [Curtis Leonard \(cleonard@wspsa.net\)](mailto:cleonard@wspsa.net)  
**Subject:** EAP Information  
**Date:** Friday, July 28, 2017 8:00:52 AM

---

Janet,

In the recent past we had EAP services through one of district-wide benefits package, however, it was based in Chicago and wasn't really personalized locally so essentially it has been absent from a benefit for our staff for a long time. However, this year we have contracted with Far West Family Services, a local provider who serves many districts particularly north of Seattle. We are paying about \$68K for our 1700 employees. Each employee will have access to up to about five visits before being referred out. Obviously we don't have any data but will be promoting it widely this fall.

[Bruce Hobert](#)  
[Assistant Superintendent for Human Resources and Operations](#)  
[Mukilteo School District](#)  
[\(425\) 356-1283](#)

**From:** [Bryan Long](#) on behalf of [Bryan Long <blong@finleysd.org>](#)  
**To:** [jhodson@fwps.org](#)  
**Cc:** [cleonard@wspsa.net](#)  
**Subject:** EAP  
**Date:** Monday, July 31, 2017 9:46:28 AM

---

Finley School District (134 employees)

Monthly fee of approx \$300 a month or \$3,600 a year.

We get active usage about 3-4 months a years with as many as 6 open case number. Usually during the stressful times of the school year. March, April and May.

Thanks  
Bryan Long  
Director of Human Resources  
Finley School District

**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** Additional members  
**Date:** Tuesday, August 1, 2017 8:25:49 AM

---

Hi Jennifer,

I hope your summer has been going well ☺

I just renewed our district membership for 10 of us, but we have additional members who need to be renewed:

David Brower  
Diane Holt  
Megan Ristine  
Tony Frascone  
CJ Carter

I wish I would have thought of this before I submitted the renewal – because I would have replaced Mark Davidson with David Brower (David is our chief HR officer, and Mark is retiring in a year) and Susan Partain (who is not very active) with Tony Frascone. Are you able to do that? If you need more information please let me know.

Then, I need to pay for the extras (other than CJ, Susan, and Mark – who can be listed as “additional”).

Let me know if I am missing something on the website that will let me do that ☺

THANK YOU!  
Liz

Liz McFarland  
Human Resources and Systems Manager  
Federal Way Public Schools  
253-945-2021  
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[Click here to learn about FWPS Career Opportunities](#)



**From:** [Long, Dawn](#) on behalf of [Long, Dawn <dlong@nthurston.k12.wa.us>](#)  
**To:** ["jhodson@fwps.org"](#)  
**Cc:** ["cleonard@wspa.net"](#)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Tuesday, August 1, 2017 8:57:30 AM

---

Good Morning Janet,

I hope this finds you well! I checked in with our wellness coordinator and we are not able to get this data information. I am sorry we could not help out😊

Take care and enjoy August.

Dawn

Dawn Long  
Director, Human Resources  
North Thurston Public Schools  
360-412-4457 (40183)

---

**From:** Markham-Harris, Alana  
**Sent:** Monday, July 31, 2017 9:29 AM  
**To:** Long, Dawn  
**Cc:** Bremgartner, Joe  
**Subject:** RE: MEMBER REQUEST

Hi Dawn,

Unfortunately I will be unable to respond to this request. I just called Aetna and they said that because our EAP is built into our L&D plan, they don't calculate or report usage percentage or calculated cost per visit. I asked if the data was retrievable at all and he said unfortunately, no.

Thank you,

*Alana Markham-Harris*  
Human Resources  
North Thurston Public Schools  
(360)412-4898, ext. 40371  
[amarkham-harris@nthurston.k12.wa.us](mailto:amarkham-harris@nthurston.k12.wa.us)

---

**From:** Long, Dawn  
**Sent:** Friday, July 28, 2017 10:04 AM  
**To:** Markham-Harris, Alana <[amarkham-harris@nthurston.k12.wa.us](mailto:amarkham-harris@nthurston.k12.wa.us)>



**Subject:** Fw: MEMBER REQUEST

Good Morning,

Can you please respond to the email request below? Thank you Dawn

---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) <[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)> on behalf of Curtis Leonard <[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)>  
**Sent:** Friday, July 28, 2017 5:07 AM  
**To:** Long, Dawn  
**Subject:** MEMBER REQUEST

Last request of the week! Have a great weekend.

Janet Hodson from Federal School District would like to know from districts that have EAP, what is your % of usage? What is your calculated cost per visit (number of employees using the program/cost of the program)?

Please send your response directly to: [jhodson@fwps.org](mailto:jhodson@fwps.org)

Also, cc your response to: [cleonard@wsps.net](mailto:cleonard@wsps.net)

Thanks,

Curtis

---

This email was sent to [dlong@nthurston.k12.wa.us](mailto:dlong@nthurston.k12.wa.us) by [cleonard@wsps.net](mailto:cleonard@wsps.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

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**From:** [admin@wspa.net](mailto:admin@wspa.net)  
**To:** [Liz McFarland](#)  
**Subject:** RE: Additional members  
**Date:** Tuesday, August 1, 2017 10:45:58 AM

---

Hi Liz,

If you wish the others to be listed as “addtionals” there is no charge. They will not receive member emails, but they will receive discounted registrations to events, etc. Do you want me to process full memberships for the following, or additional status? The only issue that could come into play is that they would not be eligible to apply for WSPA scholarships.

Additional or individual memberships (\$125) – please confirm which option:

- Diane Holt
- Megan Ristine
- CJ Carter

I am happy to swap people out for you – please confirm and I will take it from there!

- Mark Davidson moves to additional status and is replaced with David Brower as a district member
- Susan Partain moves to additional status and is replaced with Tony Frascone

Thank you, Liz. Have a great day!

Best,

jennifer

---

**From:** Liz McFarland [mailto:[lmcfarla@fwps.org](mailto:lmcfarla@fwps.org)]  
**Sent:** Tuesday, August 01, 2017 8:26 AM  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** Additional members

Hi Jennifer,

I hope your summer has been going well ☺

I just renewed our district membership for 10 of us, but we have additional members who need to be renewed:

David Brower  
Diane Holt  
Megan Ristine  
Tony Frascone

CJ Carter

I wish I would have thought of this before I submitted the renewal – because I would have replaced Mark Davidson with David Brower (David is our chief HR officer, and Mark is retiring in a year) and Susan Partain (who is not very active) with Tony Frascione. Are you able to do that? If you need more information please let me know.

Then, I need to pay for the extras (other than CJ, Susan, and Mark – who can be listed as “additional”).

Let me know if I am missing something on the website that will let me do that 😊

THANK YOU!

Liz

Liz McFarland

Human Resources and Systems Manager

Federal Way Public Schools

253-945-2021

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[Click here to learn about FWPS Career Opportunities](#)



**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: Additional members  
**Date:** Tuesday, August 1, 2017 10:53:34 AM

---

Ugh. Sorry we're such a pain!

Yes, please swap out Mark/David and Susan/Tony

Let's add Megan and Diane as individual members – leaving CJ, Mark, and Susan as “additional”

You can add the invoice to my profile and I will pay by credit card online next time I log in.

---

**From:** admin@wspa.net [mailto:admin@wspa.net]  
**Sent:** Tuesday, August 1, 2017 10:46 AM  
**To:** Liz McFarland <lmcfarla@fwps.org>  
**Subject:** RE: Additional members

Hi Liz,

If you wish the others to be listed as “additional” there is no charge. They will not receive member emails, but they will receive discounted registrations to events, etc. Do you want me to process full memberships for the following, or additional status? The only issue that could come into play is that they would not be eligible to apply for WSPA scholarships.

Additional or individual memberships (\$125) – please confirm which option:

- Diane Holt
- Megan Ristine
- CJ Carter

I am happy to swap people out for you – please confirm and I will take it from there!

- Mark Davidson moves to additional status and is replaced with David Brower as a district member
- Susan Partain moves to additional status and is replaced with Tony Frascione

Thank you, Liz. Have a great day!

Best,

jennifer

---

**From:** Liz McFarland [mailto:lmcfarla@fwps.org]  
**Sent:** Tuesday, August 01, 2017 8:26 AM  
**To:** [admin@wspa.net](mailto:admin@wspa.net)

**Subject:** Additional members

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Diane Holt  
Megan Ristine  
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THANK YOU!

Liz

Liz McFarland  
Human Resources and Systems Manager  
Federal Way Public Schools  
253-945-2021  
Follow us on Twitter: @FWPSCareers  
[Click here to learn about FWPS Career Opportunities](#)



**From:** [Jennifer Wojciechowski](#) on behalf of [Jennifer Wojciechowski <jwojciec@fwps.org>](#)  
**To:** [Angela Moses](#); [Shannon Angle](#); [lvarkevisser@crschools.org](#); [fangle@mukilteo.wednet.edu](#); [robertsb@evsd.org](#); [csayres@asd5.org](#); [lisa.smith@dpsdmail.org](#); [stefanie.house@kelsosd.org](#); [kara.silsbee@bellingshamschools.org](#); [connie.majors@lacenterschools.org](#); [melody\\_perez@sumnersd.org](#); [smcisaac@marywalker.org](#); [tcaldwell@nkschools.org](#); [fledesma@gsd200.org](#); [driordan@asd103.org](#); [JCRAVY@SW.WEDNET.EDU](#); [jodi.fontyn@ridgefieldsd.org](#); [aspencer@9mile.org](#); [shawnacysmith2012@gmail.com](#); [jrausch@wspsa.net](#)  
**Subject:** RE: Activity Log.xlsx  
**Date:** Tuesday, August 1, 2017 3:06:16 PM  
**Attachments:** [HELP I Participants.xlsx](#)

---

I've updated my phone numbers and application system in the document and attached the updated version but I've also listed it below. (My name was spelled right! :) Nice!)

Work phone: 253-945-2022  
Cell phone: 206-419-6168  
Application system: AppliTrack

Jennifer  
Jennifer Wojciechowski  
School Support Coordinator  
Human Resources  
Federal Way Public Schools  
33330 8th Avenue South  
Federal Way, WA 98003  
(253)945-2022 phone  
(253)945-2073 main  
(253)941-7576 fax  
[jwojciec@fwps.org](mailto:jwojciec@fwps.org)  
[hr@fwps.org](mailto:hr@fwps.org)  
[Click here to learn about FWPS Career Opportunities](#)

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

From: Angela Moses [<mailto:amoses@cheneysd.org>]  
Sent: Sunday, July 23, 2017 9:37 PM  
To: Shannon Angle <[sangle@cloverpark.k12.wa.us](mailto:sangle@cloverpark.k12.wa.us)>; [lvarkevisser@crschools.org](mailto:lvarkevisser@crschools.org); [fangle@mukilteo.wednet.edu](mailto:fangle@mukilteo.wednet.edu); [robertsb@evsd.org](mailto:robertsb@evsd.org); [csayres@asd5.org](mailto:csayres@asd5.org); [lisa.smith@dpsdmail.org](mailto:lisa.smith@dpsdmail.org); [stefanie.house@kelsosd.org](mailto:stefanie.house@kelsosd.org); [kara.silsbee@bellingshamschools.org](mailto:kara.silsbee@bellingshamschools.org); [connie.majors@lacenterschools.org](mailto:connie.majors@lacenterschools.org); [melody\\_perez@sumnersd.org](mailto:melody_perez@sumnersd.org); [smcisaac@marywalker.org](mailto:smcisaac@marywalker.org); [tcaldwell@nkschools.org](mailto:tcaldwell@nkschools.org); [fledesma@gsd200.org](mailto:fledesma@gsd200.org); [driordan@asd103.org](mailto:driordan@asd103.org); [JCRAVY@SW.WEDNET.EDU](mailto:JCRAVY@SW.WEDNET.EDU); [jodi.fontyn@ridgefieldsd.org](mailto:jodi.fontyn@ridgefieldsd.org); [aspencer@9mile.org](mailto:aspencer@9mile.org); [shawnacysmith2012@gmail.com](mailto:shawnacysmith2012@gmail.com); Jennifer Wojciechowski <[jwojciec@fwps.org](mailto:jwojciec@fwps.org)>; [jrausch@wspsa.net](mailto:jrausch@wspsa.net)  
Subject: Re: Activity Log.xlsx

Hello all!

Shannon, thank you for sharing the activity log you created. This will be a huge help to us all!

I hope the weekend has everyone feeling relaxed and rejuvenated for the week ahead.

I've (finally!) added the information everyone provided to our 20/20 Vision contact sheet. I will admit, it was a little difficult to transcribe, so please check me for accuracy and let me know if changes need to be made. If you'd prefer, you can make them yourself and then resend to the group. Jane, maybe 20/20 Vision could have a private folder (if

necessary that it be private) of some sort on the WSPA share drive? I'm not sure it works that way or is that simple, but worth asking. :)

Lisa Smith, one of our two resident certs :) as a reminder, would appreciate input regarding the timing of some of the assignments/tasks and how they fall during the school year (eg, S-275=Oct/Nov, etc) so she can reach out to her HR dept accordingly.

On a personal note, I SO enjoyed spending a week with everyone and beginning this journey together. I'm eager to continue down this path as 20/20 Vision...hopefully without additional skits!

Happy Summer,

Angela

---

From: Shannon Angle <sangle@cloverpark.k12.wa.us>

Sent: Thursday, July 20, 2017 3:51:10 PM

To: lvarkevisser@crschools.org; fangle@mukilteo.wednet.edu; Shannon Angle; robertsb@evsd.org; csayres@asd5.org; lisa.smith@dpsdmail.org; Angela Moses; stefanie.house@kelsosd.org; kara.silsbee@bellingshamschools.org; connie.majors@lacenterschools.org; melody\_perez@sumnersd.org; smcisaac@marywalker.org; tcaldwell@nkschools.org; fledesma@gsd200.org; driordan@asd103.org; JCRAVY@SW.WEDNET.EDU; jodi.fontyn@ridgefieldsd.org; aspencher@9mile.org; shawnacysmith2012@gmail.com; jwojciec@fwps.org; jrausch@wspa.net  
Subject: Activity Log.xlsx

Hello Everyone,

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Looking forward to hearing how your year successfully launches.

Shannon

Shannon Angle

Administrative Secretary

Human Resources

[cid:image003.jpg@01D21E27.24451270]

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Clover Park School District

Human Resources

10903 Gravelly Lake Drive SW

Lakewood, WA 98499

253.583.5087 \* Fax 253.583.5088

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Organization	First Name	Last Name	Preferred Email	Phone, work	Phone, cell	Skyward or ?	Applicant System	Web Software	HR Dept Sz	Student FTE	Schools
Clover Park School District	Shannon	Angle	sangle@cloverpark.k12.wa.us	253-583-5087		Skyward	TalentEd		! Exec Dir, 1 Dr, 1 Mgr, 3 Spec, 1 Recruit Coord, 1 Recruit Spec	13,000	
North Kitsap Schools	Therese	Caldwell	tcaldwell@nkschools.org	360-396-3007		Skyward	FastTrack	School Wire	Assoc Supt, HR Coord, 0.7 FTE HR/ Vol Coord, 2 HR Spec, 1 HR Asst	5,700	6 elem, 2 MS, 2 HS
South Whidbey Elementary	Jeffery	Cravy	JCRAVY@SW.WEDNET.EDU								
Mukilteo School District	Lauren	Fang	fangle@mukilteo.wednet.edu	425-356-1322		Skyward	TalentEd		2 Dir, 2 Coord, 2 Tech, 1 Emp Spec, 1 Sub Coord	16,000	
Ridgefield School District	Jodi	Fontyn	jodi.fontyn@ridgefieldsd.org			Skyward	TalentEd	Apptegy	Dir (Asst Supt), HR Spec, PR Spec, PR & HR/Benes Clerk		
Kelso School District	Stefanie	House	stefanie.house@kelsosd.org	360-501-1917		Skyward	FastTrack		HR Dir, 2 HR Assoc, 2 HR Admin Asst, 3 PR	5,000	
Grandview School District	Faviola	Ledesma	fledesma@gsd200.org	509-882-8518		Skyward	FastTrack		1 Asst Supt, 1 Exec Dir, 1 HR Asst, 2 PR		
La Center School District	Connie	Majors	connie.majors@lacenterschools.or	360-263-2131		Skyward	Applitrack		1 HR, 1 PR, 1 BM		
Mary Walker School District	Sue	Mclsaac	smcisaac@marywalker.org			Skyward	Paper		1 HR/BM		
Cheney Public Schools	Angela	Moses	amoses@cheneysd.org	509-559-4509		Skyward	TalentEd	Edlio	HR Dir (Assoc Supt), 1 HR Off, 1 HR Spec, 1 PR Off, 1 PR Spec	5,600	
Sumner School District	Melody	Perez	melody_perez@sumnersd.org			Skyward	HRM+		Exec Dir, Recruiter, Exec Asst, Opp Mgr, 3 Spec, 3 Gen		
Anacortes School District	Danette	Riordan	driordan@asd103.org			Skyward	HRM+		HR Coord, HR Asst		
East Valley School District	Bailey	Roberts	robertsb@evsd.org	509-241-5046		Skyward	TalentEd	Edline	Hr Dir, HR Off, PR, Off, HR/PR Spec	5,000	
Aberdeen School District	Christi	Sayres	csayres@asd5.org	360-538-2003		Skyward	TalentEd		HR Dir, HR Admin Asst, 3 HR Supp	3,200	
Bellingham Public Schools	Kara	Silsbee	kara.silsbee@bellingshamschools.or	360-676-7766		Skyward	HRM+		! Asst Supt, 1 Dir, 1 Spec Sup, 3.5 Spec, 2 Exec Sec, 1 Sub Coord	11,500	
Deer Park School District	Lisa	Smith	lisa.smith@dpsdmail.org	509-844-6201		Skyward			HR Dir, BM, PR		
Everett Public Schools	Shawnacy	Smith	shawnacysmith2012@gmail.com								
Nine Mile Falls School District	Angela	Spencer	aspencer@9mile.org	509-340-4304		Skyward	Paper		1 HR, 1 PR, 1 BM		
Castle Rock School District	Lori	Varkevisser	lvarkevisser@crschools.org	360-501-2940		Skyward	Applitrack			1,200	

Federal Way Public Schools	Jennifer	Wojciechowski	jwojciec@fwps.org	253-945-2022	<div></div>	Business Plus Applitrack	Chief HR Off, 4 Exec Dir, 1 Dir, 1 Mgr, 4 School Supp Coord, 1 Sub Coord, 1 Leaves & Accommodation, 1 Exec Admin, 1 Office Mgr, 1 HR Asst, 2 Comp Spec	23,000
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**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [Liz McFarland](#)  
**Subject:** RE: Additional members  
**Date:** Wednesday, August 2, 2017 3:35:54 PM  
**Attachments:** [Ristine membership AUG 2017.pdf](#)

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Not a pain at all, that is why I am here – to help! I think we have you all taken care of. Please let me know if you need any additional updates.

Updated list of district members:

1. You
2. Chris Patten
3. Dan Dizon
4. Janet Hodson
5. Jennifer Berg
6. Jennifer Hymer
7. Jennifer Wojciechowski
8. Kelly Sherry
9. David Brower
10. Tony Frascione

Additional member status:

1. CJ Carter
2. Mark Davidson
3. Susan Partain
4. Tara Lofton

New memberships/individual

1. Megan Ristine - invoice attached for individual membership. If you decide you would like to keep her at additional status, just let me know and I can cancel the invoice.
2. DianeHolt - she received a one year membership for being a Boot Camp attendee. All taken care of!

Thank you, Liz.

Have a great afternoon,

Jennifer

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**From:** Liz McFarland [mailto:[lmcfarla@fwps.org](mailto:lmcfarla@fwps.org)]  
**Sent:** Tuesday, August 01, 2017 10:54 AM  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** RE: Additional members

Ugh. Sorry we're such a pain!

Yes, please swap out Mark/David and Susan/Tony

Let's add Megan and Diane as individual members – leaving CJ, Mark, and Susan as “additional”

You can add the invoice to my profile and I will pay by credit card online next time I log in.

---

**From:** [admin@wspa.net](mailto:admin@wspa.net) [<mailto:admin@wspa.net>]

**Sent:** Tuesday, August 1, 2017 10:46 AM

**To:** Liz McFarland <[lmcfarla@fwps.org](mailto:lmcfarla@fwps.org)>

**Subject:** RE: Additional members

Hi Liz,

If you wish the others to be listed as “addtionals” there is no charge. They will not receive member emails, but they will receive discounted registrations to events, etc. Do you want me to process full memberships for the following, or additional status? The only issue that could come into play is that they would not be eligible to apply for WSPA scholarships.

Additional or individual memberships (\$125) – please confirm which option:

- Diane Holt
- Megan Ristine
- CJ Carter

I am happy to swap people out for you – please confirm and I will take it from there!

- Mark Davidson moves to additional status and is replaced with David Brower as a district member
- Susan Partain moves to additional status and is replaced with Tony Frascone

Thank you, Liz. Have a great day!

Best,

jennifer

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**From:** Liz McFarland [<mailto:lmcfarla@fwps.org>]

**Sent:** Tuesday, August 01, 2017 8:26 AM

**To:** [admin@wspa.net](mailto:admin@wspa.net)

**Subject:** Additional members

Hi Jennifer,

I hope your summer has been going well ☺

I just renewed our district membership for 10 of us, but we have additional members who need to be renewed:

David Brower  
Diane Holt  
Megan Ristine  
Tony Frascone  
CJ Carter

I wish I would have thought of this before I submitted the renewal – because I would have replaced Mark Davidson with David Brower (David is our chief HR officer, and Mark is retiring in a year) and Susan Partain (who is not very active) with Tony Frascone. Are you able to do that? If you need more information please let me know.

Then, I need to pay for the extras (other than CJ, Susan, and Mark – who can be listed as “additional”).

Let me know if I am missing something on the website that will let me do that 😊

THANK YOU!  
Liz

Liz McFarland  
Human Resources and Systems Manager  
Federal Way Public Schools  
253-945-2021  
Follow us on Twitter: @FWPSCareers  
[Click here to learn about FWPS Career Opportunities](#)



INVOICE 10758

Washington School Personnel Association  
PO Box 1600  
Anacortes, WA 98221



Federal Way Public Schools  
Attn: Megan Ristine  
33330 8th Avenue South  
Federal Way, Washington 98003

Invoice # 10758  
Invoice Date 08/02/2017  
Invoice Due 09/01/2017

Amount Due	125.00
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Invoice Details

Description	Amount
Active Membership Application 2017-2018	125.00

Amount Due	125.00
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Please submit this invoice to your accounting department for payment. If you have a purchase order you can attach that to the invoice.

**From:** [CJ Carter](#) on behalf of [CJ Carter <cjcarter@fwps.org>](mailto:cjcarter@fwps.org)  
**To:** [cleonard@wspa.net](mailto:cleonard@wspa.net)  
**Cc:** [debra.tito@rentonschools.us](mailto:debra.tito@rentonschools.us)  
**Subject:** 8/4/17- RE: MEMBER REQUEST  
**Date:** Friday, August 4, 2017 11:06:36 AM

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*Good morning~ at each of my weekly Guest Orientations I do, I explain what is needed from the Guest Para Educator to have in their application to be considered for an interviewed and be hired into a permanent position. Para Educators are the backbone of all school districts ~*

*One important fact to share with them is that the FWSD does proctor the Para Pro test right here in our main district office building! With open appointment dates for them to choose from.*

*I let them know to review this Para Pro information on the internet and review the sample questions they have for them to view so they have an even better idea of what this test involves. I also suggest they go to their local Library and ask if they have books on Para Pro to review.*

*Identifying the great need for HQ Para guest employees & staff for our school district & the value of what they contribute to individual students or groups of students, in each classroom is potentially life changing.*

*I inform them of the cost of taking the test here and that the cost of the test is to be made at the time they schedule their appointment date.*

*Happy Friday Debra and Leonard ~*

CJ Carter  
Guest Employee Specialist, HR  
Federal Way School District  
253-945-2027 253-941-7576-Fax  
Follow us on Twitter: @FWPSCareers  
[Click here to learn about FWPS Career Opportunities](#)



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PUBLIC SCHOOLS**

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**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]

**Sent:** Friday, August 04, 2017 9:29 AM

**To:** CJ Carter <cjcarter@fwps.org>

**Subject:** MEMBER REQUEST

A couple member requests for you today! I hope everyone is having a great summer.

This topic will likely be the focus of future WSPA discussions, but Debra Tito from Renton School District is wondering how your district is approaching getting paras HQ by September 2018. I will also be collecting any responses to share with members.

Please send your response directly to: [debra.tito@rentonschools.us](mailto:debra.tito@rentonschools.us)

Also, cc your response to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

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This email was sent to [cjcarter@fwps.org](mailto:cjcarter@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

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**From:** [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)  
**To:** [Debra Tito; cleonard@wspa.net](#)  
**Subject:** FW: MEMBER REQUEST  
**Date:** Monday, August 7, 2017 8:27:09 AM

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Hello Curtis:

Our District has not addressed PARA HQ for September 2018 yet.

**Tara T. Lofton**

Human Resources Employee Relations  
& Legal Assistant Specialist

253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)

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**From:** [waspamemberclicks@mail.net](mailto:waspamemberclicks@mail.net) <[waspamemberclicks@mail.net](mailto:waspamemberclicks@mail.net)> on behalf of Curtis Leonard  
<[waspamemberclicks@mail.net](mailto:waspamemberclicks@mail.net)>

**Sent:** Friday, August 4, 2017 9:30:19 AM

**To:** Tara Lofton

**Subject:** MEMBER REQUEST

A couple member requests for you today! I hope everyone is having a great summer.

This topic will likely be the focus of future WSPA discussions, but Debra Tito from Renton School District is wondering how your district is approaching getting paras HQ by September 2018. I will also be collecting any responses to share with members.

Please send your response directly to: [debra.tito@rentonschools.us](mailto:debra.tito@rentonschools.us)

Also, cc your response to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

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This email was sent to [tlofton@fwps.org](mailto:tlofton@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

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United States

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**From:** [Brianne King](#) on behalf of [Brianne King <Brianne@wasbo.org>](#)  
**To:** [Alan Burke](#); [Bill Keim](#); [Cal Brodie](#); [Corine Pennington](#); [Curtis Leonard \(cleonard@wspsa.net\)](#); [Dan Steele](#); [Dana Anderson](#); [Darcy Weisner](#); [David Bond](#); [Donna Morey](#); [Doug A. Matson](#); [Duggan Harman](#); [Frank Ashby](#); [Frank Hewins](#); [Gary Cohn](#); [Gary Kipp](#); [Gavin Hottman](#); [Greg Lynch](#); [Heidi Hietpas](#); [Jan Hutton](#); [Jeff Moore](#); [Jennifer Farmer](#); [Jennifer M. Priddy](#); [Jerry Bender \(jerry@awsp.org\)](#); [Jessica Vavrus](#); [Jim Frey](#); [John Deeder](#); [John Welch](#); [JoLynn Berge](#); [Kate Davis](#); [Kevin Chase \(kevin.chase@esd105.org\)](#); [Kim Scott](#); [Kim. brodie \(kbrodie@fwps.org\)](#); [Larry Francois](#); [Linda McDermott](#); [Lisa Dawn-Fisher](#); [Marie Telecky](#); [Marla Miller](#); [Melissa de Vita](#); [Michael Dunn](#); [Michael Merlino](#); [Michael Nelson](#); ["Michelle Matakas"](#); [Michelle Price](#); [Mike Brophy](#); [Mitch Denning](#); [Monica Hunsaker](#); [Nancy Moffatt](#); [Rich McBride](#); [Rich Puryear](#); [Rick Jones](#); [Rosalind Medina](#); [Ruth Russell](#); [Sally McLean](#); [Scott Izutsu](#); [Shelley Redinger](#); [Sheryl Moore](#); [Stephen Nielsen](#); [Steve McIntire](#); [Susan Smith Leland](#); [T.J. Kelly](#); [Teresa Main](#); [Tim Garchow](#); [Tim Merlino](#); [Tim Mills](#); [Lisa Dawn-Fisher](#); [Tim Yeomans](#); [Vic Roberts](#)  
**Subject:** LFWG - Seattle high level budget analysis  
**Date:** Wednesday, August 9, 2017 8:21:03 AM  
**Attachments:** [Budget Data Slides FINAL.pptx](#)  
[Comparison of plans 8-4-17 at 2234pm.xlsx](#)

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Local Funding Work Group Members,

You will find attached JoLynn's first analysis on budget impacts. Seattle has been receiving requests every day from media to provide information on what the impacts are from the recently passed budget and HB2242.

The first slide is built off of the attached excel spreadsheet (same one she sent out earlier).

If anyone has questions, please contact JoLynn Berge at [jdberge@seattleschools.org](mailto:jdberge@seattleschools.org)

We are working on dates for the next meetings. Due to many conflicts and the need to allow time to prepare information for the News, these are the dates we have tentatively scheduled:

LFWG Guiding Team – September 19<sup>th</sup>

LFWG Full Team – September 29<sup>th</sup>

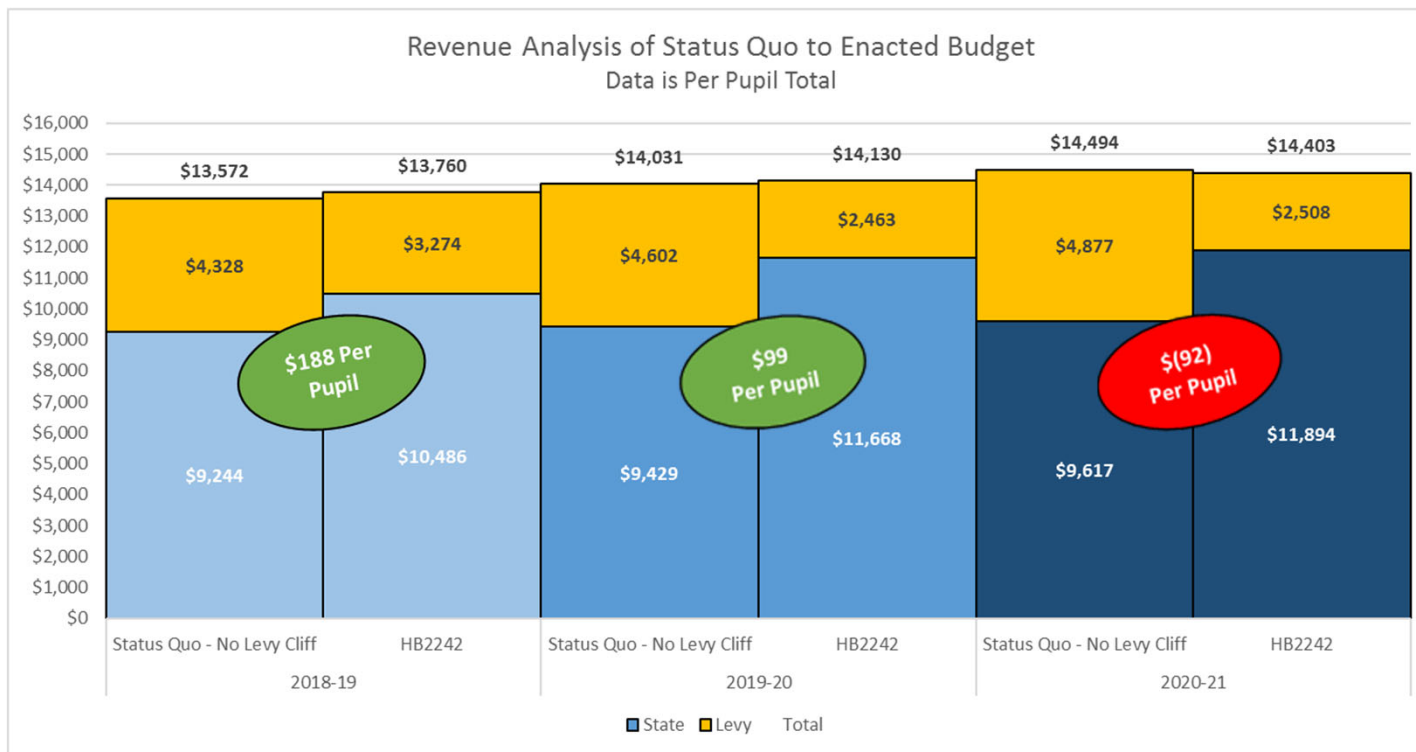
I'm still working on securing rooms and I will send the invites as soon as I have the locations secured.

Thank you,

***Brianne King, CSBO***  
***Executive Director***

***WASBO***

**Washington Association of School Business Officials**  
**(360) 528-2025 office**  
**(253) 985-0875 cell**



While this is a step forward for school years 2018-19 and 2019-20, by school year 2020-21 the new system will be providing less revenue than the status quo. This information outlines the revenue side only. To get a more complete picture we also must look at our projected expenditures, which shows that costs for our current educational program continue to exceed our revenues.

Numbers may not total due to rounding

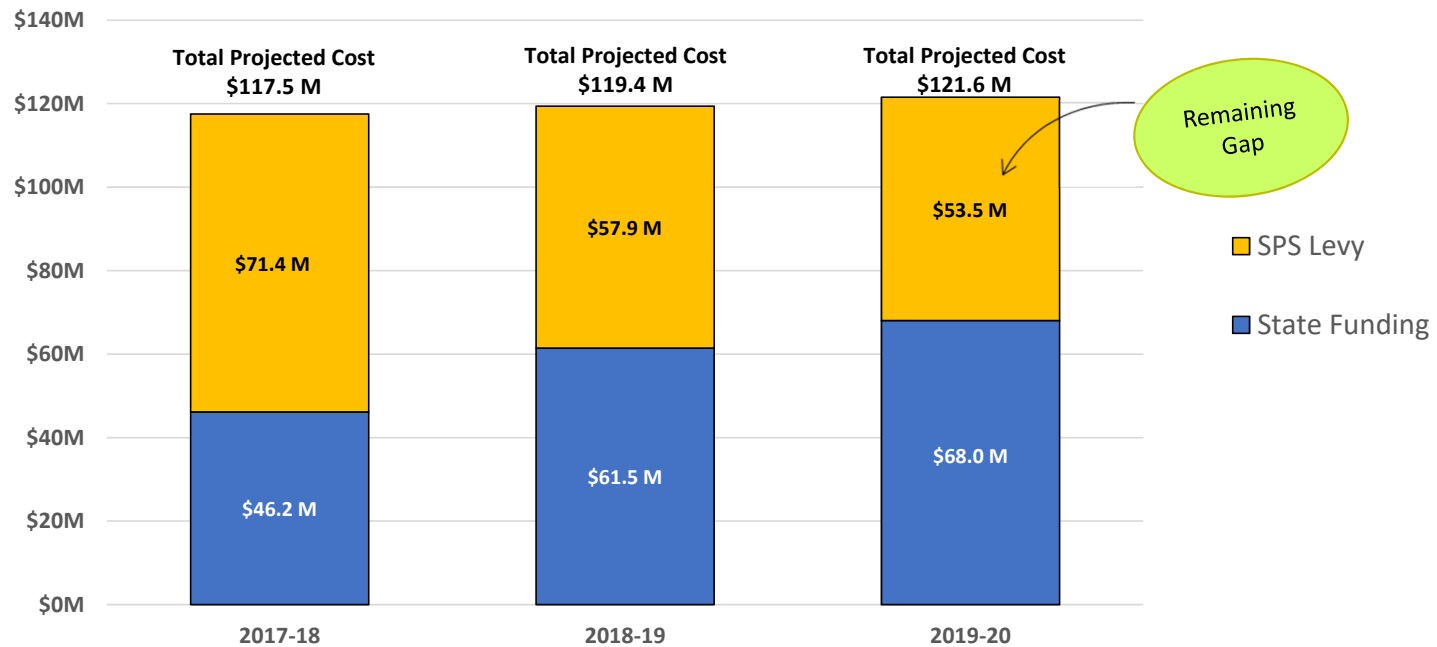
## Budget Outlook For School Years 2018-19 through 2020-21



This slide shows the difference between current revenue and expenditure projections through school year 2020-21. While our projected deficit for school year 2018-19 is much lower than previously anticipated, a deficit is still projected, and grows over time. Our expenditures for our current educational program are estimated to grow by 3% per year.

Numbers may not total due to rounding

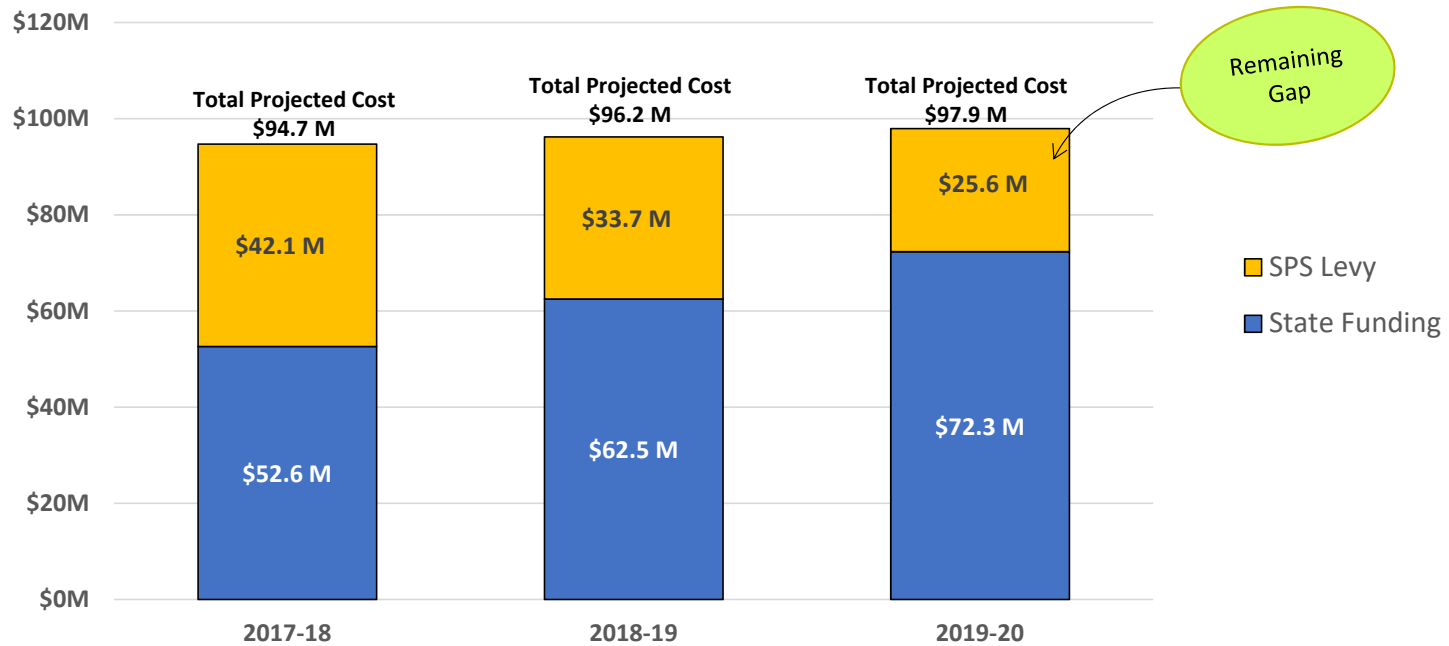
## Special Ed – Remaining Gap in State Basic Ed Funding for Staff



Special education services fall within the state's definition of basic education. While the new budget provides additional state funding, a gap remains to cover the full cost of special education services.

Numbers may not total due to rounding

## Classified Staff - Remaining Gap in State Basic Ed Funding



Classified staff provides support services to schools and include: school secretaries and clerical staff, aides, maintenance and custodial staff, central clerical and professional staff, school security, program managers and directors, deputy and assistant superintendents. These staff have very few supplemental contracts or “enrichment” activities. However we currently anticipate using a significant amount of “enrichment” levies (the new name for Maintenance and Operations Levy) to fill this gap.

Numbers may not total due to rounding

Seattle Public Schools Revenue Analysis of Status Quo to Enacted Budget							
	2017-18 for enacted budget	Status Quo No Levy Cliff in 2018-19	Status Quo No Levy Cliff in 2019-20	Status Quo No Levy Cliff in 2020-21	Enacted Budget 2018-19	Enacted Budget 2019-20	Enacted Budget 2020-21
State	\$ 494,864,026	\$504,761,307	\$514,856,533	\$525,153,663	572,594,275	637,104,594	649,482,920
Levy or Local Effort Levy	\$ 217,597,635	\$236,300,000	\$251,300,000	\$266,300,000	\$178,749,579	\$134,472,545	\$136,964,408
Total	\$ 712,461,661	\$741,061,307	\$766,156,533	\$791,453,663	\$ 751,343,854	\$ 771,577,139	\$ 786,447,328
Per Pupil	\$ 13,047.79	\$13,571.56	\$14,031.14	\$14,494.43	\$ 13,759.87	\$ 14,130.41	\$ 14,402.74
Increase/Decrease					\$ 188	\$ 99	\$ (92)

Notes:

- 1. Estimates exclude potential expenditure impacts from compensation increases.
- 2. Status Quo State funding amounts are inflated by 2% per year.
- 3. Enacted Budget numbers are from OSPI's multi-year analysis

52,578

2016-17 adopted K-12 enrollment, used for 2016-17 only

54,604

Senate enrollment, used for all years except 2016-17 (this is from the Senate plan, any enrollment number can be used, as long as it is consistently applied)

District Instructions

- Fill in with your F-203 for 17-18 and your levy estimates
- Fill in using OSPI's multi year analysis



**From:** [Nielsen, Stephen J](#) on behalf of [Nielsen, Stephen J <sjnielsen@seattleschools.org>](#)  
**To:** [Brianne King](#); [Alan Burke](#); [Bill Keim](#); [Cal Brodie](#); [Corine Pennington](#); [Curtis Leonard \(cleonard@wspsa.net\)](#); [Dan Steele](#); [Dana Anderson](#); [Darcy Weisner](#); [David Bond](#); [Donna Morey](#); [Doug A. Matson](#); [Duggan Harman](#); [Frank Ashby](#); [Frank Hewins](#); [Gary Cohn](#); [Gary Kipp](#); [Gavin Hottman](#); [Greg Lynch](#); [Heidi Hietpas](#); [Jan Hutton](#); [Jeff Moore](#); [Jennifer Farmer](#); [Jennifer M. Priddy](#); [Jerry Bender \(jerry@awsp.org\)](#); [Jessica Vavrus](#); [Jim Frey](#); [John Deeder](#); [John Welch](#); [Berge, JoLynn D](#); [Kate Davis](#); [Kevin Chase \(kevin.chase@esd105.org\)](#); [Kim Scott](#); [Kim. brodie \(kbrodie@fwps.org\)](#); [Larry Francois](#); [Linda McDermott](#); [Lisa Dawn-Fisher](#); [Marie Telecky](#); [Marla Miller](#); [Melissa de Vita](#); [Michael Dunn](#); [Michael Merlino](#); [Michael Nelson](#); ["Michelle Matakas"](#); [Michelle Price](#); [Mike Brophy](#); [Mitch Denning](#); [Monica Hunsaker](#); [Nancy Moffatt](#); [Rich McBride](#); [Rich Puryear](#); [Rick Jones](#); [Rosalind Medina](#); [Ruth Russell](#); [Sally McLean](#); [Scott Izutsu](#); [Shelley Redinger](#); [Sheryl Moore](#); [Steve McIntire](#); [Susan Smith Leland](#); [T.J. Kelly](#); [Teresa Main](#); [Tim Garchow](#); [Tim Merlino](#); [Tim Mills](#); [Lisa Dawn-Fisher](#); [Tim Yeomans](#); [Vic Roberts](#)  
**Subject:** RE: LFWG - Seattle high level budget analysis  
**Date:** Wednesday, August 9, 2017 10:13:37 AM

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Greetings all. Seattle Schools will provide an Amicus brief in support of the NEWS response to the supreme Court. We hope that other districts will do the same since a singular view is never as good as information coming from multiple sources. Who else is interested and or doing so? We can work with those to streamline the process and save time and cost all the while maintaining district specific information and perspective.

Stephen Nielsen

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**From:** Brianne King [mailto:[Brianne@wasbo.org](mailto:Brianne@wasbo.org)]  
**Sent:** Wednesday, August 9, 2017 8:21 AM  
**To:** Alan Burke <[aburke1245@aol.com](mailto:aburke1245@aol.com)>; Bill Keim <[bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org)>; Cal Brodie <[cbrodie@esd113.org](mailto:cbrodie@esd113.org)>; Corine Pennington <[pennicc@puyallup.k12.wa.us](mailto:pennicc@puyallup.k12.wa.us)>; Curtis Leonard (cleonard@wspsa.net) <[cleonard@wspsa.net](mailto:cleonard@wspsa.net)>; Dan Steele <[dsteele@wasa-oly.org](mailto:dsteele@wasa-oly.org)>; Dana Anderson <[danderson@esd113.org](mailto:danderson@esd113.org)>; Darcy Weisner <[dweisner@esd123.org](mailto:dweisner@esd123.org)>; David Bond <[dave.bond@ksd.org](mailto:dave.bond@ksd.org)>; Donna Morey <[Dmorey@whiteriver.wednet.edu](mailto:Dmorey@whiteriver.wednet.edu)>; Doug A. Matson <[Doug.Matson@wvwd.org](mailto:Doug.Matson@wvwd.org)>; Duggan Harman <[duggan.harman@highlineschools.org](mailto:duggan.harman@highlineschools.org)>; Frank Ashby <[fashby@psed.org](mailto:fashby@psed.org)>; Frank Hewins <[fhewins@fpschools.org](mailto:fhewins@fpschools.org)>; Gary Cohn <[gcohn@everettsd.org](mailto:gcohn@everettsd.org)>; Gary Kipp <[gary@awsp.org](mailto:gary@awsp.org)>; Gavin Hottman <[gavin.hottman@esd112.org](mailto:gavin.hottman@esd112.org)>; Greg Lynch <[glynch@oesd.wednet.edu](mailto:glynch@oesd.wednet.edu)>; Heidi Hietpas <[hhietpas@sequim.k12.wa.us](mailto:hhietpas@sequim.k12.wa.us)>; Jan Hutton <[jhutton@cvsd.org](mailto:jhutton@cvsd.org)>; Jeff Moore <[jmoore@everettsd.org](mailto:jmoore@everettsd.org)>; Jennifer Farmer <[JFarmer@everettsd.org](mailto:JFarmer@everettsd.org)>; Jennifer M. Priddy <[jpriddy@osd.wednet.edu](mailto:jpriddy@osd.wednet.edu)>; Jerry Bender (jerry@awsp.org) <[jerry@awsp.org](mailto:jerry@awsp.org)>; Jessica Vavrus <[j.vavrus@wssda.org](mailto:j.vavrus@wssda.org)>; Jim Frey <[frej@lynden.wednet.edu](mailto:frej@lynden.wednet.edu)>; John Deeder <[john.deeder@evergreenps.org](mailto:john.deeder@evergreenps.org)>; John Welch <[jwelch@psed.org](mailto:jwelch@psed.org)>; Berge, JoLynn D <[jdberge@seattleschools.org](mailto:jdberge@seattleschools.org)>; Kate Davis <[Kate.Davis@OFM.WA.GOV](mailto:Kate.Davis@OFM.WA.GOV)>; Kevin Chase (kevin.chase@esd105.org) <[kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)>; Kim Scott <[KScott@kibesd.org](mailto:KScott@kibesd.org)>; Kim. brodie (kbrodie@fwps.org) <[kbrodie@fwps.org](mailto:kbrodie@fwps.org)>; Larry Francois <[lfrancois@nwesd.org](mailto:lfrancois@nwesd.org)>; Linda McDermott <[lindam@spokaneschools.org](mailto:lindam@spokaneschools.org)>; Lisa Dawn-Fisher <[Lisa.Dawn-Fisher@k12.wa.us](mailto:Lisa.Dawn-Fisher@k12.wa.us)>; Marie Telecky <[teleckym@bsd405.org](mailto:teleckym@bsd405.org)>; Marla Miller <[marla.miller@shorelineschools.org](mailto:marla.miller@shorelineschools.org)>; Melissa de Vita <[devitam@bsd405.org](mailto:devitam@bsd405.org)>; Michael Dunn <[mdunn@esd101.net](mailto:mdunn@esd101.net)>; Michael Merlino <[michael.merlino@evergreenps.org](mailto:michael.merlino@evergreenps.org)>; Michael Nelson <[michael\\_nelson@enumclaw.wednet.edu](mailto:michael_nelson@enumclaw.wednet.edu)>; 'Michelle Matakas' <[Michelle.Matakas@k12.wa.us](mailto:Michelle.Matakas@k12.wa.us)>; Michelle Price <[mprice@mlsd.wednet.edu](mailto:mprice@mlsd.wednet.edu)>; Mike Brophy <[brophym@wvwd208.org](mailto:brophym@wvwd208.org)>; Mitch Denning <[medenning@comcast.net](mailto:medenning@comcast.net)>; Monica Hunsaker <[mhunsaker@oesd114.org](mailto:mhunsaker@oesd114.org)>; Nancy Moffatt

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**Subject:** LFWG - Seattle high level budget analysis

Local Funding Work Group Members,

You will find attached JoLynn's first analysis on budget impacts. Seattle has been receiving requests every day from media to provide information on what the impacts are from the recently passed budget and HB2242.

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LFWG Guiding Team – September 19<sup>th</sup>

LFWG Full Team – September 29<sup>th</sup>

I'm still working on securing rooms and I will send the invites as soon as I have the locations secured.

Thank you,

**Brianne King, CSBO**  
**Executive Director**



Washington Association of School Business Officials  
(360) 528-2025 office  
(253) 985-0875 cell

**From:** [Cohn, Gary](#) on behalf of [Cohn, Gary <GCohn@everettsd.org>](#)  
**To:** [Nielsen, Stephen J](#); [Brienne King](#); [Alan Burke](#); [Bill Keim](#); [Cal Brodie](#); [Corine Pennington](#); [Curtis Leonard](#) ([cleonard@wspsa.net](#)); [Dan Steele](#); [Dana Anderson](#); [Darcy Weisner](#); [David Bond](#); [Donna Morey](#); [Doug A. Matson](#); [Duggan Harman](#); [Frank Ashby](#); [Frank Hewins](#); [Gary Kipp](#); [Gavin Hottman](#); [Greg Lynch](#); [Heidi Hietpas](#); [Jan Hutton](#); [Moore, Jeffrey D.](#); [Farmer, Jennifer A.](#); [Jennifer M. Priddy](#); [Jerry Bender](#) ([jerry@awsp.org](#)); [Jessica Vavrus](#); [Jim Frey](#); [John Deeder](#); [John Welch](#); [Berge, JoLynn D](#); [Kate Davis](#); [Kevin Chase](#) ([kevin.chase@esd105.org](#)); [Kim Scott](#); [Kim. brodie](#) ([kbrodie@fwps.org](#)); [Larry Francois](#); [Linda McDermott](#); [Lisa Dawn-Fisher](#); [Marie Telecky](#); [Marla Miller](#); [Melissa de Vita](#); [Michael Dunn](#); [Michael Merlino](#); [Michael Nelson](#); ["Michelle Matakas"](#); [Michelle Price](#); [Mike Brophy](#); [Mitch Denning](#); [Monica Hunsaker](#); [Nancy Moffatt](#); [Rich McBride](#); [Rich Puryear](#); [Rick Jones](#); [Rosalind Medina](#); [Ruth Russell](#); [Sally McLean](#); [Scott Izutsu](#); [Shelley Redinger](#); [Sheryl Moore](#); [Steve McIntire](#); [Susan Smith Leland](#); [T.J. Kelly](#); [Teresa Main](#); [Tim Garchow](#); [Tim Merlino](#); [Tim Mills](#); [Lisa Dawn-Fisher](#); [Tim Yeomans](#); [Vic Roberts](#)  
**Subject:** RE: LFWG - Seattle high level budget analysis  
**Date:** Wednesday, August 9, 2017 10:23:27 AM  
**Attachments:** [image002.png](#)

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Steve, I would appreciate knowing how to go about this. Counsel informed us we could not do so for lack of standing.



**Dr. Gary Cohn**  
Superintendent  
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425-385-4009 | 425-385-4002 Fax

---

**From:** Nielsen, Stephen J [<mailto:sjnielsen@seattleschools.org>]  
**Sent:** Wednesday, August 09, 2017 10:14 AM  
**To:** [Brienne King <Brienne@wasbo.org>](#); [Alan Burke <aburke1245@aol.com>](#); [Bill Keim <bkeim@wasa-oly.org>](#); [Cal Brodie <cbrodie@esd113.org>](#); [Corine Pennington <pennicc@puyallup.k12.wa.us>](#); [Curtis Leonard \(cleonard@wspsa.net\) <cleonard@wspsa.net>](#); [Dan Steele <dstele@wasa-oly.org>](#); [Dana Anderson <danderson@esd113.org>](#); [Darcy Weisner <dweisner@esd123.org>](#); [David Bond <dave.bond@ksd.org>](#); [Donna Morey <Dmorey@whiteriver.wednet.edu>](#); [Doug A. Matson <Doug.Matson@wvwsd.org>](#); [Duggan Harman <duggan.harman@highlineschools.org>](#); [Frank Ashby <fashby@psesd.org>](#); [Frank Hewins <fhewins@fpschools.org>](#); [Cohn, Gary <GCohn@everettsd.org>](#); [Gary Kipp <gary@awsp.org>](#); [Gavin Hottman <gavin.hottman@esd112.org>](#); [Greg Lynch <glynch@oesd.wednet.edu>](#); [Heidi Hietpas <hhietpas@sequim.k12.wa.us>](#); [Jan Hutton <jhutton@cvwsd.org>](#); [Moore, Jeffrey D. <JMoore@everettsd.org>](#); [Farmer, Jennifer A. <JFarmer@everettsd.org>](#); [Jennifer M. Priddy <jpriddy@osd.wednet.edu>](#); [Jerry Bender \(jerry@awsp.org\) <jerry@awsp.org>](#); [Jessica Vavrus <j.vavrus@wssda.org>](#); [Jim Frey <freyj@lynden.wednet.edu>](#); [John Deeder <john.deeder@evergreenps.org>](#); [John Welch <jwelch@psesd.org>](#); [Berge, JoLynn D <jdberge@seattleschools.org>](#); [Kate Davis <Kate.Davis@OFM.WA.GOV>](#); [Kevin Chase \(kevin.chase@esd105.org\) <kevin.chase@esd105.org>](#); [Kim Scott <KScott@kibesd.org>](#); [Kim. brodie \(kbrodie@fwps.org\) <kbrodie@fwps.org>](#); [Larry Francois <lfrancois@nwesd.org>](#); [Linda McDermott <lindam@spokaneschools.org>](#); [Lisa Dawn-Fisher <Lisa.Dawn-Fisher@k12.wa.us>](#); [Marie Telecky <teleckym@bsd405.org>](#); [Marla Miller <marla.miller@shorelineschools.org>](#); [Melissa de Vita <devitam@bsd405.org>](#); [Michael Dunn <mdunn@esd101.net>](#); [Michael Merlino <michael.merlino@evergreenps.org>](#); [Michael Nelson <michael\\_nelson@enumclaw.wednet.edu>](#); ["Michelle Matakas" <Michelle.Matakas@k12.wa.us>](#); [Michelle Price <mprice@mlsd.wednet.edu>](#);

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**Subject:** RE: LFWG - Seattle high level budget analysis

Greetings all. Seattle Schools will provide an Amicus brief in support of the NEWS response to the supreme Court. We hope that other districts will do the same since a singular view is never as good as information coming from multiple sources. Who else is interested and or doing so? We can work with those to streamline the process and save time and cost all the while maintaining district specific information and perspective.

Stephen Nielsen

---

**From:** Brianne King [<mailto:Brianne@wasbo.org>]

**Sent:** Wednesday, August 9, 2017 8:21 AM

**To:** Alan Burke <[aburke1245@aol.com](mailto:aburke1245@aol.com)>; Bill Keim <[bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org)>; Cal Brodie <[cbrodie@esd113.org](mailto:cbrodie@esd113.org)>; Corine Pennington <[pennicc@puyallup.k12.wa.us](mailto:pennicc@puyallup.k12.wa.us)>; Curtis Leonard ([cleonard@wspa.net](mailto:cleonard@wspa.net)) <[cleonard@wspa.net](mailto:cleonard@wspa.net)>; Dan Steele <[dsteele@wasa-oly.org](mailto:dsteele@wasa-oly.org)>; Dana Anderson <[danderson@esd113.org](mailto:danderson@esd113.org)>; Darcy Weisner <[dweisner@esd123.org](mailto:dweisner@esd123.org)>; David Bond <[dave.bond@ksd.org](mailto:dave.bond@ksd.org)>; Donna Morey <[Dmorey@whiteriver.wednet.edu](mailto:Dmorey@whiteriver.wednet.edu)>; Doug A. Matson <[Doug.Matson@wvds.org](mailto:Doug.Matson@wvds.org)>; Duggan Harman <[duggan.harman@highlineschools.org](mailto:duggan.harman@highlineschools.org)>; Frank Ashby <[fashby@psed.org](mailto:fashby@psed.org)>; Frank Hewins <[fhewins@fpschools.org](mailto:fhewins@fpschools.org)>; Gary Cohn <[gcohn@everettsd.org](mailto:gcohn@everettsd.org)>; Gary Kipp <[gary@awsp.org](mailto:gary@awsp.org)>; Gavin Hottman <[gavin.hottman@esd112.org](mailto:gavin.hottman@esd112.org)>; Greg Lynch <[glynch@oesd.wednet.edu](mailto:glynch@oesd.wednet.edu)>; Heidi Hietpas <[hhietpas@sequim.k12.wa.us](mailto:hhietpas@sequim.k12.wa.us)>; Jan Hutton <[jhutton@cvsd.org](mailto:jhutton@cvsd.org)>; Jeff Moore <[jmoore@everettsd.org](mailto:jmoore@everettsd.org)>; Jennifer Farmer <[JFarmer@everettsd.org](mailto:JFarmer@everettsd.org)>; Jennifer M. Priddy <[jpriddy@osd.wednet.edu](mailto:jpriddy@osd.wednet.edu)>; Jerry Bender ([jerry@awsp.org](mailto:jerry@awsp.org)) <[jerry@awsp.org](mailto:jerry@awsp.org)>; Jessica Vavrus <[j.vavrus@wssda.org](mailto:j.vavrus@wssda.org)>; Jim Frey <[frej@lynden.wednet.edu](mailto:frej@lynden.wednet.edu)>; John Deeder <[john.deeder@evergreenps.org](mailto:john.deeder@evergreenps.org)>; John Welch <[jwelch@psed.org](mailto:jwelch@psed.org)>; Berge, JoLynn D <[jdberge@seattleschools.org](mailto:jdberge@seattleschools.org)>; Kate Davis <[Kate.Davis@OFM.WA.GOV](mailto:Kate.Davis@OFM.WA.GOV)>; Kevin Chase ([kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)) <[kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)>; Kim Scott <[KScott@kibesd.org](mailto:KScott@kibesd.org)>; Kim. brodie ([kbrodie@fwps.org](mailto:kbrodie@fwps.org)) <[kbrodie@fwps.org](mailto:kbrodie@fwps.org)>; Larry Francois <[lfrancois@nwesd.org](mailto:lfrancois@nwesd.org)>; Linda McDermott <[lindam@spokaneschools.org](mailto:lindam@spokaneschools.org)>; Lisa Dawn-Fisher <[Lisa.Dawn-Fisher@k12.wa.us](mailto:Lisa.Dawn-Fisher@k12.wa.us)>; Marie Telecky <[teleckym@bsd405.org](mailto:teleckym@bsd405.org)>; Marla Miller <[marla.miller@shorelineschools.org](mailto:marla.miller@shorelineschools.org)>; Melissa de Vita <[devitam@bsd405.org](mailto:devitam@bsd405.org)>; Michael Dunn

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Thank you,

**Brianne King, CSBO**  
**Executive Director**



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**To:** [Nielsen, Stephen J](#); [Brienne King](#); [Alan Burke](#); [Bill Keim](#); [Cal Brodie](#); [Corine Pennington](#); [Curtis Leonard](#) ([cleonard@wspa.net](#)); [Dan Steele](#); [Dana Anderson](#); [Darcy Weisner](#); [David Bond](#); [Donna Morey](#); [Doug A. Matson](#); [Duggan Harman](#); [Frank Ashby](#); [Frank Hewins](#); [Gary Kipp](#); [Gavin Hottman](#); [Greg Lynch](#); [Heidi Hietpas](#); [Jan Hutton](#); [Moore, Jeffrey D.](#); [Farmer, Jennifer A.](#); [Jennifer M. Priddy](#); [Jerry Bender](#) ([jerry@awsp.org](#)); [Jessica Vavrus](#); [Jim Frey](#); [John Deeder](#); [John Welch](#); [Berge, JoLynn D](#); [Kate Davis](#); [Kevin Chase](#) ([kevin.chase@esd105.org](#)); [Kim Scott](#); [Kim. brodie](#) ([kbrodie@fwps.org](#)); [Larry Francois](#); [Linda McDermott](#); [Lisa Dawn-Fisher](#); [Marie Telecky](#); [Marla Miller](#); [Melissa de Vita](#); [Michael Dunn](#); [Michael Merlino](#); [Michael Nelson](#); ["Michelle Matakas"](#); [Michelle Price](#); [Mike Brophy](#); [Mitch Denning](#); [Monica Hunsaker](#); [Nancy Moffatt](#); [Rich McBride](#); [Rich Puryear](#); [Rick Jones](#); [Rosalind Medina](#); [Ruth Russell](#); [Sally McLean](#); [Scott Izutsu](#); [Shelley Redinger](#); [Sheryl Moore](#); [Steve McIntire](#); [Susan Smith Leland](#); [T.J. Kelly](#); [Teresa Main](#); [Tim Garchow](#); [Tim Merlino](#); [Tim Mills](#); [Lisa Dawn-Fisher](#); [Tim Yeomans](#); [Vic Roberts](#)  
**Subject:** RE: LFWG - Seattle high level budget analysis  
**Date:** Thursday, August 10, 2017 9:05:40 AM  
**Attachments:** [image001.png](#)

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Got the answer from Tom Ahearne. Thank you for taking the lead on this. We are considering a separate filing. Let us know if we can support the effort.



**Dr. Gary Cohn**  
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425-385-4009 | 425-385-4002 Fax

---

**From:** Cohn, Gary  
**Sent:** Wednesday, August 09, 2017 10:23 AM  
**To:** 'Nielsen, Stephen J' <[sjnielsen@seattleschools.org](#)>; [Brienne King](#) <[Brienne@wasbo.org](#)>; [Alan Burke](#) <[aburke1245@aol.com](#)>; [Bill Keim](#) <[bkeim@wasa-oly.org](#)>; [Cal Brodie](#) <[cbrodie@esd113.org](#)>; [Corine Pennington](#) <[pennicc@puyallup.k12.wa.us](#)>; [Curtis Leonard](#) ([cleonard@wspa.net](#)) <[cleonard@wspa.net](#)>; [Dan Steele](#) <[dsteele@wasa-oly.org](#)>; [Dana Anderson](#) <[danderson@esd113.org](#)>; [Darcy Weisner](#) <[dweisner@esd123.org](#)>; [David Bond](#) <[dave.bond@ksd.org](#)>; [Donna Morey](#) <[Dmorey@whiteriver.wednet.edu](#)>; [Doug A. Matson](#) <[Doug.Matson@wvwd.org](#)>; [Duggan Harman](#) <[duggan.harman@highlineschools.org](#)>; [Frank Ashby](#) <[fashby@psed.org](#)>; [Frank Hewins](#) <[fhewins@fpschools.org](#)>; [Gary Kipp](#) <[gary@awsp.org](#)>; [Gavin Hottman](#) <[gavin.hottman@esd112.org](#)>; [Greg Lynch](#) <[glynch@oesd.wednet.edu](#)>; [Heidi Hietpas](#) <[hhietpas@sequim.k12.wa.us](#)>; [Jan Hutton](#) <[jhutton@cvsd.org](#)>; [Moore, Jeffrey D.](#) <[JMoore@everettsd.org](#)>; [Farmer, Jennifer A.](#) <[JFarmer@everettsd.org](#)>; [Jennifer M. Priddy](#) <[jpriddy@osd.wednet.edu](#)>; [Jerry Bender](#) ([jerry@awsp.org](#)) <[jerry@awsp.org](#)>; [Jessica Vavrus](#) <[j.vavrus@wssda.org](#)>; [Jim Frey](#) <[freyj@lynden.wednet.edu](#)>; [John Deeder](#) <[john.deeder@evergreenps.org](#)>; [John Welch](#) <[jwelch@psed.org](#)>; [Berge, JoLynn D](#) <[jdberge@seattleschools.org](#)>; [Kate Davis](#) <[Kate.Davis@OFM.WA.GOV](#)>; [Kevin Chase](#) ([kevin.chase@esd105.org](#)) <[kevin.chase@esd105.org](#)>; [Kim Scott](#) <[KScott@kibesd.org](#)>; [Kim. brodie](#) ([kbrodie@fwps.org](#)) <[kbrodie@fwps.org](#)>; [Larry Francois](#) <[lfrancois@nwesd.org](#)>; [Linda McDermott](#) <[lindam@spokaneschools.org](#)>; [Lisa Dawn-Fisher](#) <[Lisa.Dawn-Fisher@k12.wa.us](#)>; [Marie Telecky](#) <[teleckym@bsd405.org](#)>; [Marla Miller](#) <[marla.miller@shorelineschools.org](#)>; [Melissa de Vita](#) <[devitam@bsd405.org](#)>; [Michael Dunn](#) <[mdunn@esd101.net](#)>; [Michael Merlino](#) <[michael.merlino@evergreenps.org](#)>; [Michael Nelson](#) <[michael\\_nelson@enumclaw.wednet.edu](#)>; ["Michelle Matakas"](#) <[Michelle.Matakas@k12.wa.us](#)>; [Michelle Price](#) <[mprice@mlsd.wednet.edu](#)>;



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**Subject:** RE: LFWG - Seattle high level budget analysis

Steve, I would appreciate knowing how to go about this. Counsel informed us we could not do so for lack of standing.



**Dr. Gary Cohn**

Superintendent

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425-385-4009 | 425-385-4002 Fax

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**From:** Nielsen, Stephen J [<mailto:sjnielsen@seattleschools.org>]

**Sent:** Wednesday, August 09, 2017 10:14 AM

**To:** Brianne King <[Brianne@wasbo.org](mailto:Brianne@wasbo.org)>; Alan Burke <[aburke1245@aol.com](mailto:aburke1245@aol.com)>; Bill Keim <[bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org)>; Cal Brodie <[cbrodie@esd113.org](mailto:cbrodie@esd113.org)>; Corine Pennington <[pennicc@puyallup.k12.wa.us](mailto:pennicc@puyallup.k12.wa.us)>; Curtis Leonard ([cleonard@wspa.net](mailto:cleonard@wspa.net)) <[cleonard@wspa.net](mailto:cleonard@wspa.net)>; Dan Steele <[dsteale@wasa-oly.org](mailto:dsteale@wasa-oly.org)>; Dana Anderson <[danderson@esd113.org](mailto:danderson@esd113.org)>; Darcy Weisner <[dweisner@esd123.org](mailto:dweisner@esd123.org)>; David Bond <[dave.bond@ksd.org](mailto:dave.bond@ksd.org)>; Donna Morey <[Dmorey@whiteriver.wednet.edu](mailto:Dmorey@whiteriver.wednet.edu)>; Doug A. Matson <[Doug.Matson@wvds.org](mailto:Doug.Matson@wvds.org)>; Duggan Harman <[duggan.harman@highlineschools.org](mailto:duggan.harman@highlineschools.org)>; Frank Ashby <[fashby@psed.org](mailto:fashby@psed.org)>; Frank Hewins <[fhewins@fpschools.org](mailto:fhewins@fpschools.org)>; Cohn, Gary <[GCohn@everettsd.org](mailto:GCohn@everettsd.org)>; Gary Kipp <[gary@awsp.org](mailto:gary@awsp.org)>; Gavin Hottman <[gavin.hottman@esd112.org](mailto:gavin.hottman@esd112.org)>; Greg Lynch <[glynch@oesd.wednet.edu](mailto:glynch@oesd.wednet.edu)>; Heidi Hietpas <[hhietpas@sequim.k12.wa.us](mailto:hhietpas@sequim.k12.wa.us)>; Jan Hutton <[jhutton@cvsd.org](mailto:jhutton@cvsd.org)>; Moore, Jeffrey D. <[JMoore@everettsd.org](mailto:JMoore@everettsd.org)>; Farmer, Jennifer A. <[JFarmer@everettsd.org](mailto:JFarmer@everettsd.org)>; Jennifer M. Priddy <[jpriddy@osd.wednet.edu](mailto:jpriddy@osd.wednet.edu)>; Jerry Bender ([jerry@awsp.org](mailto:jerry@awsp.org)) <[jerry@awsp.org](mailto:jerry@awsp.org)>; Jessica Vavrus <[j.vavrus@wssda.org](mailto:j.vavrus@wssda.org)>; Jim Frey <[frej@lynden.wednet.edu](mailto:frej@lynden.wednet.edu)>; John Deeder <[john.deeder@evergreenps.org](mailto:john.deeder@evergreenps.org)>; John Welch <[jwelch@psed.org](mailto:jwelch@psed.org)>; Berge, JoLynn D <[jdberge@seattleschools.org](mailto:jdberge@seattleschools.org)>; Kate Davis <[Kate.Davis@OFM.WA.GOV](mailto:Kate.Davis@OFM.WA.GOV)>; Kevin Chase ([kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)) <[kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)>; Kim Scott <[KScott@kibesd.org](mailto:KScott@kibesd.org)>; Kim. brodie ([kbrodie@fwps.org](mailto:kbrodie@fwps.org)) <[kbrodie@fwps.org](mailto:kbrodie@fwps.org)>; Larry Francois <[lfrancois@nwesd.org](mailto:lfrancois@nwesd.org)>; Linda McDermott <[lindam@spokaneschools.org](mailto:lindam@spokaneschools.org)>; Lisa Dawn-Fisher <[Lisa.Dawn-Fisher@k12.wa.us](mailto:Lisa.Dawn-Fisher@k12.wa.us)>; Marie Telecky <[teleckym@bsd405.org](mailto:teleckym@bsd405.org)>; Marla Miller <[marla.miller@shorelineschools.org](mailto:marla.miller@shorelineschools.org)>; Melissa de Vita

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**Subject:** RE: LFWG - Seattle high level budget analysis

Greetings all. Seattle Schools will provide an Amicus brief in support of the NEWS response to the supreme Court. We hope that other districts will do the same since a singular view is never as good as information coming from multiple sources. Who else is interested and or doing so? We can work with those to streamline the process and save time and cost all the while maintaining district specific information and perspective.

Stephen Nielsen

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**From:** Brianne King [<mailto:Brianne@wasbo.org>]

**Sent:** Wednesday, August 9, 2017 8:21 AM

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**Subject:** LFWG - Seattle high level budget analysis

Local Funding Work Group Members,

You will find attached JoLynn's first analysis on budget impacts. Seattle has been receiving requests every day from media to provide information on what the impacts are from the recently passed budget and HB2242.

The first slide is built off of the attached excel spreadsheet (same one she sent out earlier).

If anyone has questions, please contact JoLynn Berge at [jdberge@seattleschools.org](mailto:jdberge@seattleschools.org)

We are working on dates for the next meetings. Due to many conflicts and the need to allow time to prepare information for the News, these are the dates we have tentatively scheduled:

LFWG Guiding Team – September 19<sup>th</sup>

LFWG Full Team – September 29<sup>th</sup>

I'm still working on securing rooms and I will send the invites as soon as I have the locations secured.

Thank you,

**Brianne King, CSBO**  
**Executive Director**

WASBO

**Washington Association of School Business Officials**

**(360) 528-2025 office**

**(253) 985-0875 cell**

**From:** [Helene Paroff](#) on behalf of [Helene Paroff <hparoff@wasa-oly.org>](#)  
**To:** [cbruner@mvsd320.org](#); [Bill Keim](#); [Tammy Campbell \(tcampbell@fwps.org\)](#); [mdunn@esd101.net](#); [rrussell@freemansd.org](#); [warren@ernn.com](#); [cleonard@wspsa.net](#); [Andy Wolf](#); [smitha@rsd407.org](#); [McVicker David - Superintendent](#); [dclemens@nthurston.k12.wa.us](#); [Dan Steele](#); [doug.burge@zillahschools.org](#); [jpolm@ptschools.org](#); [csweeting@asd.wednet.edu](#)  
**Subject:** Long overdue thanks!  
**Date:** Monday, August 14, 2017 11:36:24 AM

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Dear All,

I don't want another day to go by without thanking you for your role in the success of the New Superintendent Workshop held at the end of July.

We received evaluations back from over half of the attendees --- all rated the workshop excellent (with one good). The positive comments included:

- "Two pieces of advice I heard repeatedly: "Always do what's best for kids and you can't go wrong" and "Be nimble"...These were my favorites."
- "The overall content and tempo of the workshop was excellent."
- "I took away great ideas from every single speaker."

My sincerest thanks for assisting your colleagues transition to their new role or district. Your willingness to give of your time and expertise is deeply appreciated.

Helene

Helene Paroff

Assistant Executive Director | WASA | 825 Fifth Avenue SE, Olympia 98501  
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**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [fgriek@tacoma.k12.wa.us](mailto:fgriek@tacoma.k12.wa.us)  
**Cc:** [cleonard@wspa.net](mailto:cleonard@wspa.net)  
**Subject:** FW: MEMBER REQUEST  
**Date:** Friday, August 18, 2017 8:12:59 AM  
**Attachments:** [2016-17 Prof Tech revised Feb 2017.pdf](#)

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Hi Forrest!

Salary schedule for campus security officers is attached; they are part of our Prof-Tech bargaining group, at Level D. As you'll see, this is last year's schedule; it hasn't yet been updated by Business Services for 2017-18. We are not negotiating with that group this year.

Those officers (stationed at middle schools, and as patrol) are not armed; at our four high schools we have School Resource Officers, who are Federal Way police officers, paid by the city of Federal Way, and they are armed.

Liz

---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Friday, August 18, 2017 8:06 AM  
**To:** Liz McFarland <lmcfarla@fwps.org>  
**Subject:** MEMBER REQUEST

Hello WSPA members. Thank you for helping out on these member requests.

Forrest Griek from Tacoma Public School is asking for the following:

1. What are the salary schedules for CSO and SPO (security) in other districts? Are CSO/SPO's armed?
2. How many districts are currently participating in salary bargaining (through an open contract and/or salary reopener) for these groups?

Please send your responses directly to: [fgriek@Tacoma.K12.Wa.US](mailto:fgriek@Tacoma.K12.Wa.US)

Also, cc your response to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

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This email was sent to [lmcfarla@fwps.org](mailto:lmcfarla@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

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**Professional/Technical  
2016-17 Salary Schedule**

**( 1 - 3 Yrs)   ( 4 - 6 Yrs)   ( 7 - 9 Yrs)   ( 10-12 Yrs)   ( 13+ Yrs)**  
**Step 1                      Step 2                      Step 3                      Step 4                      Step 5**

<b>Level B</b>	<b>\$44,088</b> \$21.19615	<b>\$45,927</b> \$22.08029	<b>\$47,762</b> \$22.96250	<b>\$49,600</b> \$23.84615	<b>\$51,438</b> \$24.72981
Communication Facilitator CTE Support Specialist Curriculum Support Specialist Guidance Support Specialist Learning Facilitator Library Audio/Visual Specialist					
<b>Level B.2</b>	<b>\$45,927</b> \$22.08029	<b>\$47,841</b> \$23.00048	<b>\$49,753</b> \$23.91971	<b>\$51,667</b> \$24.83990	<b>\$53,582</b> \$25.76058
Financial Technician					
<b>Level C</b>	<b>\$47,762</b> \$22.96250	<b>\$50,517</b> \$24.28702	<b>\$53,274</b> \$25.61250	<b>\$56,030</b> \$26.93750	<b>\$58,784</b> \$28.26154
Career & College Specialist Certified Occupational Therapy Assistant CHOICE and Student Release Specialist Communications Help Desk Specialist Help Desk Specialist Physical Therapist Assistant Science Center Supervisor Sign Language Interpreter Vision Program Assistant					
<b>Level C.2</b>	<b>\$50,517</b> \$24.28702	<b>\$53,431</b> \$25.68798	<b>\$56,347</b> \$27.08990	<b>\$59,262</b> \$28.49135	<b>\$62,176</b> \$29.89231
Assessment & Instructional Materials Generalist					
<b>Level D</b>	<b>\$51,438</b> \$24.72981	<b>\$55,112</b> \$26.49615	<b>\$58,784</b> \$28.26154	<b>\$62,460</b> \$30.02885	<b>\$66,136</b> \$31.79615
Certified Braille Transcriber Help Desk - MIS Support Help Desk Specialist - Coordinator Help Desk Specialist - Internet Academy/Truman Help Desk Specialist - MIS Trainer Licensed Healthcare Specialist - LPN/RN Maintenance Services Specialist Multimedia Specialist Videographer/Writer Security Officer Special Education Data Analyst Technology Equipment Repair Technician					
<b>Level D.2</b>	<b>\$55,112</b> \$26.49615	<b>\$59,049</b> \$28.38894	<b>\$62,984</b> \$30.28077	<b>\$66,921</b> \$32.17356	<b>\$70,861</b> \$34.06779
Assessment Analyst Transportation Services Specialist					
<b>Level E</b>	<b>\$58,784</b> \$28.26154	<b>\$62,460</b> \$30.02885	<b>\$66,136</b> \$31.79615	<b>\$69,808</b> \$33.56154	<b>\$73,481</b> \$35.32740
Buyer Compensation Specialist Financial Analyst Nutrition Services/Central Kitchen Supervisor Payroll Benefits Specialist Payroll Compensation Specialist Payroll Retirement Specialist Transportation Services Coordinator					
<b>Level E.2</b>	<b>\$62,460</b> \$30.02885	<b>\$66,365</b> \$31.90625	<b>\$70,272</b> \$33.78462	<b>\$74,173</b> \$35.66010	<b>\$78,075</b> \$37.53606
Budget Analyst/Grants Coordinator					
<b>Level F</b>	<b>\$66,136</b> \$31.79615	<b>\$69,808</b> \$33.56154	<b>\$73,481</b> \$35.32740	<b>\$77,157</b> \$37.09471	<b>\$80,828</b> \$38.85962
Assistant Director - Nutrition Services Lead Security Officer Security Coordination Officer Student and Demographic Forecaster Technology Equipment Repair Supervisor					

**\*\*2016-17 - 3.0% + 1.8% COLA = 4.8%**

**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [tneidhold@psd1.org](mailto:tneidhold@psd1.org)  
**Cc:** [cleonard@wspa.net](mailto:cleonard@wspa.net)  
**Subject:** FW: MEMBER REQUEST  
**Date:** Friday, August 18, 2017 8:17:01 AM  
**Attachments:** [Executive Admin Asst- Office of the Superintendent 11.23.15.docx](#)

---

Hi Tom,

Attached is the job description for executive assistant in the Superintendent's office, a non-represented position in our district.

Liz McFarland  
Human Resources and Systems Manager  
Federal Way Public Schools  
253-945-2021  
Follow us on Twitter: @FWPSCareers  
[Click here to learn about FWPS Career Opportunities](#)



---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Friday, August 18, 2017 8:11 AM  
**To:** Liz McFarland <lmcfarla@fwps.org>  
**Subject:** MEMBER REQUEST

Toni Neidhold from Pasco School District is looking for sample job descriptions for an Administrative Assistant to the Superintendent.

Please send your responses directly to: [TNeidhold@psd1.org](mailto:TNeidhold@psd1.org)

Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

---

This email was sent to [lmcfarla@fwps.org](mailto:lmcfarla@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

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**Federal Way  
Public Schools**  
Every Student, a Reader

## **Position Description**

### **EXECUTIVE ADMINISTRATIVE ASSISTANT FOR THE OFFICE OF THE SUPERINTENDENT**

**POSITION SUMMARY:** This position Executive Administrative Assistant for the office of the Superintendent plays an important role in maintaining positive public relations with staff, students, parents and the community. The individual in this position performs a variety of duties, administrative and resource support for the Office of the Superintendent. This position is a primary liaison between Administrators, students, parents, other staff, community, and special interest groups and will perform a highly advanced level of secretarial and administrative support duties. The Executive Administrative Assistant for the office of the Superintendent is the lead for scheduling disciplinary hearings, readmission conferences, discipline training for school staff and shall maintain all records within these areas. This position will handle a broad scope of student, employee, parent, school and District confidential information. The individual in this position will be required to exercise independent decision-making abilities and make decisions within parameters established with Administrators, handle multiple time-sensitive tasks and resolve difficult and/or delicate student, parent, staff and community issues. Excellent judgment, human relations and organizational abilities are required. This position responds daily to a wide variety of telephone calls many of which require the ability to manage conflict, problem-solve, and exhibit a high degree of confidentiality. This position creates and types correspondence and forms, maintains data bases, records and files, tracks budget information and performs a variety of secretarial and administrative support functions. This position requires knowledge of the district and its operation, policies and procedures. Excellent word processing and data processing skills are required.

#### **MAJOR RESPONSIBILITIES:**

- Lead for handling requests for disciplinary hearings, coordinates scheduling of hearings, notifies all parties of times and dates of hearing and maintains records of disciplinary hearings for the district.
- Prepares district reports for expulsions, emergency expulsions, and long-term suspensions.
- Handles requests for student readmission conferences, coordinates scheduling of conferences, notifies all parties of times and dates of conferences, and maintains records of student readmission for the district.
- Responds to telephone calls directed to the Office of the Superintendent. The Office of the Superintendent is defined as the Superintendent, Deputy Superintendent, Executive Director of Secondary Education, Executive Director of Elementary Education, and other district Directors reporting to the Office of the Superintendent.
- Provides training to District staff with regard to discipline issues.
- Manage conflict and assist the caller in reaching a resolution. Position will assist parent and patron calls which will require the ability to exhibit the desire and expertise to problem-solve questions posed by a diverse representation of students, parents, staff, and administrators.
- Composes routine and confidential correspondence for supervisory signature requiring expert grammar, spelling and punctuation.
- Creates and types correspondence and forms, maintains data bases, records and files, tracks budget information and performs a variety of secretarial and administrative support functions.

## **JOB DESCRIPTION: EXECUTIVE ADMINISTRATIVE ASSISTANT FOR THE OFFICE OF THE SUPERINTENDENT**

- Creates, types, photocopies and distributes correspondence, forms and reports.
- Maintains the calendars and schedules for meeting rooms, etc. for the Superintendent, Deputy Superintendent, and Executive Directors of Secondary and Elementary Education, and other Directors reporting to the Superintendent.
- Files materials and correspondence of a confidential nature.
- Performs other tasks and special projects as directed

### **OTHER RESPONSIBILITIES:**

- Performs related duties consistent with the scope and intent of the position.
- Logs in complaints received in the Superintendent's office and monitors required timelines for responses.
- Opens and distributes mail for the Office of the Superintendent.
- Orders supplies, furniture and equipment for the Office of the Superintendent.
- Coordinates annual physical inventory of department equipment.
- Prepares minutes and transcribes notes from meetings when required.
- Coordinates departmental events such as retreats and staff meetings. Includes set-up/clean-up and catering as requested.
- Attends meetings or other administrative activities for the purposes of taking notes as requested. May require your attendance at evening meetings or events.
- Provide conference registration and travel arrangements for administrators and staff as requested.
- Assists in budget preparation. Tracks and monitors budgets within the Superintendent's office.
- The preceding list of responsibilities is not exhaustive and may be supplemented as necessary.

### **REQUIRED QUALIFICATIONS:**

#### **Education and Experience**

AA degree

Five (5) years of experience in related field. Additional relevant experience may be substituted for the education requirement.

### **ADDITIONAL REQUIREMENTS:**

Proficient in the District's student management system

Consistent attendance and positive evaluations

Proficient in word processing, spreadsheet, newsletter, and database skills

Willingness to upgrade skills to meet changing job conditions

Must be able to perform the essential functions of the job with or without reasonable accommodations

### **PREFERRED QUALIFICATIONS:**

Work experience with senior management level administration

### **CONDITION OF EMPLOYMENT:**

Work scheduled hours on a consistent basis

Valid Washington State driver's license

### **KNOWLEDGE OF:**

Proficient knowledge and excellent skills regarding grammar, spelling, proofreading and oral and written communication

Proficient knowledge of basic bookkeeping/accounting procedures

## **JOB DESCRIPTION: EXECUTIVE ADMINISTRATIVE ASSISTANT FOR THE OFFICE OF THE SUPERINTENDENT**

Proficient with Microsoft Word, Microsoft Excel, Microsoft Publisher and PowerPoint

Proficient with the District's student information systems and finance systems

Proficient with an e-mail system and willingness and ability to reach a high level of proficiency with the District's current e-mail system

Proficient with operating personal computer systems

Expert knowledge of district discipline policies, procedures, operations and processes

Expert knowledge of secretarial procedures

### **ABILITY TO:**

Demonstrate a high degree of initiative, judgment, discretion and ability to carry out assigned duties.

Demonstrate aptitude and ability for successful performance of the responsibilities listed.

Demonstrate aptitude and ability to effectively serve as a communication link with various organizations, employees, departments and the public.

Excellent and proven customer service skills and communication skills are a requirement of this position.

Structure and format reports and graphs on a variety of software systems.

Demonstrate skill in operating a variety of office machines.

Be flexible in work schedule.

Demonstrate technology oriented aptitude.

Cope with interruptions as part of a daily routine.

Work effectively under pressure and meet multiple deadlines.

Work independently and timely initiate appropriate projects.

Calmly cope with and assist angry or distraught staff, parents and other community members.

Maintain strict confidentiality.

Demonstrate customer service oriented attitude and have the ability to establish and maintain positive and effective working relationships with staff, parents, principals, administrators, vendors, outside agencies and the general public.

Relate effectively with parents, staff, students, vendors and the public in a multicultural and multiracial community.

Routinely resolve problems and make decisions based on good judgment.

Work collaboratively and work as a team member.

Demonstrate proficiency at multi-tasking and organization skills.

Accomplish work with absolute accuracy.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES RELATED TO CULTURAL COMPETENCE AND EQUITY:**

Knowledge/awareness of own cultural identity and how this influences behavior, and desire to learn about the cultural identity of others.

Ability to establish and nurture an environment that promotes cultural competence and equitable treatment of staff, students, and patrons of the District.

Ability to understand and hold self and others accountable for promoting the Federal Way Public Schools' commitment to "All Means All".

Ability to recognize that each person is a unique individual even as we celebrate their group cultural heritage.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will constantly sit, stand and walk, bend neck and back, use hands for fine manipulation, repetitive grasping and pushing/pulling. The employee will occasionally be required to climb stairs/ladder, lift and reach overhead, and lift/carry. The employee must

## **JOB DESCRIPTION: EXECUTIVE ADMINISTRATIVE ASSISTANT FOR THE OFFICE OF THE SUPERINTENDENT**

constantly lift/carry up to 5 pounds and must frequently lift /carry up to 10 pounds. The employee will occasionally lift/carry a maximum of 20 lbs. The employee is occasionally required to push/pull a maximum weight of 100 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is an exempt executive secretarial/administrative support position with expectations for maximum confidentiality due to the sensitive nature of the work and works with minimum supervision. Employee is expected to accomplish work of high quality and accuracy under time pressure, frequent interruptions and inflexible deadlines. All standard office skills are required while performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate. The position constantly deals with frequent interruptions, demanding deadlines, and occasionally deals with angry and distraught employees and community members.

### **WORK SCHEDULE**

This is a twelve (12) month, 260 day a year position. Some evening work may be required.

### **REPORTING RELATIONSHIP**

This position reports to and is evaluated by the Superintendent and the Deputy Superintendent, Executive Director of Secondary Education and Executive Director of Elementary Education shall have input into the evaluation.

### **REPRESENTATION**

Non-Represented

### **LEVEL OF COMPENSATION**

Executive Administrative Assistants

### **DISCLAIMER**

The preceding list is not exhaustive and may be supplemented as necessary. The statements contained herein reflect general details as necessary to describe the principal functions of this job, the scope of responsibility and the level of knowledge and skills typically required, but should not be considered an all-inclusive listing of work requirements, skills or duties so classified. All personnel may be required to perform duties outside their normal responsibilities from time to time as needed.

Job Description Reviewed/Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Human Resources Officer

\_\_\_\_\_ Date: \_\_\_\_\_  
Responsible Administrator

All employment open positions are made available on a nondiscriminatory basis without regard to race, color, creed, religion, sexual orientation, national origin, gender, age, disability or veteran status.

### **CLASSIFICATION HISTORY**

Update with physical demands/working conditions 11/2015

## JOB DESCRIPTION: EXECUTIVE ADMINISTRATIVE ASSISTANT FOR THE OFFICE OF THE SUPERINTENDENT

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*

**From:** [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)  
**To:** [fgriek@Tacoma.K12.Wa.US](mailto:fgriek@Tacoma.K12.Wa.US)  
**Cc:** [cleonard@wspsa.net](mailto:cleonard@wspsa.net)  
**Subject:** FW: MEMBER REQUEST  
**Date:** Friday, August 18, 2017 8:50:25 AM  
**Attachments:** [2017-18 Prof Tech Salary Schedule.pdf](#)

---

Attached is our District's Prof Tech Salary Schedule, which includes Security positions.

Our Prof Tech group is not currently in negotiations.

**Tara T. Lofton**

Human Resources Employee Relations  
& Legal Assistant Specialist  
253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)  
Follow us on Twitter: @FWPSCareers  
[Click here to learn about FWPS Career Opportunities](#)



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**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Friday, August 18, 2017 8:07 AM  
**To:** Tara Lofton <tlofton@fwps.org>  
**Subject:** MEMBER REQUEST

Hello WSPA members. Thank you for helping out on these member requests.

Forrest Griek from Tacoma Public School is asking for the following:

1. What are the salary schedules for CSO and SPO (security) in other districts? Are CSO/SPO's armed?
2. How many districts are currently participating in salary bargaining (through an open contract and/or salary reopener) for these groups?

Please send your responses directly to: [fgriek@Tacoma.K12.Wa.US](mailto:fgriek@Tacoma.K12.Wa.US)

Also, cc your response to: [cleonard@wspsa.net](mailto:cleonard@wspsa.net)

Thanks,

Curtis

---

This email was sent to [tlofton@fwps.org](mailto:tlofton@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

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<b>Professional/Technical 2017-18 Salary Schedule</b>	<b>( 1 - 3 Yrs) Step 1</b>	<b>( 4 - 6 Yrs) Step 2</b>	<b>( 7 - 9 Yrs) Step 3</b>	<b>( 10-12 Yrs) Step 4</b>	<b>( 13+ Yrs) Step 5</b>
<b>Level B</b>	<b>\$45,543</b>	<b>\$47,443</b>	<b>\$49,338</b>	<b>\$51,237</b>	<b>\$53,135</b>
	\$21.89567	\$22.80913	\$23.72019	\$24.63317	\$25.54567
Communication Facilitator					
CTE Support Specialist					
Curriculum Support Specialist					
Guidance Support Specialist					
Learning Facilitator					
Library Audio/Visual Specialist					
<b>Level B.2</b>	<b>\$47,443</b>	<b>\$49,420</b>	<b>\$51,395</b>	<b>\$53,372</b>	<b>\$55,350</b>
	\$22.80913	\$23.75962	\$24.70913	\$25.65962	\$26.61058
Financial Technician					
<b>Level C</b>	<b>\$49,338</b>	<b>\$52,184</b>	<b>\$55,032</b>	<b>\$57,879</b>	<b>\$60,724</b>
	\$23.72019	\$25.08846	\$26.45769	\$27.82644	\$29.19423
Career & College Specialist					
Certified Occupational Therapy Assistant					
CHOICE and Student Release Specialist					
Communications Help Desk Specialist					
Help Desk Specialist					
Physical Therapist Assistant					
Science Center Supervisor					
Sign Language Interpreter					
Vision Program Assistant					
Instructional Materials Specialist					
<b>Level C.2</b>	<b>\$52,184</b>	<b>\$55,194</b>	<b>\$58,206</b>	<b>\$61,218</b>	<b>\$64,228</b>
	\$25.08846	\$26.53558	\$27.98365	\$29.43173	\$30.87885
Assessment & Instructional Materials Generalist					
<b>Level D</b>	<b>\$53,135</b>	<b>\$56,931</b>	<b>\$60,724</b>	<b>\$64,521</b>	<b>\$68,318</b>
	\$25.54567	\$27.37067	\$29.19423	\$31.01971	\$32.84519
Certified Braille Transcriber					
Help Desk - MIS Support					
Help Desk Specialist - Coordinator					
Help Desk Specialist - Internet Academy/Truman					
Help Desk Specialist - MIS Trainer					
Licensed Healthcare Specialist - LPN/RN					
Maintenance Services Specialist					
Multimedia Specialist Videographer/Writer					
Security Officer					
Special Education Data Analyst					
Technology Equipment Repair Technician					
Web Media Specialist - TFL					
<b>Level D.2</b>	<b>\$56,931</b>	<b>\$60,998</b>	<b>\$65,062</b>	<b>\$69,129</b>	<b>\$73,199</b>
	\$27.37067	\$29.32596	\$31.27981	\$33.23510	\$35.19183
Assessment Analyst					
Transportation Services Specialist					
<b>Level E</b>	<b>\$60,724</b>	<b>\$64,521</b>	<b>\$68,318</b>	<b>\$72,112</b>	<b>\$75,906</b>
	\$29.19423	\$31.01971	\$32.84519	\$34.66923	\$36.49327
Buyer					
Compensation Specialist					
Financial Analyst					
Nutrition Services/Central Kitchen Supervisor					
Payroll Benefits Specialist					
Payroll Compensation Specialist					
Payroll Retirement Specialist					
Transportation Services Coordinator					
Data Visualist/Infographics Analyst					
<b>Level E.2</b>	<b>\$64,521</b>	<b>\$68,555</b>	<b>\$72,591</b>	<b>\$76,621</b>	<b>\$80,651</b>
	\$31.01971	\$32.95913	\$34.89952	\$36.83702	\$38.77452
Budget Analyst/Grants Coordinator					
<b>Level F</b>	<b>\$68,318</b>	<b>\$72,112</b>	<b>\$75,906</b>	<b>\$79,703</b>	<b>\$83,495</b>
	\$32.84519	\$34.66923	\$36.49321	\$38.31884	\$40.14198
Assistant Director - Nutrition Services					
Lead Security Officer					
Security Coordination Officer					
Student and Demographic Forecaster					
Technology Equipment Repair Supervisor					



**\*\*2017-18 - 1.0% + 2.3% COLA = 3.3%**

**From:** [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)  
**To:** [TNeidhold@psd1.org](#)  
**Cc:** [cleonard@wspa.net](#)  
**Subject:** FW: MEMBER REQUEST  
**Date:** Friday, August 18, 2017 8:58:13 AM  
**Attachments:** [Executive Administrative Assistant for the Office of the Superintendent.docx](#)

---

Good Morning:

Attached please find a job description for our District's Admin Assistant to the Superintendent.

**Tara T. Lofton**

Human Resources Employee Relations  
& Legal Assistant Specialist

253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)

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---

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**Sent:** Friday, August 18, 2017 8:11 AM  
**To:** Tara Lofton <tlofton@fwps.org>  
**Subject:** MEMBER REQUEST

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Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

---

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United States

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**Federal Way  
Public Schools**  
Every Student, a Reader

## **Position Description**

### **EXECUTIVE ADMINISTRATIVE ASSISTANT FOR THE OFFICE OF THE SUPERINTENDENT**

**POSITION SUMMARY:** This position Executive Administrative Assistant for the office of the Superintendent plays an important role in maintaining positive public relations with staff, students, parents and the community. The individual in this position performs a variety of duties, administrative and resource support for the Office of the Superintendent. This position is a primary liaison between Administrators, students, parents, other staff, community, and special interest groups and will perform a highly advanced level of secretarial and administrative support duties. The Executive Administrative Assistant for the office of the Superintendent is the lead for scheduling disciplinary hearings, readmission conferences, discipline training for school staff and shall maintain all records within these areas. This individual holding this position will cross-train with the Executive Administrative Assistant to the Superintendent in order to perform all tasks required of that position in partnership with the Executive Administrative Assistant to the Superintendent and will attend Board meetings. This position will handle a broad scope of student, employee, parent, school and District confidential information. The individual in this position will be required to exercise independent decision-making abilities and make decisions within parameters established with Administrators, handle multiple time-sensitive tasks and resolve difficult and/or delicate student, parent, staff and community issues. Excellent judgment, human relations and organizational abilities are required. This position responds daily to a wide variety of telephone calls many of which require the ability to manage conflict, problem-solve, and exhibit a high degree of confidentiality. This position creates and types correspondence and forms, maintains data bases, records and files, tracks budget information and performs a variety of secretarial and administrative support functions. This position requires knowledge of the district and its operation, policies and procedures. Excellent word processing and data processing skills are required.

#### **MAJOR RESPONSIBILITIES:**

- Provide support to the Executive Assistant to the Superintendent on Board-related matters including attendance of Board meetings, meeting setup, minutes, and other duties as necessary.
- Lead for handling requests for disciplinary hearings, coordinates scheduling of hearings, notifies all parties of times and dates of hearing and maintains records of disciplinary hearings for the district.
- Prepares district reports for expulsions, emergency expulsions, and long-term suspensions.
- Handles requests for student readmission conferences, coordinates scheduling of conferences, notifies all parties of times and dates of conferences, and maintains records of student readmission for the district.
- Responds to telephone calls directed to the Office of the Superintendent. The Office of the Superintendent is defined as the Superintendent, Deputy Superintendent, Executive Director of Secondary Education, Executive Director of Elementary Education, and other district Directors reporting to the Office of the Superintendent.
- Provides training to District staff with regard to discipline issues.

## **JOB DESCRIPTION: EXECUTIVE ADMINISTRATIVE ASSISTANT FOR THE OFFICE OF THE SUPERINTENDENT**

- Manage conflict and assist the caller in reaching a resolution. Position will assist parent and patron calls which will require the ability to exhibit the desire and expertise to problem-solve questions posed by a diverse representation of students, parents, staff, and administrators.
- Composes routine and confidential correspondence for supervisory signature requiring expert grammar, spelling and punctuation.
- Creates and types correspondence and forms, maintains data bases, records and files, tracks budget information and performs a variety of secretarial and administrative support functions.
- Creates, types, photocopies and distributes correspondence, forms and reports.
- Maintains the calendars and schedules for meeting rooms, etc. for the Superintendent, Deputy Superintendent, and Executive Directors of Secondary and Elementary Education, and other Directors reporting to the Superintendent.
- Files materials and correspondence of a confidential nature.
- Performs other tasks and special projects as directed

### **OTHER RESPONSIBILITIES:**

- Performs related duties consistent with the scope and intent of the position.
- Logs in complaints received in the Superintendent's office and monitors required timelines for responses.
- Opens and distributes mail for the Office of the Superintendent.
- Orders supplies, furniture and equipment for the Office of the Superintendent.
- Coordinates annual physical inventory of department equipment.
- Prepares minutes and transcribes notes from meetings when required.
- Coordinates departmental events such as retreats and staff meetings. Includes set-up/clean-up and catering as requested.
- Attends meetings or other administrative activities for the purposes of taking notes as requested. May require your attendance at evening meetings or events.
- Provide conference registration and travel arrangements for administrators and staff as requested.
- Assists in budget preparation. Tracks and monitors budgets within the Superintendent's office.
- The preceding list of responsibilities is not exhaustive and may be supplemented as necessary.

### **REQUIRED QUALIFICATIONS:**

#### **Education and Experience**

AA degree

Five (5) years of experience in related field. Additional relevant experience may be substituted for the education requirement.

### **ADDITIONAL REQUIREMENTS:**

Proficient in the District's student management system

Consistent attendance and positive evaluations

Proficient in word processing, spreadsheet, newsletter, and database skills

Willingness to upgrade skills to meet changing job conditions

Must be able to perform the essential functions of the job with or without reasonable accommodations

### **PREFERRED QUALIFICATIONS:**

Work experience with senior management level administration

### **CONDITION OF EMPLOYMENT:**

Work scheduled hours on a consistent basis

## JOB DESCRIPTION: EXECUTIVE ADMINISTRATIVE ASSISTANT FOR THE OFFICE OF THE SUPERINTENDENT

Valid Washington State driver's license

### **KNOWLEDGE OF:**

Proficient knowledge and excellent skills regarding grammar, spelling, proofreading and oral and written communication

Proficient knowledge of basic bookkeeping/accounting procedures

Proficient with Microsoft Word, Microsoft Excel, Microsoft Publisher and PowerPoint

Proficient with the District's student information systems and finance systems

Proficient with an e-mail system and willingness and ability to reach a high level of proficiency with the District's current e-mail system

Proficient with operating personal computer systems

Expert knowledge of district discipline policies, procedures, operations and processes

Expert knowledge of secretarial procedures

### **ABILITY TO:**

Demonstrate a high degree of initiative, judgment, discretion and ability to carry out assigned duties.

Demonstrate aptitude and ability for successful performance of the responsibilities listed.

Demonstrate aptitude and ability to effectively serve as a communication link with various organizations, employees, departments and the public.

Excellent and proven customer service skills and communication skills are a requirement of this position.

Structure and format reports and graphs on a variety of software systems.

Demonstrate skill in operating a variety of office machines.

Be flexible in work schedule.

Demonstrate technology oriented aptitude.

Cope with interruptions as part of a daily routine.

Work effectively under pressure and meet multiple deadlines.

Work independently and timely initiate appropriate projects.

Calmly cope with and assist angry or distraught staff, parents and other community members.

Maintain strict confidentiality.

Demonstrate customer service oriented attitude and have the ability to establish and maintain positive and effective working relationships with staff, parents, principals, administrators, vendors, outside agencies and the general public.

Relate effectively with parents, staff, students, vendors and the public in a multicultural and multiracial community.

Routinely resolve problems and make decisions based on good judgment.

Work collaboratively and work as a team member.

Demonstrate proficiency at multi-tasking and organization skills.

Accomplish work with absolute accuracy.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES RELATED TO CULTURAL COMPETENCE AND EQUITY:**

Knowledge/awareness of own cultural identity and how this influences behavior, and desire to learn about the cultural identity of others.

Ability to establish and nurture an environment that promotes cultural competence and equitable treatment of staff, students, and patrons of the District.

Ability to understand and hold self and others accountable for promoting the Federal Way Public Schools' commitment to "All Means All".

Ability to recognize that each person is a unique individual even as we celebrate their group cultural heritage.

## JOB DESCRIPTION: EXECUTIVE ADMINISTRATIVE ASSISTANT FOR THE OFFICE OF THE SUPERINTENDENT

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will constantly sit, stand and walk, bend neck and back, use hands for fine manipulation, repetitive grasping and pushing/pulling. The employee will occasionally be required to climb stairs/ladder, lift and reach overhead, and lift/carry. The employee must constantly lift/carry up to 5 pounds and must frequently lift /carry up to 10 pounds. The employee will occasionally lift/carry a maximum of 20 lbs. The employee is occasionally required to push/pull a maximum weight of 100 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is an exempt executive secretarial/administrative support position with expectations for maximum confidentiality due to the sensitive nature of the work and works with minimum supervision. Employee is expected to accomplish work of high quality and accuracy under time pressure, frequent interruptions and inflexible deadlines. All standard office skills are required while performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate. The position constantly deals with frequent interruptions, demanding deadlines, and occasionally deals with angry and distraught employees and community members.

### **WORK SCHEDULE**

This is a twelve (12) month, 260 day a year position. Some evening work may be required.

### **REPORTING RELATIONSHIP**

This position reports to and is evaluated by the Superintendent and the Deputy Superintendent, Executive Director of Secondary Education and Executive Director of Elementary Education shall have input into the evaluation.

### **REPRESENTATION**

Non-Represented

### **LEVEL OF COMPENSATION**

Executive Administrative Assistants

### **DISCLAIMER**

The preceding list is not exhaustive and may be supplemented as necessary. The statements contained herein reflect general details as necessary to describe the principal functions of this job, the scope of responsibility and the level of knowledge and skills typically required, but should not be considered an all-inclusive listing of work requirements, skills or duties so classified. All personnel may be required to perform duties outside their normal responsibilities from time to time as needed.

Job Description Reviewed/Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Assistant Superintendent of Human Resources

JOB DESCRIPTION: EXECUTIVE ADMINISTRATIVE ASSISTANT FOR THE OFFICE OF THE SUPERINTENDENT

\_\_\_\_\_ Date: \_\_\_\_\_  
Responsible Administrator

All employment open positions are made available on a nondiscriminatory basis without regard to race, color, creed, religion, sexual orientation, national origin, gender, age, disability or veteran status.

CLASSIFICATION HISTORY

Update with physical demands/working conditions 05/2015

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*



**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [hjoyner@fifeschools.org](mailto:hjoyner@fifeschools.org)  
**Cc:** [cleonard@wspa.net](mailto:cleonard@wspa.net)  
**Subject:** FW: MEMBER REQUEST  
**Date:** Friday, August 25, 2017 8:58:07 AM  
**Attachments:** [0194-a-PSE.pdf](#)  
[0194-FWESP.pdf](#)

---

Heidi,

Attached are the evaluation forms for clerical staff and paraeducators; our Prof-Tech and custodial forms were recently revised and are not yet available, but I will make a note to send them along once I have access to them. We do anticipate changes to the clerical and para form in the next year or two.

Liz

Liz McFarland  
Human Resources and Systems Manager  
Federal Way Public Schools  
253-945-2021  
Follow us on Twitter: @FWPSCareers  
[Click here to learn about FWPS Career Opportunities](#)



---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Friday, August 25, 2017 8:53 AM  
**To:** Liz McFarland <lmcfarla@fwps.org>  
**Subject:** MEMBER REQUEST

Heidi Joyner is requesting sample evaluations for classified non-administrative positions.

Please send your responses directly to: [hjoyner@fifeschools.org](mailto:hjoyner@fifeschools.org)

Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

---

This email was sent to [lmcfarla@fwps.org](mailto:lmcfarla@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

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# CLASSIFIED EMPLOYEE EVALUATION

Federal Way Public Schools

Federal Way, Washington

Name:

Evaluation Date:

☐ Annual ☐ Probation ☐ Other

School or Department:

Job Title:

**General Criteria: Please circle appropriate rating. Specific comments required for any “Needs Improvement” or “Unacceptable” responses.**

## 1. Initiative: Ability to work independently.

4 Independent worker. Attends to detail without supervision.

3 Performs all duties with minimal supervision.

2 Sometimes able to work independently, but work needs more than minimal supervision.

1 Work needs close and regular supervision. Rarely able to work independently.

Comments:

## 2. Adaptability: Ability to change and adapt to varying conditions.

4 Highly flexible, can be used effectively in different conditions.

3 Accepts new or different conditions, adjusts quickly.

2 Sometimes has difficulty making adjustments to different conditions.

1 Has difficulty making adjustments.

Comments:

## 3. Work Attitude: Displays overall optimism and interest in job.

4 Exceptionally positive, interest in job leads to creative and innovative performance.

3 Consistently positive and shows high level interest in job.

2 Often lacks optimism and/or lacks interest in job.

1 Negative and/or not interested in job.

Comments:

## 4. Organization: Plans efficiently to execute duties.

4 Extremely organized; enhances job function.

3 Keeps work organized; carries out duties effectively and efficiently.

2 Disorganization sometimes hampers job function.

1 Disorganization severely effects job function.

Comments:

## 5. A. Communication: Ability to exchange information effectively with adults.

4 Exceptional use of communication skills enhances job function.

3 Consistently uses effective communications skills.

2 Use of ineffective communication occasionally hampers job function.

1 Use of ineffective communication skills seriously effects job function.

Comments:

## B. Communication: Ability to exchange information effectively with students.

4 Exceptional use of communication skills enhances job function.

3 Consistently uses effective communications skills.

2 Use of ineffective communication occasionally hampers job function.

1 Use of ineffective communication skills seriously effects job function.

Comments:

6. Productivity: Produces necessary volume of work accurately and safely.

- |  |  |  |  |
|--|--|--|--|
| <u>4</u> Produces above level; exceptionally accurate; extremely high output. Uses safe work habits. | <u>3</u> Produces at expected level; thorough, accurate complete. Uses safe work habits. | <u>2</u> Produces below what can and should be done. Does not consistently demonstrate safe work habits. | <u>1</u> Produces at unacceptable level. Many errors, assignments not complete. Uses unsafe work habits. |
|--|--|--|--|

Comments:

7. Cooperation: Willingness to work together.

- |   |  |   |  |
|---|--|---|--|
| <u>4</u> Enhances team performance; demonstrates effective leadership | <u>3</u> Actively participates and contributes to team activities. | <u>2</u> Passive participant in team activities; cooperates when asked. | <u>1</u> Avoids participation with team. |
|---|--|---|--|

Comments:

Attendance/Punctuality: Displays good habits in attendance and punctuality.

- |             |   |              |   |
|-------------|---|--------------|---|
| Attendance: | <input type="checkbox"/> Exceptional (0 days)           | Punctuality: | <input type="checkbox"/> Meets Expectations |
|             | <input type="checkbox"/> Exceeds Criteria (1-5 days)    |              | <input type="checkbox"/> Needs Improvement  |
|             | <input type="checkbox"/> Acceptable (6-10 days)         |              | <input type="checkbox"/> Unacceptable       |
|             | <input type="checkbox"/> Needs Improvement (11-15 days) |              |   |
|             | <input type="checkbox"/> Unacceptable (16+)             |              |   |

Comments:

Overall rating: Rate the employee on the overall annual performance by circling the appropriate rating. Adding scores from each of the above categories and dividing by 8 derives rating (divide by 7 if 5B is not applicable). If overall rating given is other than derived by formula, explanation must be given in the evaluator's comment section.

<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>
Exceptional	Meets Expectations	Needs Improvement	Unacceptable

**Comments to support overall rating. Any rating of "Needs Improvement" or "Unacceptable" requires comments.**

*Evaluator:*

*Employee:*

Signatures:

\_\_\_\_\_  
Evaluator

\_\_\_\_\_  
Employee

**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [hjoyner@fifeschools.org](mailto:hjoyner@fifeschools.org)  
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Liz

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**Sent:** Friday, August 25, 2017 8:53 AM  
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Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

---

This email was sent to [lmcfarla@fwps.org](mailto:lmcfarla@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

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# CLASSIFIED EMPLOYEE EVALUATION

Federal Way Public Schools

Federal Way, Washington

Name:

Evaluation Date:

☐ Annual ☐ Probation ☐ Other

School or Department:

Job Title:

**General Criteria: Please circle appropriate rating. Specific comments required for any “Needs Improvement” or “Unacceptable” responses.**

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1 Work needs close and regular supervision. Rarely able to work independently.

Comments:

## 2. Adaptability: Ability to change and adapt to varying conditions.

4 Highly flexible, can be used effectively in different conditions.

3 Accepts new or different conditions, adjusts quickly.

2 Sometimes has difficulty making adjustments to different conditions.

1 Has difficulty making adjustments.

Comments:

## 3. Work Attitude: Displays overall optimism and interest in job.

4 Exceptionally positive, interest in job leads to creative and innovative performance.

3 Consistently positive and shows high level interest in job.

2 Often lacks optimism and/or lacks interest in job.

1 Negative and/or not interested in job.

Comments:

## 4. Organization: Plans efficiently to execute duties.

4 Extremely organized; enhances job function.

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Comments:

## 5. A. Communication: Ability to exchange information effectively with adults.

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Comments:

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3 Actively participates and contributes to team activities.

2 Passive participant in team activities; cooperates when asked.

1 Avoids participation with team.

Comments:

Attendance/Punctuality: Displays good habits in attendance and punctuality.

Attendance: ☐ Exceptional (0 days)  
☐ Exceeds Criteria (1-5 days)  
☐ Acceptable (6-10 days)  
☐ Needs Improvement (11-15 days)  
☐ Unacceptable (16+)

Punctuality: ☐ Meets Expectations  
☐ Needs Improvement  
☐ Unacceptable

Comments:

Overall rating: Rate the employee on the overall annual performance by circling the appropriate rating. Adding scores from each of the above categories and dividing by 8 derives rating (divide by 7 if 5B is not applicable). If overall rating given is other than derived by formula, explanation must be given in the evaluator's comment section.

4  
Exceptional

3  
Meets Expectations

2  
Needs Improvement

1  
Unacceptable

**Comments to support overall rating. Any rating of "Needs Improvement" or "Unacceptable" requires comments.**

*Evaluator:*

*Employee:*

Signatures:

\_\_\_\_\_  
Evaluator

\_\_\_\_\_  
Employee



**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [cleonard@wspa.net](mailto:cleonard@wspa.net)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, August 25, 2017 9:16:16 AM

---

Curtis, my email to Heidi bounced – I looked on their website and it looks like their email addresses are actually @fifeschools.com – I will try that, but wanted you to know in case you need to correct your message.

Liz

---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Friday, August 25, 2017 8:53 AM  
**To:** Liz McFarland <lmcfarla@fwps.org>  
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Thanks,

Curtis

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Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

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**From:** [Diane Holt](#) on behalf of [Diane Holt <dholt@fwps.org>](#)  
**To:** [dstrand@auburn.wednet.edu](mailto:dstrand@auburn.wednet.edu)  
**Cc:** [cleonard@wspsa.net](mailto:cleonard@wspsa.net); [Liz McFarland](#); [Janet Hodson](#)  
**Subject:** Central Office Evaluation Forms  
**Date:** Friday, August 25, 2017 10:00:18 AM  
**Attachments:** [Central office Instructional Eval Goal Setting LT.docx](#)  
[Central Office Instructional Eval.docx](#)  
[Nonrepresented Employees Form.docm](#)

---

Hello Debbie,

In response to WASPA request I attached our district admin. evaluation forms.

We use Instructional Form for those that directly work with teaching/learning leadership. The Nonrepresented is for other Directors that the instructional one is not applicable for. Hope this helps.

Diane Holt  
Executive Director of Leadership Development and Evaluation  
Federal Way School District  
253-391-5870



**FEDERAL WAY**  
PUBLIC SCHOOLS

# Goal Setting Form

Leadership Team Member: \_\_\_\_\_ School Year: \_\_\_\_\_

## Goal 1:

Criteria:

Evidence of Goal Attainment:

## Goal 2:

Criteria:

Evidence of Goal Attainment:



Administrator \_\_\_\_\_

Job Title \_\_\_\_\_

Evaluator \_\_\_\_\_

School Year \_\_\_\_\_

ELEMENT RATINGS									
1.1 Dynamic and Distributed Leadership									
1.2 Focus on Student Learning									
2.1 Quality Classroom Instruction									
2.2 Coordinated/Aligned Curriculum									
2.3 Coordinated and Job-Embedded PD									
3.1 Effective Use of Data									
3.2 Policy and Program Coherence									
4.1 Professional Culture/Collaborative Relationships									
4.2 Clear Understanding of School District Roles and Responsibilities									
5.1 Cultural Competency and Diversity									
5.2 Demonstrate Commitment to Close the Achievement Gap and Close the Opportunity Gap									
5.3 Identify Barriers/Strategies to Close Gap									
6.1 Sustained Improvement Efforts									
6.2 Engages in Essential Conversations for Continuous Improvement									
6.3 Facilitates Collaborative Processes Leading Toward Continuous Improvement									
7.1 Communicate with External Stakeholders to Develop Understanding of District Needs									
7.2 Partner with District and Community Stakeholders									
8.1 Strategic Allocation of Resources									
8.2 Managing HR (assignment and retention)									
8.3 Managing HR (productivity and PD)									
9.1 Provides for Physical Safety									
9.2 Social, Emotional and Intellectual Safety									
9.3 Program Compliance, Maintenance, PD									
CRITERION 1: EFFECTIVE LEADERSHIP									
CRITERION 2: QUALITY TEACHING AND LEARNING									
CRITERION 3: PLANNING WITH DATA and SYSTEM-WIDE IMPROVEMENT									
CRITERION 4: CREATING A CULTURE of CLEAR and COLLABORATIVE RELATIONSHIPS									
CRITERION 5: CULTURAL COMPETENCY and CLOSING THE ACHIEVEMENT GAP									
CRITERION 6: CONTINUOUS IMPROVEMENT									
CRITERION 7: ENGAGING THE COMMUNITY and EXTERNAL ENVIRONMENTS									
CRITERION 8: MANAGING RESOURCES									
CRITERION 9: ENSURING COMPLIANCE AND SAFETY									
<b>TOTAL OF CRITERION SCORES</b>									
CRITERION RATINGS									
FINAL OVERALL EVALUATION									
9-15		16-24		25-31		32-36			
UNSATISFACTORY		BASIC		PROFICIENT		DISTINGUISHED			
FINAL OVERALL EVALUATION:									

Evaluator: \_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

Employee: \_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

Employee Signature indicates that employee has received a copy of the completed evaluation form.

**Federal Way Public Schools**  
**Evaluative Criteria and Rubrics for Instructional CMT**

The evaluative criteria for Federal Way Public Schools Instructional Central Management Team employees are designed to reflect the values and goals of the District. Criteria are based primarily on standards developed by the Washington Association of School Administrators (WASA) and the Association for Washington School Principals (AWSP) and are aligned with the Washington State legislative requirements for evaluation of school administrators contained in RCW 28A 405.100 (5).

Instructions for completing the evaluation form.

This document is a PDF form. In order to use the form, save and edit it, you will need to be working on a computer that has Adobe Reader XI or higher installed on it. Evaluators using the form are able to enter information into specific form fields.

**Before you make any entries on the form, save the form as: *mo.yr.eval.ln.fn*, where *mo.* and *yr.* are the two digit month and two-digit year the evaluation is signed and *ln.fn* are the last and first name of the employee being evaluated.**

Evaluation Summary (first page of document)

Enter information in the following fields:

- Administrator (Name of person being evaluated)
- Job Title (Title of the job held by person being evaluated)
- Evaluator (Name of person conducting the evaluation)
- School Year (The school year for which the evaluation is being conducted)
- Date of Evaluator's Signature (optional; you may want to "hand write" this date at time of signing)
- Date of Administrator's Signature (optional; you may want to "hand write" this date at time of signing)

Other information on this summary page is automatically copied or calculated from information entered on pages that follow. With the exception of element ratings, you are not able to enter or change this information on the summary page. Element ratings can be entered or changed on this page or on the pages that follow. Entering or changing element ratings in one place automatically updates corresponding ratings in the other.

Rating Evaluative Criteria

Nine major criteria are evaluated. Each criterion has 2 or 3 sub-criteria or "elements" associated with it. Rubrics for each element are grouped by criteria and are included on the pages that follow. At the end of each criterion, there is a space for rating that criterion's elements and for documenting evidence upon which the ratings were based. Numerical ratings associated with the rubrics are:

<b>Rubric Category</b>	<b>Rating</b>
Unsatisfactory	1
Basic	2
Proficient	3
Distinguished	4

For each element enter a rating of 1, 2, 3, or 4 in the designated field. These are the only acceptable values (e.g. you are not able to enter fractions or other whole numbers.) When you receive the form, element ratings are defaulted to "1". In the designated field, enter text to document the evidence for the selected rating.

The "Overall Criterion Rating" for each criterion is calculated as the average of element ratings rounded to the nearest tenth. You are not able to enter information in this field. The individual element scores and the overall criterion rating are automatically entered on the summary page. Also on the summary page, the "Total of Criterion Scores" is calculated by adding criterion scores and rounding to the nearest whole number. The Final Overall Evaluation based on the Total of Criterion Scores is automatically entered into the field on the summary page.

Two copies of the complete form (16 pages) will need to be printed (front to back preferred) and signed by the administrator and the evaluator. One original is provided to the administrator, and the second signed copy is forwarded to Human Resources by the designated date.

## Criterion 1: Effective Leadership

Element	Unsatisfactory	Basic	Proficient	Distinguished
<b>1.1 Dynamic and Distributive Leadership</b>  W-1.2	<p>Visits schools and other departments infrequently.</p> <p>Does not provide district direction for developing leaders' skills beyond a single event .</p> <p>Provides traditional job descriptions, but does not clearly delineate individuals' responsibilities for district improvement efforts.</p> <p>Tolerates behaviors that impede collaboration among staff.</p>	<p>Visits schools and other departments occasionally, but visits do not contribute to improved practice as a district</p> <p>Supports leaders in developing their individual skills, yet provides minimal district direction</p> <p>Assigns roles and responsibilities but does not deliberately align roles and responsibilities with the improvement of student learning</p>	<p>Regularly visits schools and other departments and develops consistent use of protocols that contribute to improved learning and practice</p> <p>Develops and uses observable systems for monitoring departmental practices</p> <p>Provides systematic professional leadership development that is in alignment with district improvement efforts</p> <p>Identifies leaders, including teacher leaders, and provides opportunities for professional growth and leadership</p> <p>Defines and aligns responsibilities for the effective implementation of systemic practices to improve student achievement</p>	<p>Is proficient and provides feedback from school and department visits that is used collaboratively by leaders and staff to improve practice</p> <p>Values and cultivates leadership, including teacher leadership, in a systematic way in alignment to district improvement efforts</p> <p>Defines, aligns, and monitors roles and responsibilities to maximize the effective implementation of system practices</p> <p>Develops and uses a shared moral purpose to compel leaders at all levels to take concrete actions to ensure high-quality learning for all students</p>
Element	Unsatisfactory	Basic	Proficient	Distinguished
<b>1.2 Focus on Student Learning</b>  W-1.1	<p>Does not communicate the vision, mission, beliefs, and goals beyond central office</p> <p>Is not aware of student achievement data</p> <p>Focuses only on operations and management items during meetings</p> <p>Fails to connect department goals and work with student achievement.</p>	<p>Makes vision, mission, beliefs, and goals public so that staff are familiar with them</p> <p>Supports district and school staffs to examine disaggregated achievement data at least annually</p> <p>Includes student achievement focus in meetings and presentations</p> <p>Connects departmental goals and agenda items to student achievement.</p>	<p>Develops staff and community's commitment to the vision, mission, beliefs, and goals</p> <p>Ensures staff members understand data, achievement gaps, and aligns efforts to improve teaching and learning with district goals</p> <p>Develops commitment from stakeholders for high levels of achievement for all students</p> <p>Focuses on student achievement for the majority of time in meetings.</p> <p>Plans and makes decisions based on standards and non-negotiable performance targets.</p>	<p>Embeds the vision, mission, beliefs, and goals across the system, so the stakeholders' actions and words reflect them</p> <p>Supports each level of the system in establishing goals aligned to the non-negotiable performance targets set by the board and superintendent</p> <p>Deliberately focuses on effective student achievement practices in meetings and serves as a model of quality instruction for adult learners</p> <p>Takes action that results in measurable increases in improved practices, student learning, and closing the achievement gap, stemming from a commitment to high levels of learning for all students.</p>

**Evidence 1.1, 1.2:**

Ratings: 1.1: \_\_\_\_\_ 1.2: \_\_\_\_\_

Overall Rating Criterion 1: \_\_\_\_\_

<b>Criterion 2: Quality Teaching and Learning</b>				
<b>Element</b>	<b>Unsatisfactory</b>	<b>Basic</b>	<b>Proficient</b>	<b>Distinguished</b>
<b>2.1 Quality Classroom Instruction</b>  W-2.1	<p>Fails to communicate district vision for effective instruction</p> <p>Leaves decisions on instructional practice to individual buildings and teachers</p> <p>Fails to provide a system for tiered interventions so that individual teachers are left to independently differentiate instruction to meet the needs of students in their classrooms</p> <p>Fails to provide building leaders with tools and support for developing intervention systems</p>	<p>Communicates to stakeholders the district's vision for effective instruction</p> <p>Provides teachers with guidance and oversight for improving teaching and learning</p> <p>Develops training, systems, and routines for staff to collaborate to differentiate instruction to meet the needs of a range of learners</p>	<p>Implements multiple ways to support individual and collaborative understanding of the district's vision of effective instruction</p> <p>Fosters and implements multiple ways to guide, support, and monitor effective instructional practice involving central and school-based administrators, staff, and teachers in reflection and analysis</p> <p>Ensures tiered intervention systems, staffed by the most qualified practitioners, are in place at the building level to meet the needs of all students</p>	<p>Is proficient and sustains district-wide commitment to the district's vision for effective instruction, so staff can articulate and implement the vision to improve student learning</p> <p>Assures leadership, guidance, and oversight for effective instructional practice leading to continuous improvement of the district's vision for teaching and learning</p> <p>Sustains a comprehensive tiered intervention system, extension, and acceleration opportunities that meet the needs of all students</p>
<b>Element</b>	<b>Unsatisfactory</b>	<b>Basic</b>	<b>Proficient</b>	<b>Distinguished</b>
<b>2.2 Coordinated and Aligned Curriculum and Assessment</b>  W-2.2	<p>Lacks district documentation that articulates expectations for students or instructional direction for teachers</p> <p>Fails to support practices that provide vertical or horizontal alignment of content and rigor</p> <p>Fails to monitor for equity of access to rigorous curriculum</p> <p>Fails to ensure that choices of instructional resources and strategies are research-based and coordinated across the system</p> <p>Fails to provide an aligned assessment system beyond reliance on required state assessments</p>	<p>Provides processes to document learning targets and expectations for instruction establishing PreK–12 vertical alignment in core content areas</p> <p>Provides partial or inconsistent leadership and support for horizontal alignment with results varying team by team or building by building</p> <p>Monitors for and recognizes gaps in access to rigorous coursework for all students.</p> <p>Manages and begins to process and coordinate the selection of instructional resources and strategies in core subject areas</p> <p>Facilitates district use of periodic district-wide assessments, in addition to state testing, to monitor student progress</p>	<p>Creates district documentation of content and rigor in the core content areas</p> <p>Develops systems for horizontal alignment so that it is evident classroom to classroom in all schools</p> <p>Ensures students have equity of access to rigorous curriculum across the system</p> <p>Ensures that research-based instructional resources and strategies in core subject areas are closely coordinated, used, and monitored for progress in closing achievement gaps</p> <p>Develops formative assessment measures for core content areas that are aligned with state standards in content, cognitive demand, and context</p>	<p>Is proficient and creates district documentation of core skills and processes that contribute to college and workplace readiness</p> <p>Establishes, reviews, and updates PreK-12 documents in all content areas</p> <p>Demonstrates leadership, training, and support so that instructional resources and strategies are used consistently and effectively in classrooms across the system</p> <p>Demonstrates leadership, training, and support so that implemented instructional resources and strategies are closing the achievement gaps across the system</p> <p>Provides systems of collaboration that contribute to use, revision, and effectiveness of aligned formative assessments</p>

Criterion 2 continued on next page

## Criterion 2: Quality Teaching and Learning (Continued)

Element	Unsatisfactory	Basic	Proficient	Distinguished
<b>2.3</b> <b>Provides Coordinated and Job-Embedded Professional Development</b>  W-2.3	<p>Fails to provide long-term plan, based on data that guides the content and process of professional development</p> <p>Fails to provide clear plan for induction and mentoring of teachers, leaders, and staff new to the profession</p> <p>Does not expect or follow through with implementation of professional development provided</p> <p>Fails to provide for coaching to improve professional practice</p>	<p>Makes professional development plans independently from student achievement results</p> <p>Provides limited connections between relationship among individual, school, and district professional development plans and activities</p> <p>Provides assistance to teachers, leaders, and staff new to the profession through beginning-of-the-year induction training and a relationship with an experienced colleague</p> <p>States expectations for changes in practice but does not monitor closely</p> <p>Provides for intermittent coaching on a voluntary basis as follow up to professional development activities</p>	<p>Develops a long-term, data-driven plan based on school and district goals</p> <p>Provides district structures to enable professional collaboration, inquiry, and learning for educators at the district and school levels</p> <p>Provides all staff in new roles and substitutes with a multi-year program enabling their successful implementation of district curriculum and instructional practices</p> <p>Clarifies and systematically monitors expected changes in practice and expected effects on student learning</p> <p>Ensures that over time all staff members receive coaching from trained leaders and/or coaches to improve content knowledge and practices that result in improved student achievement</p>	<p>Is proficient and provides evidence of implementation and impact that shows a clear relationship between professional adult learning and improved student achievement</p> <p>Ensures structures and resources are in place to continually implement and refine professional collaboration, inquiry, instructional, and leadership coaching</p> <p>Consistently provides for formal and informal coaching so that all staff members are engaged in learning conversations to continuously improve practice</p>

### Evidence 2.1, 2.2, 2.3:

Ratings: 2.1: \_\_\_\_\_ 2.2: \_\_\_\_\_ 2.3: \_\_\_\_\_

Overall Rating Criterion 2: \_\_\_\_\_



### Criterion 3: Planning with Data and System-Wide Improvement

Element	Unsatisfactory	Basic	Proficient	Distinguished
<b>3.1 Effective Use of Data</b>  W-3.1	<p>Fails to use data in work to make program decisions</p> <p>Provides data reports without discussion</p> <p>Does not review data to determine areas of concern</p>	<p>Inconsistently analyzes and shares different state and district assessment results</p> <p>Includes some state assessment data in program improvement goals</p> <p>Reviews data sporadically to determine areas of concern</p>	<p>Provides time and training for data analysis and resulting program adjustments with other administrators and/or school staff</p> <p>Provides relevant data on state and local assessment results in manageable and usable formats</p> <p>Disaggregates state and local assessment results, along with demographic, perception, and program data to inform ongoing adjustments for continuous improvement plans</p> <p>Systematically includes multiple data points to assure equity of access and benefit in district programs for students regardless of race, gender, and socioeconomic level</p>	<p>Is proficient and ensures and facilitates ongoing training to sustain systemic data analysis teams at district and school levels</p> <p>Provides resources or services to customize data reports at the program, school, and classroom levels</p> <p>Embeds systems for the ongoing examination of summative and formative assessment measures, along with demographic, perception, and program data, to inform continuous improvement planning</p> <p>Develops and sustains data-driven differentiated support and allocation models</p>
Element	Unsatisfactory	Basic	Proficient	Distinguished
<b>3.2 Policy and Program Coherence</b>  W-3.3	<p>Does not update policies and procedures to support the improvement of teaching and learning and efficiency of department support</p> <p>Fails to hold self and other staff members accountable to the district's vision and policies</p> <p>Fails to attend to federal, state, and local requirements for program management</p>	<p>Accepts current policies and procedures but does not advance the improvement of teaching and learning</p> <p>Monitors alignment between practice and policy in specific program areas with most federal, state, and local requirements</p> <p>Begins to coordinate and align practices in schools and the central office</p>	<p>Consistently aligns policies, procedures, and legal responses to the district's vision of high levels of achievement for all</p> <p>Actively participates in annual review and revision of board policies related to teaching and learning</p> <p>Regularly monitors system-wide alignment of programs and practices with the district's policies and vision as well as federal and state requirements</p> <p>Intentionally and frequently communicates clarity, commitment, and consistency in identified district practices across schools</p>	<p>Is proficient and sustains a strong relationship between policy and program coherence and student success</p> <p>Contributes to and sustains the importance of alignment of practice with the district's vision and policies as well as federal, state, and local program requirements</p> <p>Consistently promotes and communicates a high level of commitment to identified district improvement practices as evident across all schools and departments</p>

#### Evidence 3.1, 3.2:

Ratings: 3.1: \_\_\_\_\_ 3.2: \_\_\_\_\_

Overall Rating Criterion 3: \_\_\_\_\_

## Criterion 4: Creating a Culture of Clear and Collaborative Relationships

Element	Unsatisfactory	Basic	Proficient	Distinguished
<b>4.1 Professional Culture and Collaborative Relationships</b>  W-4.1	<p>Fails to foster trust and acts of sabotage are evident</p> <p>Disregards and ignores new ideas</p> <p>Neglects to foster a team concept</p> <p>Conversations focus on adult needs and clarifying minimum requirements</p> <p>Fails to expand efforts beyond the status quo</p> <p>Fosters a climate of competition with unhealthy interactions among staff</p>	<p>Interacts with staff members in a congenial manner</p> <p>Responds to expectations with respectful compliance</p> <p>Establishes pockets of trust, respect, and collaboration in the district</p> <p>Engages in efforts to address divisiveness and sabotage</p> <p>Develops norms, structures, and processes for fostering data-driven collaboration in some settings</p> <p>Develops the opportunity for central office and school-based staff to comment or contribute to one another's programs or schools</p>	<p>Establishes professional relationships marked by genuine collaboration around student learning</p> <p>Freely communicates about successes and concerns</p> <p>Fosters a high degree of competence, reliability, integrity, openness, and caring among staff</p> <p>Develops strategies for central office and school-based staff to successfully problem-solve and share the work of reform</p> <p>Develops norms, structures, and processes to foster data-driven collaboration across all levels</p> <p>Creates an atmosphere of ownership for the success of all students in the district</p>	<p>Is proficient and exhibits risk-taking and courage in challenging conventional thinking to advance the work of the district</p> <p>Assures effective vertical and horizontal collaboration that results in aligned individual, school, and district actions to improve learning for all students</p>
Element	Unsatisfactory	Basic	Proficient	Distinguished
<b>4.2 Clear Understanding of School and District Roles and Responsibilities</b>  W-4.2	<p>Fails to understand roles and responsibilities for district improvement and continues past practices</p> <p>Does not use consistent and transparent decision-making practices</p> <p>Fails to establish balance between district and department/school autonomy</p> <p>Fails to participate in school improvement planning efforts.</p>	<p>Begins to share a common understanding of roles and responsibilities for improvement at district and school levels</p> <p>Begins to implement the district decision-making framework</p> <p>Demonstrates a limited understanding of parameters for department/school autonomy with accountability</p> <p>Attends department and school improvement team meetings</p>	<p>Demonstrates a clear understanding of roles and responsibilities for advancing continuous district and school improvement</p> <p>Consistently implements the district decision-making framework</p> <p>Assures district decision-making model clearly links autonomy and accountability to the improvement of student learning at all levels</p> <p>Consistently supports planning, improvement, and problem-solving efforts to improve teaching and learning</p>	<p>Is proficient and demonstrates a powerful and consistent commitment to collaborative team leadership</p> <p>Consistently contributes to collaboratively improving the district decision-making framework and communicates it throughout the system.</p> <p>Consistently reviews identified indicators that the district decision-making model is leading to improved learning for all students</p> <p>Creates and promotes a culture of mutual empowerment and appreciation among and between staff at all levels</p>

### Evidence 4.1, 4.2:

Ratings: 4.1: \_\_\_\_\_ 4.2: \_\_\_\_\_

Overall Rating Criterion 4: \_\_\_\_\_

## Criterion 5: Cultural Competency and Diversity and Closing the Achievement Gap

Element	Unsatisfactory	Basic	Proficient	Distinguished
<b>5.1 Cultural Competency and Diversity</b>  AACU*	<p>Shows minimal awareness of own cultural rules and biases</p> <p>Demonstrates surface understanding of the complexity of elements important to members of another culture in relation to its history, values, politics, communication styles, economy, or beliefs and practices</p> <p>Views the experience of others but does so through own cultural worldview</p> <p>Has a minimal level of understanding of cultural differences in verbal and nonverbal communication; is unable to negotiate a shared understanding</p> <p>States minimal interest in learning more about other cultures</p> <p>Has difficulty suspending any judgment in her/his interactions with culturally different others, but is unaware of own judgment.</p>	<p>Identifies own cultural rules and biases (e.g. with a strong preference for those rules shared with own cultural group and seeks the same in others.)</p> <p>Demonstrates partial understanding of the complexity of elements important to members of another culture in relation to its history, values, politics, communication styles, economy, or beliefs and practices.</p> <p>Identifies components of other cultural perspectives but responds in all situations with own worldview</p> <p>Identifies some cultural differences in verbal and nonverbal communication and is aware that misunderstandings can occur based on those differences but is still unable to negotiate a shared understanding</p> <p>Asks simple or surface questions about other cultures</p> <p>Expresses openness to most, if not all, interactions with culturally different others. Has difficulty suspending any judgment in her/his interactions with culturally different others, and is aware of own judgment and expresses a willingness to change</p>	<p>Recognizes new perspectives about own cultural rules and biases (e.g. not looking for sameness; comfortable with the complexities that new perspectives offer.)</p> <p>Demonstrates adequate understanding of the complexity of elements important to members of another culture in relation to its history, values, politics, communication styles, economy, or beliefs and practices</p> <p>Recognizes intellectual and emotional dimensions of more than one worldview and sometimes uses more than one worldview in interactions</p> <p>Recognizes and participates in cultural differences in verbal and nonverbal communication and begins to negotiate a shared understanding based on those differences</p> <p>Asks deeper questions about other cultures and seeks out answers to these questions</p> <p>Begins to initiate and develop interactions with culturally different others. Begins to suspend judgment in valuing her/his interactions with culturally different others</p>	<p>Articulates insights into own cultural rules and biases</p> <p>Demonstrates sophisticated understanding of the complexity of elements important to members of another culture in relation to its history, values, politics, communication styles, economy, or beliefs and practices</p> <p>Interprets intercultural experience from the perspectives of own and more than one worldview and demonstrates ability to act in a supportive manner that recognizes the feelings of another cultural group</p> <p>Articulates a complex understanding of cultural differences in verbal and nonverbal communication and is able to skillfully negotiate a shared understanding based on those differences</p> <p>Asks complex questions about other cultures, seeks out and articulates answers to these questions that reflect multiple cultural perspectives</p> <p>Initiates and develops interactions with culturally different others. Suspends judgment in valuing her/his interactions with culturally different others</p>

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## Criterion 5: Cultural Competency and Diversity and Closing the Achievement Gap (Continued)

Element	Unsatisfactory	Basic	Proficient	Distinguished
<b>5.2 Demonstrate Commitment to Close Achievement Gaps and Overcome Systemic Barrier</b>  A-8.2	<p>Does not acknowledge the responsibility to address barriers to success</p> <p>Does not consider subpopulations when developing programs, plans, or strategies</p> <p>Does not have a plan to address or support schools in closing achievement gaps</p>	<p>Data is accessible and shared with the department or other district leaders</p> <p>Attempts are made to overcome systemic barriers to success</p> <p>Uses research-based methodologies to overcome systemic barriers</p> <p>Demonstrates emerging progress in overcoming systemic barriers to closing achievement gaps</p>	<p>Data is accessible to the department staff, other district leaders and relevant stakeholders</p> <p>Constructs plans with specific strategies to overcome systemic barriers</p> <p>Communicates, monitors and adjusts efforts to make effective progress toward reducing systemic barriers</p> <p>Models and builds the capacity of departmental staff to be culturally competent and to implement socially just practices</p> <p>Demonstrates improvement in overcoming systemic barriers and supporting schools to close identified achievement gaps</p>	<p>Is proficient and keeps the work of overcoming systemic barriers at the forefront of the department's work</p> <p>Assumes responsibility for overcoming systemic barriers</p> <p>Builds capacity in staff and others to overcome systemic barriers and advance learning for students</p> <p>Has a deep knowledge and understanding of the nature of gaps that exist and the systemic barriers facing the district/department and schools</p>
Element	Unsatisfactory	Basic	Proficient	Distinguished
<b>5.3 Identify Barriers to Achievement and Strategies to Close Resulting Gaps</b>  A-8.1	<p>Is unaware of achievement gaps and systemic barriers that exist in schools</p> <p>Is unaware of how traditional practices have played a role in perpetuating failures to improve</p> <p>Attributes failures to improve to external factors beyond the district/department's control</p> <p>Does not devote resources to areas of needed improvement.</p>	<p>Demonstrates emerging awareness of achievement gaps and specific barriers to success</p> <p>Recognizes responsibility and has some confidence in the district/department's ability to close achievement gaps and overcome barriers</p>	<p>Identifies and demonstrates complete knowledge and understanding of achievement gaps and systemic barriers to success in the district/department</p> <p>Accepts responsibility for making progress in supporting closing achievement gaps and overcoming barriers</p> <p>Identifies and implements programs, strategies, and efforts to close achievement gaps and overcome the barriers</p>	<p>Is proficient and focuses attention of district/department staff, and colleagues on the goal of closing achievement gaps and overcoming systemic barriers</p> <p>Uses innovation and leadership to stimulate effective responses to systemic barriers</p> <p>Systematically challenges the status quo by leading change, based on data and resulting in improved professional performance and beneficial outcomes</p> <p>Builds capacity in the department and district to support the elimination of systemic barriers to close achievement gaps</p>

**Evidence 5.1, 5.2, 5.3:**

Ratings: 5.1: \_\_\_\_\_ 5.2: \_\_\_\_\_ 5.3: \_\_\_\_\_

Overall Rating Criterion 5: \_\_\_\_\_

## Criterion 6: Continuous Improvement

Element	Unsatisfactory	Basic	Proficient	Distinguished
<b>6.1 Sustained Improvement Efforts</b>  W-1.3	<p>Does not connect district departments to each other or to a systemic improvement process</p> <p>Does not expect or support development of school improvement plans</p> <p>Does not align department, school, and district planning efforts</p> <p>Fails to promote high expectations for student achievement in department and district communications</p>	<p>Selects various improvement strategies year to year</p> <p>Annually reviews improvement plans</p> <p>Supports development of improvement plans with minimal feedback</p> <p>Minimally aligns school, department, and district planning efforts</p> <p>Sometimes promotes the district's commitment to high levels of achievement for all students</p>	<p>Develops a long-range focus on implementation, monitoring, and maintenance of strategies for district improvement</p> <p>Tightly aligns district, department, and school improvement plans</p> <p>Conducts regular improvement plan review and develops processes to provide feedback, follow-up, and enable coordination of resources to meet school needs</p> <p>Monitors the fidelity of implementation as a key step prior to evaluating the impact of improvement efforts</p> <p>Recognizes the efforts of schools and individuals in improving student learning</p> <p>Persistently communicates the district's commitment to high levels of achievement for all students</p>	<p>Is proficient and sustains focus and relentlessly commits to continuous improvement over time through maintaining written plans and aligning actions to it</p> <p>Systematically assesses progress over time with district and school staff to celebrate successes and make indicated adjustments</p> <p>Communicates and ensures that communication at all levels continually reinforces the district's commitment to high levels of achievement for all students</p>
Element	Unsatisfactory	Basic	Proficient	Distinguished
<b>6.2 Engages in essential conversations for ongoing improvement</b>  A-1.2	<p>Avoids conversations</p> <p>Does not make time for conversations</p> <p>Is not available to staff, students, other stakeholders,</p> <p>Does not communicate high expectations and high standards for staff and students regarding ongoing improvement</p>	<p>Communication moderately reflects issues with members of the school community</p> <p>Reinforces two-way communication with staff and students</p> <p>Barriers to improvement are identified and addressed</p> <p>Conversations are mostly data-driven for the purposes of assessing improvement with infrequent high expectations for students and staff</p>	<p>Assumes responsibility for accurate communication and productive flow of ideas among staff, students and stakeholders</p> <p>Provides leadership such that the essential conversations take place and in ways that maintain trust, dignity, and ensure accountability of participants</p> <p>Creates and sustains productive two-way communication that include staff members and students</p> <p>Regularly communicates high expectations and standards for staff and students regarding ongoing improvement</p>	<p>Is proficient AND establishes and promotes successful systems and methods for communication that extend beyond the school community</p> <p>Creates a productive feedback loop among stakeholders that keeps the dialogue ongoing and purposeful</p> <p>Methods are recognized and adopted for purposes beyond school</p> <p>Staff report confidence in administrator's ability to engage in essential conversations for ongoing improvement</p> <p>Consistently communicates high expectations and standards for staff and students regarding ongoing improvement</p>

Criterion 6 continued on next page

**Criterion 6: Continuous Improvement (Continued)**

Element	Unsatisfactory	Basic	Proficient	Distinguished
<b>6.3 Facilitates collaborative processes leading toward continuous improvement</b>  A-1.3	Does not actively support or facilitate collaboration among staff; tolerates behaviors that impede collaboration among staff fosters a climate of competition and supports unhealthy interactions among staff	Demonstrates some understanding of the value of collaboration and what it takes to support it (i.e. building trust) facilitates collaboration among staff for certain purposes emerging consensus-building and negotiation skills	Actively models, supports, and facilitates collaborative processes among staff utilizing diversity of skills, perspectives and knowledge in the group  Assumes responsibility for monitoring group dynamics and for promoting an open and constructive atmosphere for group discussions  Creates opportunities for staff to initiate collaborative processes across grade levels and subject areas that support ongoing improvement of teaching and learning	Is proficient AND successfully creates systems that build the capacity of stakeholders to collaborate across grade levels, schools, departments, and subject areas  Is recognized by school and departmental employees and other stakeholders for leadership that results in a high degree of meaningful collaboration

**Evidence 6.1, 6.2, 6.3:**

Ratings: 6.1: \_\_\_\_\_ 6.2: \_\_\_\_\_ 6.3: \_\_\_\_\_

Overall Rating Criterion 6: \_\_\_\_\_

## Criterion 7: Engaging the Community and External Environments

Element	Unsatisfactory	Basic	Proficient	Distinguished
<b>7.1 Communicate with External Stakeholders to Promote Understanding of District Needs in Support of Student Learning</b>  W-4.3	<p>Makes little effort to know the community or to communicate with its citizens</p> <p>Does not engage with local, state, and federal officials to protect the interests of children in the district</p> <p>Unaware of external factors and has no network of community contacts</p> <p>Does not recognize conflict when apparent and does not view his/her role to assist in resolving it</p> <p>Does not recognize the need to engage key communicators or possess the skills to assist in engaging them</p>	<p>Interacts with some community members and attends some community activities</p> <p>Engages with some local, state, and federal officials as appropriate to protect the interest of children in the district</p> <p>Assists principals and other administrators in identifying conflict within the school community and participates in seeking solutions</p> <p>Provides support for some families in behaviors that contribute to their children's achievement</p> <p>Begins to solicit external partners in efforts to support raising student achievement</p>	<p>Leads in the community and communicates throughout the community</p> <p>Uses knowledge of federal and state policies and regulations to leverage support for district and school improvement efforts</p> <p>Implements positive conflict resolution techniques to diffuse situations</p> <p>Protects the priority of improving instructional practice and keeps internal and external distractions at a minimum</p> <p>Provides leadership to engage all families and community partners in raising student achievement</p> <p>Engages in positive, mutually beneficial contacts with local state and federal agencies and other civic and educational organizations to promote the vision of the district</p>	<p>Is proficient and assumes a leadership role advancing the vision of the district advocating for the needs of children within the local community</p> <p>Proactively identifies, minimizes, and/or eliminates barriers to the improvement of teaching and learning.</p> <p>Actively promotes support for children coming to school ready to learn and achieve</p> <p>Successfully motivates external partners to contribute their support to the district's vision and mission</p> <p>Develops and engages in strategies to influence state and federal policy</p>
Element	Unsatisfactory	Basic	Proficient	Distinguished
<b>7.2 Partner with District and Community Stakeholders</b>  A-7.2	<p>Demonstrates little effort to engage the community in district activities</p> <p>Fails to share district, department, and school goals with others including community</p> <p>Does not identify and utilize district and community resources to advance the mission of the district or the effectiveness of assigned leadership areas</p>	<p>Encourages and supports involvement of the district and community in some areas</p> <p>Shares district, department, and school goals with some district departments and parts of the larger community</p> <p>Identifies and utilizes some district and community talent and resources in support of advancing the mission of the district and effectiveness of assigned leadership areas</p> <p>Limited district and community involvement in decision making process and engagement activities</p>	<p>Encourages and supports the consistent and ongoing district and community engagement for stakeholders in district and assigned leadership areas</p> <p>Consistently implements effective plans for engaging district and community to participate in decision making</p> <p>Community resources are identified and utilized in support of advancing the mission of the district and improve effectiveness of assigned areas of Leadership</p> <p>Actively monitors district and community involvement and adjusts, creating new opportunities for district and community to be engaged achievement</p>	<p>Is proficient and consistently demonstrates leadership in the area of effectively engaging the district and the greater community</p> <p>Is recognized within and outside of the district for developing and implementing programs that partner with the district and the community</p> <p>Programs are held as a model for other departments to adopt and follow</p> <p>Builds capacity in the district and community for initiating new and beneficial forms of community involvement</p> <p>Support and services are integrated through partnerships involving district, civic, business, and others advancing the mission of the district and effectiveness of assigned areas of leadership</p>

**Evidence 7.1, 7.2:**

Ratings: 7.1: \_\_\_\_\_ 7.2: \_\_\_\_\_

Overall Rating Criterion 7: \_\_\_\_\_

## Criterion 8: Managing Resources

Element	Unsatisfactory	Basic	Proficient	Distinguished
<b>8.1 Strategic Allocation of Resources</b>  W-3.2	<p>Defers to the finance office to prepare and distribute budget allocations without input</p> <p>Fails to share or does not have an allocation model for budget and/or staffing</p> <p>Fails to focus budget development on improving academic achievement over maintaining operational needs</p> <p>Does not coordinate various budget resources with relevant departments</p> <p>Does not make fiscal decisions to maximize resources</p>	<p>Begins to seek input from central office department and building administrators on budget allocations</p> <p>Communicates a fixed allocation model for budget and staffing</p> <p>Lacks clear coordination with others while seeking to acquire additional resources</p> <p>Provides categorical dollars per guidelines to target academic improvement in qualified buildings</p>	<p>Regularly works with other central office departments and building administrators to analyze, coordinate, and blend all available resources to provide a continuum of services in all buildings</p> <p>Utilizes analysis of demographic, contextual, and student achievement data to drive a differentiated resource allocation model</p> <p>Consistently considers and coordinates acquisition of additional resources with all district improvement efforts</p> <p>Ensures struggling students have necessary time, space, staff, tools, resources, and programs for accelerating improvement</p> <p>Encourages building- and department-based flexibility to allocate resources with accountability for improved student learning</p>	<p>Is proficient and provides a systematic process to coordinate all available basic and categorical resources to build budgets targeted to improve student performance across the system</p> <p>Facilitates the acquisitions of additional resources and partnerships to the greatest advantage in reaching academic improvement goals</p> <p>Actively sustains an allocation process that continuously reviews and adjusts to assure every student receives the resources necessary to achieve at high levels of learning</p> <p>Ensures that results of the flexible use of resources to improve instructional and leadership practices across the system to improve student learning</p>
Element	Unsatisfactory	Basic	Proficient	Distinguished
<b>8.2 Managing Human Resources (assignment and retention)</b>  A-6.1	<p>Does not adequately address issues in hiring, retention, and placement of staff for the benefit of supporting student achievement and legal responsibilities</p> <p>Does not put supporting student achievement and legal responsibilities at the forefront of human resource decisions</p> <p>Does not make an effort to ensure quality personnel is in each position</p>	<p>Makes some effort, and with moderate effect, to align human resource decisions to support student achievement and legal responsibilities</p> <p>Possess some skills and knowledge required to recruit and retain highly qualified individuals</p> <p>Completes staff evaluations on time</p>	<p>Maintains supporting students achievement and legal responsibilities at the center of human resource decisions including decisions regarding hiring, retention, and placement of staff</p> <p>Holds high performance expectations for staff and assists them in developing realistic goals for self-improvement</p> <p>Supports staff professional growth using appropriate plans and evaluation process</p> <p>Addresses performance and discipline issues when required</p> <p>Follows staff evaluation process cycle to promote professional growth</p>	<p>Is proficient and optimizes human resources and assets of staff to maximize learning opportunities for students and adults</p> <p>Is distinguished in management of human resources and is called upon to share those successful processes with others</p> <p>Efforts produce a positive work environment that attracts outstanding talent</p> <p>Follows through with appropriate plans for improvement, probation, and termination when necessary</p>
Record evidence for Elements 8.1, 8.2, and 8.3 and Criterion 8 ratings on next page				

Criterion 8 continued on next page



**Criterion 8: Managing Resources (Continued)**

Element	Unsatisfactory	Basic	Proficient	Distinguished
<b>8.3 Managing Human Resources (productivity and professional development)</b>  A-6.2	Staff receive inadequate opportunities for professional development to ensure they can perform their jobs effectively and within compliance with laws and district policies  Professional development offered is not of sufficient quality to be effective	Professional development plan somewhat aligns to the District's strategic directions  Professional development is partly effective in leading to minor improvements in staff practice  Little or no documentation of effectiveness of past professional development.	Professional development plan has three or four areas of emphasis, is job embedded, ongoing and linked to the District's strategic directions  Systemic evaluation of past professional development offerings and outcomes  Creates and support informal professional development  Offers professional development that meets staff needs and is high quality	Is proficient and has adopted research based strategies for evaluating the effectiveness of professional development, documenting growth in staff effectiveness, and support of District's strategic directions  Can identify specific professional development offerings of prior years that were systematically reviewed and eliminated or modified to better support district strategic directives

**Evidence 8.1, 8.2, 8.3:**

Ratings: 8.1: \_\_\_\_\_ 8.2: \_\_\_\_\_ 8.3: \_\_\_\_\_

Overall Rating Criterion 8: \_\_\_\_\_

## Criterion 9: Ensuring Compliance and Safety

Element	Unsatisfactory	Basic	Proficient	Distinguished
<b>9.1 Provides for Physical Safety</b>  A-2.1	Neglects to consider the physical safety of students, staff, and others	Maintains a site safety plan, as appropriate, monitored on a regular basis  Minor safety and sanitary concerns or problems are confronted and resolved in a timely manner  Demonstrates willingness to improve knowledge about security and issues relating to the physical environment	Implements appropriate safety plan that is based upon open communication systems and is effective  and responsive to new threats and changing circumstances  Proactively monitors and adjusts the plan in consultation with staff, students and outside experts/consultants  Staff proficiency in safety procedures as measured and monitored by group assessments followed by group reflection	Is proficient and serves as a resource for others in leadership roles in developing safety systems including prevention, intervention and crisis response  Implements specific actions to ensure a culture of safety awareness
Element	Unsatisfactory	Basic	Proficient	Distinguished
<b>9.2 Provides for Social, Emotional, and Intellectual Safety</b>  A-2.2	Neglects the social, emotional or intellectual safety of others  Does not support anti-bullying policy, anti-harassment, or behavior plans in place that promote safety  Does not model an appreciation for diversity of ideas and opinions	Strives to provide appropriate emotional support to staff and students  Supports approved policies for anti-bullying policy, anti-harassment in place that promote safety  Demonstrates acceptance for diversity of ideas and opinions	Assumes responsibility for supporting the social, emotional, and intellectual safety of all  Supports the development, implementation, and monitoring of plans, systems, curricula, and programs that provide resources to support social, emotional, and intellectual safety  Reinforces protective factors that reduce risk for all staff and students	Is proficient and makes emotional and intellectual safety a top priority for staff and students  Ensures a learning culture in which all are acknowledged and connected  Advocates to be part of and responsible for ensuring safety  Ensures that community members are trained and empowered to improve and sustain a culture of emotional safety  Advocates for diversity of ideas, respecting perspectives that arise, promoting an open exchange of ideas

Record evidence for Elements 9.1, 9.2, and 9.3 and Criterion 9 rating on next page

**Criterion 9: Ensuring Compliance and Safety**

Element	Unsatisfactory	Basic	Proficient	Distinguished
<b>9.3 Establishes and Maintains Ongoing Program Compliance, Maintenance, Professional Development, and Monitoring</b>  <u>P-5.3</u> (Created by Puyallup S.D.)	<p>Fails to demonstrate adequate knowledge of legal, policy, and fiscal responsibilities</p> <p>Neglects to support the interests of the District with regard to ongoing compliance, professional development and monitoring</p>	<p>Demonstrates basic knowledge and understanding of legal, policy, and fiscal responsibilities</p> <p>Corrects behaviors and policies that conflict with the law, maintains effective policies related to compliance with laws and regulations</p> <p>Strives to provide ongoing appropriate professional development for staff</p>	<p>Assumes responsibility for operating within the law and professional standards</p> <p>Demonstrates deep and thorough knowledge and understanding of district policies, grant requirements and collective bargaining agreements</p> <p>Keeps the well-being of students, staff, and others at the forefront of legal responsibilities</p> <p>Tolerates no behavior outside of the law and professional standards and approaches problems proactively</p>	<p>Is proficient and consistently demonstrates leadership for developing systems that communicate and support staff in upholding legal, policy, fiscal, and professional responsibilities</p> <p>Creates a culture of shared responsibility among staff</p> <p>Involves stakeholder in the creation of a school district culture that thrives on and benefits from addressing legal, fiscal and professional responsibilities</p>

**Evidence 9.1, 9.2, 9.3:**

Ratings: 9.1: \_\_\_\_\_ 9.2: \_\_\_\_\_ 9.3: \_\_\_\_\_

Overall Rating Criterion 9: \_\_\_\_\_

**FEDERAL WAY SCHOOL DISTRICT  
NON-REPRESENTED EMPLOYEE PERFORMANCE EVALUATION PROCESS**

INFORMATION			
Employee Name:		Dept.:	
Position Title:		Evaluator:	
Performance Evaluation Period:	Mid Year Formative:	Year End Summative:	

## GOALS & OBJECTIVES

- Strengthen two-way communication regarding job performance and periodically assess goals and opportunities for the unit and the individual.
- Establish a mutually-understood set of performance expectations.
- Recognize contributions of employees.
- Discuss opportunities for growth and development.
- Provide necessary feedback when performance does not meet expectations.
- Align employee performance and goals with the Strategic Plan and Policies of the FWPS.

## PROCESS

### I. START OF SCHOOL YEAR - AUGUST/SEPTEMBER

1. Supervisor reviews the FWPS Strategic Plan and Theory of Action and previous year's performance of employee and associated competency outcomes as well as other information relevant to the performance review process and writes Job Specific Expectations for each competency. Employer gives complete evaluation process, goal setting form and goals to employee prior to the Fall Goal Setting Conference.
2. Employee reviews competencies (pages. 3-6) and completes the Unrepresented Goal Setting Form (Page 2).
3. Supervisor and Employee hold a **Goal Setting Conference** to create shared understanding of Job Specific Expectations for each competency, Goals, and Timelines within first month of working year. Possible examples of quality evidence of competencies should be discussed and meetings to observe or review progress identified as needed.

### II. MID YEAR FORMATIVE CONFERENCE – JANUARY

4. Supervisor scores each competency in the Performance Evaluation mid-year where evidence is sufficient to score. Comments are optional on the Formative Evaluation but areas of growth or areas where there is no evidence must be shared with employee. If the Overall Performance Score would be a "1" or "2" then comments are required for areas needing improvement. Plans for growth and/or evidence of competencies are discussed for second half of year.
5. Supervisor and Employee hold a **Mid-Year Conference** to review the Formative Evaluation and make plans of support for the remainder of year.
6. The Overall Performance Rating is not calculated at Mid-Year.

### III. YEAR END REVIEW – ONE WEEK PRIOR TO END OF YEAR ASSESSMENT CONFERENCE

7. Employee completes a self-assessment documenting their evidence and rates themselves on each competency. They submit a copy of their self-assessment to the Evaluator one week prior to the **Year-End Evaluation Conference**.

### IV. END OF YEAR ASSESSMENT –By JUNE 30<sup>th</sup>

8. Evaluator reviews the evidence of competencies, and goal completion and completes the Summative copy of Performance Evaluation.
9. Evaluator scores the Overall Performance Rating according to the most frequently assigned Competency Ratings, supervisor/employee discussions, observations, and evidence of performance.
10. Evaluator shares the final evaluation with employee at **Year-End Evaluation Conference**.
11. Upon completion of the Year-End Evaluation Conference, the employee and supervisor sign the evaluation.
12. Supervisor sends the signed copy to the second level supervisor for review and signature when appropriate.
13. Once signed, the original document is sent to the Office of Human Resources and electronic or paper copy is provided to the employee.

FEDERAL WAY SCHOOL DISTRICT  
NON-REPRESENTED EMPLOYEE GOAL SETTING FORM

**Instructions:** The employee should follow the steps below and be prepared to discuss the following questions with his/her supervisor. The employee may use the space below to provide written responses or questions that he/she may choose to share with the supervisor.

- Self-assess where you believe you are on each competency and what evidence you plan to collect or show this year using the Performance Evaluation Form.
- After self-assessing, create goals on the table below.
- What is your understanding of the Theory of Action and Strategic Plan goals for the district and your department? What is your plan of action to help your department meet these goals?
- What support do you need from your supervisor to help you attain these goals?

INFORMATION			
Employee Name:		Date:	
Position Title:		Evaluator:	
GOALS			
GOAL	EXPECTED OUTCOME/ MEASURABLE CRITERIA	TIMETABLE	COMMENTS
NOTES ON WHAT I WANT TO SHARE WITH MY SUPERVISOR			

FEDERAL WAY SCHOOL DISTRICT  
NON-REPRESENTED EMPLOYEE PERFORMANCE EVALUATION FORM

## PERFORMANCE EVALUATION INSTRUCTIONS

For each competency, mark the rating that best describes the employee's performance. Select N/A if the competency is not applicable. In the EVIDENCE/COMMENTS section, provide specific examples and evidence of competency as describe in the rubric below and Job Specific Expectations. (Verbally mid-year, written end of year)

RATING SCALE	DEFINITION
<b>4 = Exceeds Expectations</b>	All of "Meets Expectations" and in addition consistently exceeds job requirements. Makes contributions well beyond job demands. Seizes initiative in development and implementation of challenging work goals. Each project or job is done thoroughly and on time. Thinks beyond details of the job, working toward the overall goals of the component.
<b>3 = Meets Expectations</b>	Performance is what is expected of a fully qualified and experienced person in this position. All competencies are met. Consistently meets all performance expectations and standards. Job well done. Errors are minimal and seldom repeated. Prioritizes problems and projects well. Requires normal supervision and follow-up. Almost always completes work or projects on schedule.
<b>2 = Approaches Expectations</b>	Competencies are generally met but full results are not yet totally achieved. Occasionally falls short of consistently meeting performance expectations and standards. Some performance aspects were met partially, incomplete, or not up to expectation. Continuing to learn aspects of the position.
<b>1 = Does Not Meet Expectations</b>	Competencies are consistently not met. Employee consistently fails to meet performance expectations. Needs significant improvement. Excessive attention by supervisor is required. Corrective action and a plan of improvement is required.
<b>NA = Not Applicable</b>	Does not apply to job performance expectations.

## I. JOB KNOWLEDGE COMPETENCY

CORE COMPETENCIES	JOB SPECIFIC EXPECTATIONS	RATING	EVIDENCE/COMMENTS
1.1 Understands how their position supports the FWPS Strategic Plan, Theory of Action and Policies.		N/A	1.1
1.2 Demonstrates knowledge and skills necessary to perform the job effectively and applies to critical work issues in a timely manner.		2	1.2
1.3 Demonstrates willingness to learn new skills, methods, processes to enhance job performance.		3	1.3
1.4 Performs the full range of duties and responsibilities associated with the job.		3	1.4
Overall Score		3	

## II. INTERPERSONAL SKILLS, COOPERATION, COLLABORATION COMPETENCY

CORE COMPETENCIES	JOB SPECIFIC EXPECTATIONS	RATING	EVIDENCE/COMMENTS
2.1 Establishes and maintains effective working relationships with all stakeholders and staff.		3	2.1
2.2 Exercises good judgment in applying a wide range of operating procedures and policies.		3	2.2
2.3 Maintains confidentiality and uses proper judgement with sharing information.		4	2.3
2.4 Encourages positive collaboration and teaming.		3	2.4
Overall Score		3	

III. COMMUNICATION SKILLS COMPETENCY			
CORE COMPETENCIES	JOB SPECIFIC EXPECTATIONS	RATING	EVIDENCE/COMMENTS
3.1 Writes and communicates clearly and accurately		2	3.1
3.2 Listens well; is responsive to inquiries, directions, and suggestions		3	3.2
3.3 Assumes responsibility for accurate communication and productive flow of ideas among staff, supervisor, and stakeholders		3	3.3
Overall Score		3	

IV. PLANNING, ORGANIZING, AND ACHIEVING RESULTS COMPETENCY			
CORE COMPETENCIES	JOB SPECIFIC EXPECTATIONS	RATING	EVIDENCE/COMMENTS
4.1 Develops goals, plans, and priorities to achieve objectives; Evaluates goals and accomplishments effectively		3	4.1
4.2 Meets deadlines in a timely and efficient manner		2	4.2
4.3 Finds and uses resources well including technological solutions.		3	4.3
Overall Score		3	

V. PROBLEM ANALYSIS AND DECISION MAKING COMPETENCY			
CORE COMPETENCIES	JOB SPECIFIC EXPECTATIONS	RATING	EVIDENCE/COMMENTS
5.1 Gathers and analyzes appropriate information before making decisions		2	5.1
5.2 Seeks information and input from other stakeholders as appropriate		3	5.2
5.3 Problem solves independently and seeks input from supervisor when necessary.		2	5.4
Overall Score		2	

VI. CULTURAL COMPETENCY AND DIVERSITY COMPETENCY *SEE APPENDIX 1 RUBRIC			
CORE COMPETENCIES	JOB SPECIFIC EXPECTATIONS	RATING	EVIDENCE/COMMENTS
*6.1 Recognizes and participates in cultural differences in verbal and nonverbal communication and begins to negotiate a shared understanding based on those differences while recognizing their own cultural rules and biases.		2	6.1
*6.2 Demonstrates adequate understanding of the complexity of elements important to members of another culture in relation to its history, values, politics, communication styles, economy or beliefs and practices.		3	6.2
6.3 Assumes responsibility for supporting the social, emotional, and intellectual safety of all.		3	6.3
Overall Score		3	



VII. SUPERVISION COMPETENCY *Applies only to those in supervision/management positions			
Core Competencies	Job Specific Expectations	Rating	Evidence/Comments
7.1 Sets clear goals and job specific expectations for employees		3	7.1
7.2 Provides adequate support for employees to complete tasks		3	7.2
7.3 Creates a work climate that encourages employee commitment to teamwork, district goals and/or Strategic Plan		3	7.3
7.4 Provides informal, ongoing feedback to employees as well as formal performance evaluation		3	7.4
7.4 Supports the professional development of employees		4	7.5
7.6 Demonstrates fiscal responsibility and plans and controls expenditures and materials		3	7.6
7.7 Makes effective staffing decisions		3	7.7
7.8 Delegates authority and responsibly and appropriately		3	7.8
Overall Score		3	

<b>OVERALL PERFORMANCE RATING</b> See Process #9 for Directions	
<b>OVERALL PERFORMANCE RATING: 4</b>	
<b>COMMENTS</b> Consistent with the rates above, evaluate the overall performance of the staff member	
<b>COMMENTS ON EMPLOYEE'S STRENGTHS</b>	
<b>COMMENTS ON AREAS FOR GROWTH OR CHANGE</b>	
<b>SIGNATURES</b>	<b>DATE</b>
_____ <b>Employee Signature</b>	_____ <b>Date</b>
_____ <b>Supervisor Signature</b>	_____ <b>Date</b>
_____ <b>Second Level Supervisor Signature</b>	_____ <b>Date</b>

## Rubric Support for VI. CULTURAL COMPETENCY AND DIVERSITY COMPETENCY

	1	2	3	4
<b>6.1 and 6.2 Cultural Competency and Diversity</b>  AACU*	<p>Shows minimal awareness of own cultural rules and biases</p> <p>Demonstrates surface understanding of the complexity of elements important to members of another culture in relation to its history, values, politics, communication styles, economy, or beliefs and practices</p> <p>Views the experience of others but does so through own cultural worldview</p> <p>Has a minimal level of understanding of cultural differences in verbal and nonverbal communication; is unable to negotiate a shared understanding</p> <p>States minimal interest in learning more about other cultures</p> <p>Has difficulty suspending any judgment in her/his interactions with culturally different others, but is unaware of own judgment.</p>	<p>Identifies own cultural rules and biases (e.g. with a strong preference for those rules shared with own cultural group and seeks the same in others.)</p> <p>Demonstrates partial understanding of the complexity of elements important to members of another culture in relation to its history, values, politics, communication styles, economy, or beliefs and practices.</p> <p>Identifies components of other cultural perspectives but responds in all situations with own worldview</p> <p>Identifies some cultural differences in verbal and nonverbal communication and is aware that misunderstandings can occur based on those differences but is still unable to negotiate a shared understanding</p> <p>Asks simple or surface questions about other cultures</p> <p>Expresses openness to most, if not all, interactions with culturally different others. Has difficulty suspending any judgment in her/his interactions with culturally different others, and is aware of own judgment and expresses a willingness to change</p>	<p>Recognizes new perspectives about own cultural rules and biases (e.g. not looking for sameness; comfortable with the complexities that new perspectives offer.)</p> <p>Demonstrates adequate understanding of the complexity of elements important to members of another culture in relation to its history, values, politics, communication styles, economy, or beliefs and practices</p> <p>Recognizes intellectual and emotional dimensions of more than one worldview and sometimes uses more than one worldview in interactions</p> <p>Recognizes and participates in cultural differences in verbal and nonverbal communication and begins to negotiate a shared understanding based on those differences</p> <p>Asks deeper questions about other cultures and seeks out answers to these questions</p> <p>Begins to initiate and develop interactions with culturally different others. Begins to suspend judgment in valuing her/his interactions with culturally different others</p>	<p>Articulates insights into own cultural rules and biases</p> <p>Demonstrates sophisticated understanding of the complexity of elements important to members of another culture in relation to its history, values, politics, communication styles, economy, or beliefs and practices</p> <p>Interprets intercultural experience from the perspectives of own and more than one worldview and demonstrates ability to act in a supportive manner that recognizes the feelings of another cultural group</p> <p>Articulates a complex understanding of cultural differences in verbal and nonverbal communication and is able to skillfully negotiate a shared understanding based on those differences</p> <p>Asks complex questions about other cultures, seeks out and articulates answers to these questions that reflect multiple cultural perspectives</p> <p>Initiates and develops interactions with culturally different others. Suspends judgment in valuing her/his interactions with culturally different others</p>

**From:** [Brianne King <Brianne@wasbo.org>](mailto:Brianne@wasbo.org)  
**To:** 汁溫 牽敬; 楂恭 援; 偷詳摯敦; 滄域敵佳淡楮柿猪; 蚬瓊穢 漣慮慚 . 汶漣慮慚着勾 敵≡; 慄東效敬; 慄慮 擎枋  
漣; 慄捲9敗穢敵; 慄窠+漣擎; 漱漣9淮敵; 漱杵 慄; 桿 稷慄; 獮楷效遇牆; 切獨遇牆; 熬壯 遇忙出; 湯穢慄  
穢枝; 翎摩睡 枋晚漣枝; 敵壯 枋晚漣枝; 敵漣 晦枝; 湯穀畎慄; 慰溫櫛99摩效; 枋漣 來片; 熬穀溪窠慄; 漣 稷  
莊刺; ≡枯; 樞敵敵慨梯漣穢飲 猗桃窠敵; 穢癘 整態; 敵枋 漣袖敵; 枋漣+漣敵; 猗 漣敵; 往牆場; 獮拳慄9披  
恭森9汲慄; 正敬敵 械慄; 枋棒梗 睡 慄接; 瑯逢致桿9擎接; 穢潤遇牆9性愴; 瑯拋刺; 旱漣穢睦 櫻稍扫 . 敦摯  
; 梧稍 敵森; 敵械佳敵汶枋森; 從慄慄 恭敵披 ; 湯穢敵敵枋森; 漣汲敵敵枋森; 漣出敵枋森; 榮嚶敵9穢穢紋; 枋  
挪; 遇敵桿9恭慄; 恭敵獵刪桿畎; 湯穢語枯+濠; 漣場 擎揭慄濠; 壯敘牽佳枋棍; 敦慄羨 懣楮淮; 漣漣致99檢森  
\_\_\_\_; 擎懂敵99榮添堅雀; 挖敗 瘡瘰; 敵梯活桿 瘡瘰; 敵汶種敵瘰瘰; 敵漣 汭枋柜; 枋柿櫛敵9敵汶柜; 貴瑤穢4瑯  
瓊敵濠9櫛; 遇語教契; 漣汲敵契; 濃捲慰契; 榆 慄敵敵; 徑汶  
**Subject:** Local Funding Work Group Meeting

The agenda will be sent as we near the meeting date. The Guiding Team is meeting on September 19th and that will influence our agenda for the entire group.

Meeting in the Board Room. Lunch will be served.

If you need to attend remotely, please see the login info below. Please plan to join using a web cam, so you can be present at the meeting.

GoTo Webinar Login Info:

Please register for Local Funding Work Group on Sep 29, 2017 10:00 AM PDT at:

<https://attendee.gotowebinar.com/register/3681105941116485379>

After registering, you will receive a confirmation email containing information about joining the webinar.

**From:** [jrausch@wsps.net](mailto:jrausch@wsps.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** contact info  
**Date:** Wednesday, September 6, 2017 12:38:21 PM

---

Do have Tammy Campbell's contact information? I'd like to reach out to her as a keynote for next summer.

Thank you, Janet! Hope your school year is off to a great start!

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net)  
**Subject:** RE: contact info  
**Date:** Wednesday, September 6, 2017 12:42:21 PM

---

Her work number is 253-945-2010

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net) [mailto:[jrausch@wspsa.net](mailto:jrausch@wspsa.net)]  
**Sent:** Wednesday, September 6, 2017 12:38 PM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** contact info

Do have Tammy Campbell's contact information? I'd like to reach out to her as a keynote for next summer.

Thank you, Janet! Hope your school year is off to a great start!

**From:** [CJ Carter](#) on behalf of [CJ Carter <cjcarter@fwps.org>](#)  
**To:** [cleonard@wspsa.net](mailto:cleonard@wspsa.net)  
**Cc:** [mav@svsd410.org](mailto:mav@svsd410.org)  
**Subject:** 9/8/17- RE: MEMBER REQUEST  
**Date:** Friday, September 8, 2017 9:52:13 AM

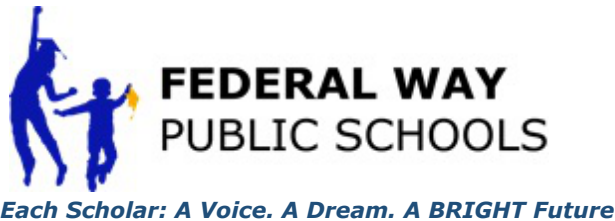
---

*Hello, yes, the Federal Way School District is using the Social Security Verification through the Social Security Department. VERY helpful!*

**CJ Carter**  
**Guest Employee Specialist, HR**  
**Federal Way School District**  
**[cjcarter@fwps.org](mailto:cjcarter@fwps.org)**  
**253-945-2027 253-941-7576-Fax**

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**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [mailto:[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)]  
**Sent:** Friday, September 08, 2017 9:49 AM  
**To:** CJ Carter <[cjcarter@fwps.org](mailto:cjcarter@fwps.org)>  
**Subject:** MEMBER REQUEST

Hello WSPA members. A few member requests for your consideration. Thanks!

Vivian Ma from Snoqualmie Valley School District is asking if members are using the Social Security Number Verification Service offered by the Social Security Administration? Snoqualmie Valley School District is thinking about using this service and wants to know if this service is a fast and reliable way to verify that new employee names and Social Security numbers match Social Security's record. Any comments will be appreciated.

Please send your responses directly to: [mav@svsd410.org](mailto:mav@svsd410.org)

Also, send your responses to: [cleonard@wspsa.net](mailto:cleonard@wspsa.net)

Thanks,

Curtis

---

This email was sent to [cjcarter@fwps.org](mailto:cjcarter@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

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**From:** [Manal Tirhi](#) on behalf of [Manal Tirhi <mtirhi@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** Registering Staff for Workshop  
**Date:** Friday, September 8, 2017 11:35:03 AM

---

Hi Jennifer,

I am the office manager at Federal Way Public Schools and I am trying to register 2 of my staff to attend the S-275 Workshop in Tukwila in October. When I click the link register others, I get the following message; **Your group does not have permission to view this page.** Is there a way for me to register my staff?

Thank you for your help in advance,

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools  
253-945-2072

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**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [Manal Tirhi](#)  
**Subject:** RE: Registering Staff for Workshop  
**Date:** Friday, September 8, 2017 11:38:20 AM

---

Manal,

I am so sorry for the trouble experienced! Please let me know the names of your two staff members and the date they plan to attend. I would be happy to process the registration and to issue invoices.

In the meantime, I will call our web host to troubleshoot the problem. Thank you for letting me know about the issue so that I may correct it.

Again, my apologies for the inconvenience and trouble.

Thank you,

Jennifer

---

**From:** Manal Tirhi [mailto:mtirhi@fwps.org]  
**Sent:** Friday, September 08, 2017 11:35 AM  
**To:** admin@wsps.net  
**Subject:** Registering Staff for Workshop

Hi Jennifer,

I am the office manager at Federal Way Public Schools and I am trying to register 2 of my staff to attend the S-275 Workshop in Tukwila in October. When I click the link register others, I get the following message; **Your group does not have permission to view this page.** Is there a way for me to register my staff?

Thank you for your help in advance,

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools  
253-945-2072

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**From:** [Manal Tirhi](#) on behalf of [Manal Tirhi <mtirhi@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: Registering Staff for Workshop  
**Date:** Friday, September 8, 2017 11:40:26 AM

---

Kelly Wittman  
Jennifer Berg  
October 3<sup>rd</sup> in Tukwila

Thank you so much for your help,

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools  
253-945-2072

Follow us on Twitter: [@FWPSCareers](#)

[Click here to learn about FWPS Career Opportunities](#)



---

**From:** [admin@wspa.net](mailto:admin@wspa.net) [<mailto:admin@wspa.net>]  
**Sent:** Friday, September 08, 2017 11:38 AM  
**To:** Manal Tirhi <[mtirhi@fwps.org](mailto:mtirhi@fwps.org)>  
**Subject:** RE: Registering Staff for Workshop

Manal,

I am so sorry for the trouble experienced! Please let me know the names of your two staff members and the date they plan to attend. I would be happy to process the registration and to issue invoices.

In the meantime, I will call our web host to troubleshoot the problem. Thank you for letting me know about the issue so that I may correct it.

Again, my apologies for the inconvenience and trouble.

Thank you,

Jennifer

---

**From:** Manal Tirhi [<mailto:mtirhi@fwps.org>]  
**Sent:** Friday, September 08, 2017 11:35 AM

**To:** [admin@wspsa.net](mailto:admin@wspsa.net)

**Subject:** Registering Staff for Workshop

Hi Jennifer,

I am the office manager at Federal Way Public Schools and I am trying to register 2 of my staff to attend the S-275 Workshop in Tukwila in October. When I click the link register others, I get the following message; **Your group does not have permission to view this page.** Is there a way for me to register my staff?

Thank you for your help in advance,

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools

253-945-2072

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**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [Manal Tirhi](#)  
**Subject:** RE: Registering Staff for Workshop  
**Date:** Friday, September 8, 2017 1:23:55 PM  
**Attachments:** [Wittman\\_S275 2017.pdf](#)  
[Berg\\_S275 2017.pdf](#)

---

Thank you, Manal.

I have registered both for the October 3<sup>rd</sup> S-275 workshop in Tukwila. I have attached the invoices for your records.

Please let me know if you need anything else – have a great weekend!

Best,

Jennifer

---

**From:** Manal Tirhi [<mailto:mtirhi@fwps.org>]  
**Sent:** Friday, September 08, 2017 11:40 AM  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** RE: Registering Staff for Workshop

Kelly Wittman  
Jennifer Berg  
October 3<sup>rd</sup> in Tukwila

Thank you so much for your help,

*Manal Tirhi*  
*Office Manager*  
Federal Way Public Schools  
253-945-2072  
Follow us on Twitter: [@FWPSCareers](#)  
[Click here to learn about FWPS Career Opportunities](#)



---

**From:** [admin@wsps.net](mailto:admin@wsps.net) [<mailto:admin@wsps.net>]  
**Sent:** Friday, September 08, 2017 11:38 AM  
**To:** Manal Tirhi <[mtirhi@fwps.org](mailto:mtirhi@fwps.org)>

**Subject:** RE: Registering Staff for Workshop

Manal,

I am so sorry for the trouble experienced! Please let me know the names of your two staff members and the date they plan to attend. I would be happy to process the registration and to issue invoices.

In the meantime, I will call our web host to troubleshoot the problem. Thank you for letting me know about the issue so that I may correct it.

Again, my apologies for the inconvenience and trouble.

Thank you,

Jennifer

---

**From:** Manal Tirhi [<mailto:mtirhi@fwps.org>]

**Sent:** Friday, September 08, 2017 11:35 AM

**To:** [admin@wspsa.net](mailto:admin@wspsa.net)

**Subject:** Registering Staff for Workshop

Hi Jennifer,

I am the office manager at Federal Way Public Schools and I am trying to register 2 of my staff to attend the S-275 Workshop in Tukwila in October. When I click the link register others, I get the following message; **Your group does not have permission to view this page.** Is there a way for me to register my staff?

Thank you for your help in advance,

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools

253-945-2072

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INVOICE 11015

Washington School Personnel Association  
PO Box 1600  
Anacortes, WA 98221



Federal Way Public Schools  
Attn: Kelly Wittman  
33330 8th Avenue South  
Federal Way, Washington 98003

Invoice # 11015  
Invoice Date 09/08/2017  
Invoice Due 10/08/2017

Amount Due	175.00
------------	--------

Invoice Details

Description	Amount
S-275 Workshop Registration 2017	175.00

Amount Due	175.00
------------	--------

Please submit this invoice to your accounting department for payment. If you have a purchase order you can attach that to the invoice.

INVOICE 11014

Washington School Personnel Association  
PO Box 1600  
Anacortes, WA 98221



Federal Way Public Schools  
Attn: Jennifer Berg  
33330 8th Avenue South  
Federal Way, Washington 98003

Invoice # 11014  
Invoice Date 09/08/2017  
Invoice Due 10/08/2017

Amount Due	175.00
------------	--------

Invoice Details

Description	Amount
S-275 Workshop Registration 2017	175.00

Amount Due	175.00
------------	--------

Please submit this invoice to your accounting department for payment. If you have a purchase order you can attach that to the invoice.

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [cleonard@wspa.net](#); [fgriek@Tacoma.K12.Wa.US](#)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, September 8, 2017 2:49:48 PM

---

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [mailto:[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)]  
**Sent:** Friday, September 8, 2017 10:07 AM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** MEMBER REQUEST

No due process. We send a job abandonment letter after 5 days of no show/no information.

Forrest Griek from Tacoma Public Schools is asking for feedback on the following:

If a school employee on a continuing contract abandons their job (let's say by no-call/no-show for a specified amount of days) did (or would) your district comply with due process requirements (like a Loudermill letter/hearing) in the termination process?

Please send your responses directly to: [fgriek@Tacoma.K12.Wa.US](mailto:fgriek@Tacoma.K12.Wa.US)

Also, cc your responses directly to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

---

This email was sent to [jhodson@fwps.org](mailto:jhodson@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

[Unsubscribe or Manage Preferences](#) • [Privacy Policy](#)





**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [cleonard@wsps.net](mailto:cleonard@wsps.net); [kschonberg@ohsd.net](mailto:kschonberg@ohsd.net); Carey Shaun; [jhodson@fwps.org](mailto:jhodson@fwps.org); [turner.l@wenatcheeschools.org](mailto:turner.l@wenatcheeschools.org); Jane - RSD; [kimha@spokaneschools.org](mailto:kimha@spokaneschools.org); [crail.h@wenatcheeschools.org](mailto:crail.h@wenatcheeschools.org); Toni L. Neidhold; [marilyn.boerke@camas.wednet.edu](mailto:marilyn.boerke@camas.wednet.edu); CATHI BRINCK PRICE; [dlong@nthurston.k12.wa.us](mailto:dlong@nthurston.k12.wa.us); Denise Kennedy; [chellel@ckschools.org](mailto:chellel@ckschools.org); [csheridan@asd103.org](mailto:csheridan@asd103.org); [jason\\_thompson@msvl.k12.wa.us](mailto:jason_thompson@msvl.k12.wa.us)  
**Subject:** RSVP Needed: WSPA October Board Meeting 10/15/17  
**Date:** Tuesday, September 12, 2017 12:06:26 PM

---

Dear Board Members,

We look forward to seeing each of you next month at our Board meeting and the School Law Conference.

### **WSPA Board Meeting**

- Sunday, October 15
- 7:00 pm
- DoubleTree by Hilton at Southcenter (room TBD)

**Please review the following housing/travel information and do not hesitate to let me know if you have any questions. Thank you!**

- WSPA will cover the cost of your lodging for Sunday, October 15
- Please plan to make your own reservations directly with the hotel. I will coordinate with the DoubleTree to have your Sunday room charges moved to our master account.
- If you will not be attending the law conference, but plan to attend the board meeting, please let me know and I would be happy to make your single night reservation directly with the hotel.
- Reimbursement forms will be made available for your mileage expenses and Sunday night meal.
  - Please note that you will be required to provide an itemized receipt for your meal and that we are unable to reimburse for alcoholic beverages. Please check with your server to ensure you receive an itemized receipt and not just a copy of your credit/debit charge. Please and thank you!

Please let me know if you have any questions or if I may be of any further assistance.

Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator  
Washington School Personnel Association  
PO Box 1600 Anacortes, Washington 98221  
Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspa.net/>



**From:** [Lisa Turner](#) on behalf of [Lisa Turner <turner.l@wenatcheeschools.org>](#)  
**To:** [admin@wspa.net](#)  
**Cc:** [Curtis Leonard](#); [kschonberg@ohsd.net](#); [Carey Shaun](#); [jhodson@fwps.org](#); [Jane - RSD](#); [kimha@spokaneschools.org](#); [Heather Crail](#); [Toni L. Neidhold](#); [marilyn.boerke@camas.wednet.edu](#); [CATHI BRINCK PRICE](#); [dlong@nthurston.k12.wa.us](#); [Denise Kennedy](#); [chellel@ckschools.org](#); [csheridan@asd103.org](#); [jason\\_thompson@msvl.k12.wa.us](#)  
**Subject:** Re: RSVP Needed: WSPA October Board Meeting 10/15/17  
**Date:** Tuesday, September 12, 2017 1:12:07 PM

---

I will be there

Lisa N. Turner, PHR  
Executive Director of Human Resources  
Wenatchee School District  
509-663-8161 ext. 33238

On Sep 12, 2017, at 12:06 PM, [admin@wspa.net](#) wrote:

Dear Board Members,

We look forward to seeing each of you next month at our Board meeting and the School Law Conference.

#### **WSPA Board Meeting**

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- DoubleTree by Hilton at Southcenter (room TBD)

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and not just a copy of your credit/debit charge. Please and thank you!

Please let me know if you have any questions or if I may be of any further assistance.

Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspa.net/>

[<image001.gif> <image002.gif>](#)

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**From:** [Denise Kennedy](#) on behalf of [Denise Kennedy <denise.kennedy@bremertonschools.org>](#)  
**To:** [admin@wspa.net](#)  
**Cc:** [cleonard@wspa.net](#); [kschonberg@ohsd.net](#); [Carey Shaun](#); [jhodson@fwps.org](#); [turner.l@wenatcheeschools.org](#); [Jane - RSD](#); [kimha@spokaneschools.org](#); [crail.h@wenatcheeschools.org](#); [Toni L. Neidhold](#); [marilyn.boerke@camas.wednet.edu](#); [CATHI BRINCK PRICE](#); [dlong@nthurston.k12.wa.us](#); [chellel@ckschools.org](#); [csheridan@asd103.org](#); [jason\\_thompson@msvl.k12.wa.us](#)  
**Subject:** Re: RSVP Needed: WSPA October Board Meeting 10/15/17  
**Date:** Tuesday, September 12, 2017 1:13:52 PM

---

I will be there!

Denise

On Tue, Sep 12, 2017 at 12:06 PM, [admin@wspa.net](#) <[admin@wspa.net](#)> wrote:

Dear Board Members,

We look forward to seeing each of you next month at our Board meeting and the School Law Conference.

### **WSPA Board Meeting**

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Please let me know if you have any questions or if I may be of any further assistance.

Thank you,

Jennifer

Jennifer Tottenham

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wsapa.net/>



--

*Denise Kennedy  
Human Resources Supervisor  
Bremerton School District  
(360) 473.1026*

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**From:** [Long, Dawn](#) on behalf of [Long, Dawn <dlong@nthurston.k12.wa.us>](#)  
**To:** ["admin@wspa.net"](#); [cleonard@wspa.net](#); [kschonberg@ohsd.net](#); [Carey Shaun](#); [jhodson@fwps.org](#); [turner.l@wenatcheeschools.org](#); [Jane - RSD](#); [kimha@spokaneschools.org](#); [crail.h@wenatcheeschools.org](#); [Toni L. Neidhold](#); [marilyn.boerke@camas.wednet.edu](#); [CATHI BRINCK PRICE](#); [Denise Kennedy](#); [chellel@ckschools.org](#); [csheridan@asd103.org](#); [jason\\_thompson@msvl.k12.wa.us](#)  
**Subject:** RE: RSVP Needed: WSPA October Board Meeting 10/15/17  
**Date:** Tuesday, September 12, 2017 2:16:05 PM

---

Good Evening,

I am planning on attending. I will not need a hotel on Sunday, I will drive back to Olympia. Thank you!

Dawn

p.s. I will be at the law conference, I am bringing a small team up!

Dawn Long  
Director, Human Resources  
North Thurston Public Schools  
360-412-4457 (40183)

---

**From:** admin@wspa.net [mailto:admin@wspa.net]  
**Sent:** Tuesday, September 12, 2017 12:06 PM  
**To:** cleonard@wspa.net; kschonberg@ohsd.net; Carey Shaun; jhodson@fwps.org; turner.l@wenatcheeschools.org; Jane - RSD; kimha@spokaneschools.org; crail.h@wenatcheeschools.org; Toni L. Neidhold; marilyn.boerke@camas.wednet.edu; CATHI BRINCK PRICE; Long, Dawn; Denise Kennedy; chellel@ckschools.org; csheridan@asd103.org; jason\_thompson@msvl.k12.wa.us  
**Subject:** RSVP Needed: WSPA October Board Meeting 10/15/17

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Please let me know if you have any questions or if I may be of any further assistance.

Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspa.net/>



**From:** [Manal Tirhi](#) on behalf of [Manal Tirhi <mtirhi@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** Registration  
**Date:** Tuesday, September 12, 2017 3:15:43 PM

---

Hi Jennifer,

I am the office manager at Federal Way Public Schools and I am trying to register 3 of my staff to attend the WASPA Law conference October 16 and 17. When I click the link register others, I get the following message; **Your group does not have permission to view this page.** Can I just give your their names, like last time?

David Brower  
Janet Hodson  
Mark Davidson

Thank you for your help in advance,

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools  
253-945-2072

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[Click here to learn about FWPS Career Opportunities](#)



**From:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**To:** [Manal Tirhi](#)  
**Subject:** RE: Registration  
**Date:** Tuesday, September 12, 2017 3:53:17 PM

---

Hi Manal,

I need to add you to our database in order for you to have access to register others. Will you primarily be processing those registrations? I can add you to our database and link those members to your account. Are there particular FWPS team members that you primarily work with and I can add them.

I currently have Liz McFarland as the primary contact –but I think it will allow me to have two contacts who can register others. I will play around with it and see what magic I can work!

In the meantime, yes! I will process law conference registrations for the three members below. I will have invoices for you in just a few minutes.

Thank you,

Jennifer

---

**From:** Manal Tirhi [mailto:mtirhi@fwps.org]  
**Sent:** Tuesday, September 12, 2017 3:16 PM  
**To:** admin@wspsa.net  
**Subject:** Registration

Hi Jennifer,

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David Brower  
Janet Hodson  
Mark Davidson

Thank you for your help in advance,

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools  
253-945-2072

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**From:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**To:** [Manal Tirhi](#)  
**Subject:** RE: Registration  
**Date:** Tuesday, September 12, 2017 3:56:44 PM  
**Attachments:** [Davidson law conference 2017.pdf](#)  
[Hodson law conference 2017.pdf](#)  
[Brower law conference 2017.pdf](#)

---

Invoices are attached! Please let me know if you need anything else. Have a great night!

Jennifer

---

**From:** admin@wspsa.net  
**Sent:** Tuesday, September 12, 2017 3:53 PM  
**To:** 'Manal Tirhi' <[mtirhi@fwps.org](mailto:mtirhi@fwps.org)>  
**Subject:** RE: Registration

Hi Manal,

I need to add you to our database in order for you to have access to register others. Will you primarily be processing those registrations? I can add you to our database and link those members to your account. Are there particular FWPS team members that you primarily work with and I can add them.

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Thank you,

Jennifer

---

**From:** Manal Tirhi [<mailto:mtirhi@fwps.org>]  
**Sent:** Tuesday, September 12, 2017 3:16 PM  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** Registration

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David Brower

Janet Hodson  
Mark Davidson

Thank you for your help in advance,

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools

253-945-2072

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INVOICE 11045

Washington School Personnel Association  
PO Box 1600  
Anacortes, WA 98221



Federal Way Public Schools  
Attn: Mark Davidson  
33330 8th Avenue South  
Federal Way, Washington 98003

Invoice # 11045  
Invoice Date 09/12/2017  
Invoice Due 10/12/2017

Amount Due	250.00
------------	--------

Invoice Details

Description	Amount
2017 WSPA Law Conference Registration	250.00

Amount Due	250.00
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Please submit this invoice to your accounting department for payment. If you have a purchase order you can attach that to the invoice.

INVOICE 11044

Washington School Personnel Association  
PO Box 1600  
Anacortes, WA 98221



Federal Way Public Schools  
Attn: Janet Hodson  
33330 8th Ave S  
Federal Way, Washington 98003

Invoice # 11044  
Invoice Date 09/12/2017  
Invoice Due 10/12/2017

Amount Due	250.00
------------	--------

Invoice Details

Description	Amount
2017 WSPA Law Conference Registration	250.00

Amount Due	250.00
------------	--------

Please submit this invoice to your accounting department for payment. If you have a purchase order you can attach that to the invoice.



INVOICE 11043

Washington School Personnel Association  
PO Box 1600  
Anacortes, WA 98221



Federal Way Public Schools  
Attn: David Brower  
33330 8th Avenue South  
Federal Way, Washington 98003

Invoice # 11043  
Invoice Date 09/12/2017  
Invoice Due 10/12/2017

Amount Due	250.00
------------	--------

Invoice Details

Description	Amount
2017 WSPA Law Conference Registration	250.00

Amount Due	250.00
------------	--------

Please submit this invoice to your accounting department for payment. If you have a purchase order you can attach that to the invoice.

**From:** [Manal Tirhi](#) on behalf of [Manal Tirhi <mtirhi@fwps.org>](#)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** RE: Registration  
**Date:** Tuesday, September 12, 2017 4:02:35 PM

---

Thanks Jennifer,

Yes I will be the person in charge of registering staff going forward and please add a link to those members to my account, as I will be making more arrangements for these members throughout the year.

Thank you!

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools

253-945-2072

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---

**From:** [admin@wspsa.net](mailto:admin@wspsa.net) [mailto:[admin@wspsa.net](mailto:admin@wspsa.net)]  
**Sent:** Tuesday, September 12, 2017 3:57 PM  
**To:** Manal Tirhi <[mtirhi@fwps.org](mailto:mtirhi@fwps.org)>  
**Subject:** RE: Registration

Invoices are attached! Please let me know if you need anything else. Have a great night!

Jennifer

---

**From:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Sent:** Tuesday, September 12, 2017 3:53 PM  
**To:** 'Manal Tirhi' <[mtirhi@fwps.org](mailto:mtirhi@fwps.org)>  
**Subject:** RE: Registration

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Jennifer

---

**From:** Manal Tirhi [<mailto:mtirhi@fwps.org>]

**Sent:** Tuesday, September 12, 2017 3:16 PM

**To:** [admin@wspa.net](mailto:admin@wspa.net)

**Subject:** Registration

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**From:** [Manal Tirhi](#) on behalf of [Manal Tirhi <mtirhi@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** Payment  
**Date:** Tuesday, September 12, 2017 4:08:36 PM

---

Jennifer,

One more thing, what is the best to pay for these conferences? I would like to use my credit card if possible.

Regards,

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools

253-945-2072

Follow us on Twitter: @FWPSCareers

[Click here to learn about FWPS Career Opportunities](#)



**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [admin@wspa.net](#); [cleonard@wspa.net](#); [kschonberg@ohsd.net](#); [Carey Shaun](#); [turner.l@wenatcheeschools.org](#); [Jane - RSD](#); [kimha@spokaneschools.org](#); [crail.h@wenatcheeschools.org](#); [Toni L. Neidhold](#); [marilyn.boerke@camas.wednet.edu](#); [CATHI BRINCK PRICE](#); [dlong@nthurston.k12.wa.us](#); [Denise Kennedy](#); [chellel@ckschools.org](#); [csheridan@asd103.org](#); [jason\\_thompson@msvl.k12.wa.us](#)  
**Subject:** RE: RSVP Needed: WSPA October Board Meeting 10/15/17  
**Date:** Tuesday, September 12, 2017 5:10:40 PM

---

I will be there. I do not need lodging.

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [admin@wspa.net](mailto:admin@wspa.net) [mailto:[admin@wspa.net](mailto:admin@wspa.net)]  
**Sent:** Tuesday, September 12, 2017 12:06 PM  
**To:** [cleonard@wspa.net](mailto:cleonard@wspa.net); [kschonberg@ohsd.net](mailto:kschonberg@ohsd.net); [Carey Shaun <scarey@fpschools.org>](mailto:Carey Shaun <scarey@fpschools.org>); [Janet Hodson <jhodson@fwps.org>](mailto:Janet Hodson <jhodson@fwps.org>); [turner.l@wenatcheeschools.org](mailto:turner.l@wenatcheeschools.org); [Jane - RSD <jane.rausch@rsdmail.org>](mailto:Jane - RSD <jane.rausch@rsdmail.org>); [kimha@spokaneschools.org](mailto:kimha@spokaneschools.org); [crail.h@wenatcheeschools.org](mailto:crail.h@wenatcheeschools.org); [Toni L. Neidhold <TNeidhold@psd1.org>](mailto:Toni L. Neidhold <TNeidhold@psd1.org>); [marilyn.boerke@camas.wednet.edu](mailto:marilyn.boerke@camas.wednet.edu); [CATHI BRINCK PRICE <cathibp@msn.com>](mailto:CATHI BRINCK PRICE <cathibp@msn.com>); [dlong@nthurston.k12.wa.us](mailto:dlong@nthurston.k12.wa.us); [Denise Kennedy <denise.kennedy@bremertonschools.org>](mailto:Denise Kennedy <denise.kennedy@bremertonschools.org>); [chellel@ckschools.org](mailto:chellel@ckschools.org); [csheridan@asd103.org](mailto:csheridan@asd103.org); [jason\\_thompson@msvl.k12.wa.us](mailto:jason_thompson@msvl.k12.wa.us)  
**Subject:** RSVP Needed: WSPA October Board Meeting 10/15/17

Dear Board Members,

We look forward to seeing each of you next month at our Board meeting and the School Law Conference.

### **WSPA Board Meeting**

- Sunday, October 15
- 7:00 pm
- DoubleTree by Hilton at Southcenter (room TBD)

**Please review the following housing/travel information and do not hesitate to let me know if you have any questions. Thank you!**

- WSPA will cover the cost of your lodging for Sunday, October 15
- Please plan to make your own reservations directly with the hotel. I will coordinate with the DoubleTree to have your Sunday room charges moved to our master account.
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Please let me know if you have any questions or if I may be of any further assistance.

Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspa.net/>



**From:** [CATHI BRINCK PRICE](#) on behalf of [CATHI BRINCK PRICE <cathibp@msn.com>](#)  
**To:** [admin@wsps.net](#); [cleonard@wsps.net](#); [kschonberg@ohsd.net](#); [Carey Shaun](#); [jhodson@fwps.org](#); [turner.l@wenatcheeschools.org](#); [Jane - RSD](#); [kimha@spokaneschools.org](#); [crail.h@wenatcheeschools.org](#); [Toni L. Neidhold](#); [marilyn.boerke@camas.wednet.edu](#); [dlong@nthurston.k12.wa.us](#); [Denise Kennedy](#); [chellel@ckschools.org](#); [csheridan@asd103.org](#); [jason\\_thompson@msvl.k12.wa.us](#)  
**Subject:** RE: RSVP Needed: WSPA October Board Meeting 10/15/17  
**Date:** Tuesday, September 12, 2017 5:37:56 PM

---

Hello!

Count on me attending, unless grand baby #2 arrives early. :o)

I will let you know if am not in town.

Cathi

----- Original message -----

From: admin@wsps.net  
Date: 9/12/17 12:06 PM (GMT-08:00)  
To: cleonard@wsps.net, kschonberg@ohsd.net, Carey Shaun <scarey@fpschools.org>, jhodson@fwps.org, turner.l@wenatcheeschools.org, Jane - RSD <jane.rausch@rsdmail.org>, kimha@spokaneschools.org, crail.h@wenatcheeschools.org, "Toni L. Neidhold" <TNeidhold@psd1.org>, marilyn.boerke@camas.wednet.edu, CATHI BRINCK PRICE <cathibp@msn.com>, dlong@nthurston.k12.wa.us, Denise Kennedy <denise.kennedy@bremertonschools.org>, chellel@ckschools.org, csheridan@asd103.org, jason\_thompson@msvl.k12.wa.us  
Subject: RSVP Needed: WSPA October Board Meeting 10/15/17

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Please let me know if you have any questions or if I may be of any further assistance.

Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspa.net/>





**From:** [JASON THOMPSON](#) on behalf of [JASON THOMPSON <jason\\_thompson@msvl.k12.wa.us>](#)  
**To:** [CATHI BRINCK PRICE](#)  
**Cc:** [admin@wspa.net](#); [cleonard@wspa.net](#); [kschonberg@ohsd.net](#); Carey Shaun; [jhodson@fwps.org](#); [turner.l@wenatcheeschools.org](#); Jane - RSD; [kimha@spokaneschools.org](#); [crail.h@wenatcheeschools.org](#); Toni L. Neidhold; [marilyn.boerke@camas.wednet.edu](#); [dlong@nthurston.k12.wa.us](#); Denise Kennedy; [chellel@ckschools.org](#); [csheridan@asd103.org](#)  
**Subject:** Re: RSVP Needed: WSPA October Board Meeting 10/15/17  
**Date:** Wednesday, September 13, 2017 6:18:09 AM

---

I plan on attending. Thanks!

Jason

On Tue, Sep 12, 2017 at 5:37 PM, CATHI BRINCK PRICE <[cathibp@msn.com](mailto:cathibp@msn.com)> wrote:  
Hello!

Count on me attending, unless grand baby #2 arrives early. :o)

I will let you know if am not in town.

Cathi

----- Original message -----

From: [admin@wspa.net](mailto:admin@wspa.net)  
Date: 9/12/17 12:06 PM (GMT-08:00)  
To: [cleonard@wspa.net](mailto:cleonard@wspa.net), [kschonberg@ohsd.net](mailto:kschonberg@ohsd.net), Carey Shaun <[scarey@fpschools.org](mailto:scarey@fpschools.org)>, [jhodson@fwps.org](mailto:jhodson@fwps.org), [turner.l@wenatcheeschools.org](mailto:turner.l@wenatcheeschools.org), Jane - RSD <[jane.rausch@rsdmail.org](mailto:jane.rausch@rsdmail.org)>, [kimha@spokaneschools.org](mailto:kimha@spokaneschools.org), [crail.h@wenatcheeschools.org](mailto:crail.h@wenatcheeschools.org), "Toni L. Neidhold" <[TNeidhold@psd1.org](mailto:TNeidhold@psd1.org)>, [marilyn.boerke@camas.wednet.edu](mailto:marilyn.boerke@camas.wednet.edu), CATHI BRINCK PRICE <[cathibp@msn.com](mailto:cathibp@msn.com)>, [dlong@nthurston.k12.wa.us](mailto:dlong@nthurston.k12.wa.us), Denise Kennedy <[denise.kennedy@bremertonschools.org](mailto:denise.kennedy@bremertonschools.org)>, [chellel@ckschools.org](mailto:chellel@ckschools.org), [csheridan@asd103.org](mailto:csheridan@asd103.org), [jason\\_thompson@msvl.k12.wa.us](mailto:jason_thompson@msvl.k12.wa.us)  
Subject: RSVP Needed: WSPA October Board Meeting 10/15/17

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Please let me know if you have any questions or if I may be of any further assistance.

Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: [360-825-1415](tel:360-825-1415)/Fax: [253-736-0333](tel:253-736-0333)

<http://www.wspa.net/>



--

Jason Thompson  
Deputy Superintendent  
Marysville School District  
360-965-0070 FAX 360-965-0079

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

**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** RE: RSVP Needed: WSPA October Board Meeting 10/15/17  
**Date:** Wednesday, September 13, 2017 8:35:29 AM

---

Thank you, Janet. I hope you are having a great start to the new school year. See you in October!

Best,

Jennifer

---

**From:** Janet Hodson [mailto:[jhodson@fwps.org](mailto:jhodson@fwps.org)]  
**Sent:** Tuesday, September 12, 2017 5:11 PM  
**To:** [admin@wsps.net](mailto:admin@wsps.net); [cleonard@wsps.net](mailto:cleonard@wsps.net); [kschonberg@ohsd.net](mailto:kschonberg@ohsd.net); Carey Shaun <[scarey@fpschools.org](mailto:scarey@fpschools.org)>; [turner.l@wenatcheeschools.org](mailto:turner.l@wenatcheeschools.org); Jane - RSD <[jane.rausch@rsdmail.org](mailto:jane.rausch@rsdmail.org)>; [kimha@spokaneschools.org](mailto:kimha@spokaneschools.org); [crail.h@wenatcheeschools.org](mailto:crail.h@wenatcheeschools.org); Toni L. Neidhold <[TNeidhold@psd1.org](mailto:TNeidhold@psd1.org)>; [marilyn.boerke@camas.wednet.edu](mailto:marilyn.boerke@camas.wednet.edu); CATHI BRINCK PRICE <[cathibp@msn.com](mailto:cathibp@msn.com)>; [dlong@nthurston.k12.wa.us](mailto:dlong@nthurston.k12.wa.us); Denise Kennedy <[denise.kennedy@bremertonschools.org](mailto:denise.kennedy@bremertonschools.org)>; [chellel@ckschools.org](mailto:chellel@ckschools.org); [csheridan@asd103.org](mailto:csheridan@asd103.org); [jason\\_thompson@msvl.k12.wa.us](mailto:jason_thompson@msvl.k12.wa.us)  
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I will be there. I do not need lodging.

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [admin@wsps.net](mailto:admin@wsps.net) [mailto:[admin@wsps.net](mailto:admin@wsps.net)]  
**Sent:** Tuesday, September 12, 2017 12:06 PM  
**To:** [cleonard@wsps.net](mailto:cleonard@wsps.net); [kschonberg@ohsd.net](mailto:kschonberg@ohsd.net); Carey Shaun <[scarey@fpschools.org](mailto:scarey@fpschools.org)>; Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>; [turner.l@wenatcheeschools.org](mailto:turner.l@wenatcheeschools.org); Jane - RSD <[jane.rausch@rsdmail.org](mailto:jane.rausch@rsdmail.org)>; [kimha@spokaneschools.org](mailto:kimha@spokaneschools.org); [crail.h@wenatcheeschools.org](mailto:crail.h@wenatcheeschools.org); Toni L. Neidhold <[TNeidhold@psd1.org](mailto:TNeidhold@psd1.org)>; [marilyn.boerke@camas.wednet.edu](mailto:marilyn.boerke@camas.wednet.edu); CATHI BRINCK PRICE <[cathibp@msn.com](mailto:cathibp@msn.com)>; [dlong@nthurston.k12.wa.us](mailto:dlong@nthurston.k12.wa.us); Denise Kennedy <[denise.kennedy@bremertonschools.org](mailto:denise.kennedy@bremertonschools.org)>; [chellel@ckschools.org](mailto:chellel@ckschools.org); [csheridan@asd103.org](mailto:csheridan@asd103.org); [jason\\_thompson@msvl.k12.wa.us](mailto:jason_thompson@msvl.k12.wa.us)  
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Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspsa.net/>



**From:** [Manal Tirhi](#) on behalf of [Manal Tirhi <mtirhi@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** FW: Payment  
**Date:** Thursday, September 14, 2017 3:50:24 PM

---

Hi Jennifer,

Can you please let me know how I can pay for these conferences with my credit card?

Thank you,

---

**From:** Manal Tirhi  
**Sent:** Tuesday, September 12, 2017 4:09 PM  
**To:** 'admin@wspa.net' <admin@wspa.net>  
**Subject:** Payment

Jennifer,

One more thing, what is the best to pay for these conferences? I would like to use my credit card if possible.

Regards,

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools  
253-945-2072

Follow us on Twitter: @FWPSCareers

[Click here to learn about FWPS Career Opportunities](#)



**From:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**To:** [Manal Tirhi](#)  
**Subject:** Re: Payment  
**Date:** Friday, September 15, 2017 6:34:24 AM

---

Good morning Manal,

I will be out today to move my middle daughter into college - yikes! But I should be back by the end of the business day and would be happy to call and take payment by phone. What is the best number to reach you at?

Thank you,

Jennifer

Sent from my iPhone

On Sep 14, 2017, at 3:50 PM, Manal Tirhi <[mtirhi@fwps.org](mailto:mtirhi@fwps.org)> wrote:

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Thank you,

---

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**To:** '[admin@wspsa.net](mailto:admin@wspsa.net)' <[admin@wspsa.net](mailto:admin@wspsa.net)>  
**Subject:** Payment

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*Office Manager*

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253-945-2072

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**From:** [Manal Tirhi](#) on behalf of [Manal Tirhi <mtirhi@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: Payment  
**Date:** Friday, September 15, 2017 8:43:02 AM

---

253.945.2072

Thank you!

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools

253-945-2072

Follow us on Twitter: @FWPSCareers

[Click here to learn about FWPS Career Opportunities](#)



---

**From:** admin@wspa.net [mailto:admin@wspa.net]  
**Sent:** Friday, September 15, 2017 6:34 AM  
**To:** Manal Tirhi <mtirhi@fwps.org>  
**Subject:** Re: Payment

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*Office Manager*

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**From:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**To:** [Manal Tirhi](#)  
**Subject:** Re: Payment  
**Date:** Friday, September 15, 2017 7:56:50 PM

---

Manal,

I am so sorry! I just got home -- much later than planned! I will call you first thing on Monday to arrange payment.

Thank you,

Jennifer

Sent from my iPhone

On Sep 15, 2017, at 8:43 AM, Manal Tirhi <[mtirhi@fwps.org](mailto:mtirhi@fwps.org)> wrote:

253.945.2072

Thank you!

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools

253-945-2072

Follow us on Twitter: @FWPSCareers

[Click here to learn about FWPS Career Opportunities](#)

<image001.jpg>

---

**From:** [admin@wspsa.net](mailto:admin@wspsa.net) [<mailto:admin@wspsa.net>]

**Sent:** Friday, September 15, 2017 6:34 AM

**To:** Manal Tirhi <[mtirhi@fwps.org](mailto:mtirhi@fwps.org)>

**Subject:** Re: Payment

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*Office Manager*

Federal Way Public Schools

253-945-2072

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<image001.jpg>

**From:** [admin@wspace.net](mailto:admin@wspace.net)  
**To:** [Manal Tirhi](#)  
**Subject:** WSPA receipts  
**Date:** Monday, September 18, 2017 10:00:47 AM  
**Attachments:** [Wittman\\_S275 receipt 2017.pdf](#)  
[Berg\\_S275 receipt 2017.pdf](#)  
[Brower law conf receipt 2017.pdf](#)  
[Hodson law conf receipt 2017.pdf](#)  
[Davidson law conf receipt 2017.pdf](#)

---

Hello Manal,

The receipts for each transaction are attached for your records – please let me know if you need anything else!

Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspace.net/>





PO Box 1600  
Anacortes, WA 98221

# Invoice

Date	Invoice #
9/12/2017	11015

**PAID**  
**09/18/2017**

Bill To

Federal Way Public Schools  
Attn: Accounts Payable  
33330 8th Ave S.  
Federal Way, WA 98003

P.O. No.

Quantity	Description	Rate	Amount
	WITTMAN S-275: Tukwila 2017	175.00	175.00
		<b>Total</b>	<b>\$175.00</b>
Phone #	Fax #	Web Site	<b>Payments/Credits</b> <b>-\$175.00</b>
360-825-1415	253-736-0333	www.wspa.net	<b>Balance Due</b> <b>\$0.00</b>



PO Box 1600  
Anacortes, WA 98221

# Invoice

Date	Invoice #
9/12/2017	11014

**PAID**  
**09/18/2017**

Bill To

Federal Way Public Schools  
Attn: Accounts Payable  
33330 8th Ave S.  
Federal Way, WA 98003

P.O. No.

Quantity	Description	Rate	Amount
	BERG S-275: Tukwila 2017	175.00	175.00
		<b>Total</b>	<b>\$175.00</b>
Phone #	Fax #	Web Site	<b>Payments/Credits</b> <b>-\$175.00</b>
360-825-1415	253-736-0333	www.wspa.net	<b>Balance Due</b> <b>\$0.00</b>



PO Box 1600  
Anacortes, WA 98221

# Invoice

Date	Invoice #
9/17/2017	11043

**PAID**  
**09/18/2017**

Bill To

Federal Way Public Schools  
Attn: Accounts Payable  
33330 8th Ave S.  
Federal Way, WA 98003

P.O. No.

Quantity	Description	Rate	Amount
	BROWER School Law Conference 2017	250.00	250.00
		<b>Total</b>	<b>\$250.00</b>
Phone #	Fax #	Web Site	<b>Payments/Credits</b> - \$250.00
360-825-1415	253-736-0333	www.wspa.net	<b>Balance Due</b> \$0.00





PO Box 1600  
Anacortes, WA 98221

# Invoice

Date	Invoice #
9/17/2017	11044

**PAID**  
**09/18/2017**

Bill To

Federal Way Public Schools  
Attn: Accounts Payable  
33330 8th Ave S.  
Federal Way, WA 98003

P.O. No.

Quantity	Description	Rate	Amount
	HODSON School Law Conference 2017	250.00	250.00
		<b>Total</b>	<b>\$250.00</b>
Phone #	Fax #	Web Site	<b>Payments/Credits</b> - \$250.00
360-825-1415	253-736-0333	www.wspa.net	<b>Balance Due</b> \$0.00



PO Box 1600  
Anacortes, WA 98221

# Invoice

Date	Invoice #
9/17/2017	11045

**PAID**  
09/18/2017

Bill To

Federal Way Public Schools  
Attn: Accounts Payable  
33330 8th Ave S.  
Federal Way, WA 98003

P.O. No.

Quantity	Description	Rate	Amount
	DAVIDSON School Law Conference 2017	250.00	250.00
		<b>Total</b>	<b>\$250.00</b>
Phone #	Fax #	Web Site	<b>Payments/Credits</b> - \$250.00
360-825-1415	253-736-0333	www.wspa.net	<b>Balance Due</b> \$0.00

**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [Susan Partain](#)  
**Cc:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: WASPA  
**Date:** Tuesday, September 19, 2017 8:33:13 AM

---

Susan – you have what’s called “Additional Member” status – but it’s my understanding you should still be able to access member resources. I’m cc’ing Jennifer Tottenham at WASPA so she can help us 😊

---

**From:** Susan Partain  
**Sent:** Tuesday, September 19, 2017 8:24 AM  
**To:** Liz McFarland <lmcfarla@fwps.org>  
**Subject:** WASPA

Hi Liz,  
I tried to log in to the WASPA Resources page and it said I don’t have access. I am doing something wrong, I looked at it this summer?

Thanks

*Susan Partain*

Federal Way Public Schools  
Performance & Compliance Specialist, Human Resources  
33330 8<sup>th</sup> Ave South  
Federal Way, WA 98003-6325  
[spartain@fwps.org](mailto:spartain@fwps.org)  
253-945-2025  
253-941-7576, fax

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[Click here to learn about FWPS Career Opportunities](#)



**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [Liz McFarland](#); [Susan Partain](#)  
**Subject:** RE: WASPA  
**Date:** Tuesday, September 19, 2017 9:05:02 AM

---

Good morning Susan,

I am so sorry you have had trouble! I have reset your account: your username is your email address and the password is wsps. I am hopeful this will do the trick and you will be able to access your account.

What action were you attempting? Was it a registration or access to the shared drive? Please let me know if you continue to have any trouble and I will figure it out!

Again, my apologies for the inconvenience.

Thank you,

Jennifer

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**From:** Liz McFarland [mailto:[lmcfarla@fwps.org](mailto:lmcfarla@fwps.org)]  
**Sent:** Tuesday, September 19, 2017 8:33 AM  
**To:** Susan Partain <[spartain@fwps.org](mailto:spartain@fwps.org)>  
**Cc:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** RE: WASPA

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[spartain@fwps.org](mailto:spartain@fwps.org)

253-945-2025

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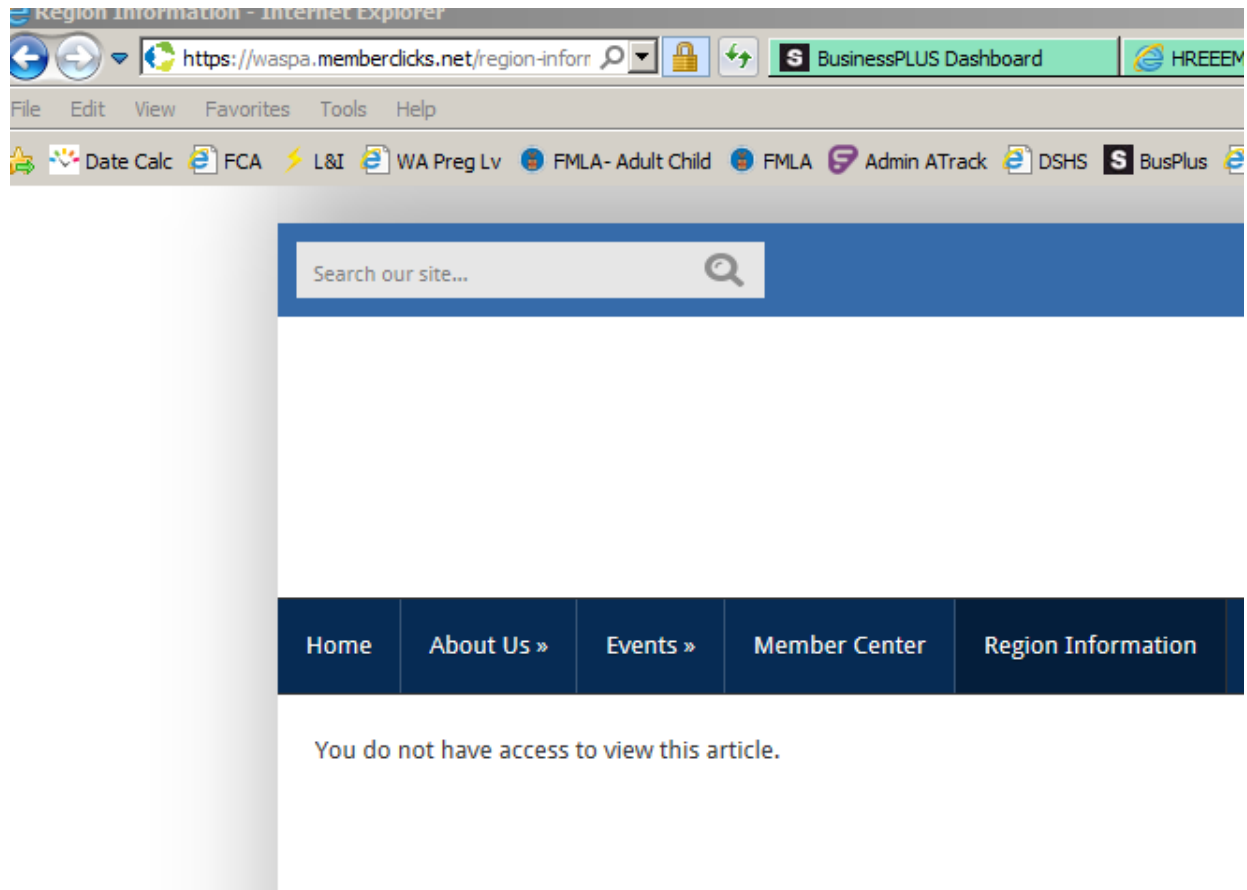
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**From:** [Susan Partain](#) on behalf of [Susan Partain <spartain@fwps.org>](#)  
**To:** [admin@wspa.net](#)  
**Subject:** RE: WASPA  
**Date:** Tuesday, September 19, 2017 9:10:38 AM  
**Attachments:** [image002.png](#)

---

Thank you Jennifer. I was trying to look at the resources (shared drive). Now it won't let me in at all.  
<https://wspa.memberclicks.net/region-information>



*Susan Partain*

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---

**From:** admin@wsps.net [mailto:admin@wsps.net]  
**Sent:** Tuesday, September 19, 2017 9:05 AM  
**To:** Liz McFarland <lmcfarla@fwps.org>; Susan Partain <spartain@fwps.org>  
**Subject:** RE: WASPA

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**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** RE: WASPA  
**Date:** Tuesday, September 19, 2017 9:16:13 AM

---

Thanks Jennifer ☺

---

**From:** admin@wspsa.net [mailto:admin@wspsa.net]  
**Sent:** Tuesday, September 19, 2017 9:05 AM  
**To:** Liz McFarland <lmcfarla@fwps.org>; Susan Partain <spartain@fwps.org>  
**Subject:** RE: WASPA

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**From:** [admin@wspace.net](mailto:admin@wspace.net)  
**To:** [Susan Partain](#)  
**Cc:** [Liz McFarland](#)  
**Subject:** RE: WASPA  
**Date:** Tuesday, September 19, 2017 9:17:58 AM  
**Attachments:** [image002.png](#)

---

Susan,

I am going to send you an invite to the shared drive and I'm hopeful that will work. It will come from my personal Gmail account. If you don't see it in just a moment it may go to spam -- [jentottenham@gmail.com](mailto:jentottenham@gmail.com)

I am sending both an invite and a link -- one of them must work!!

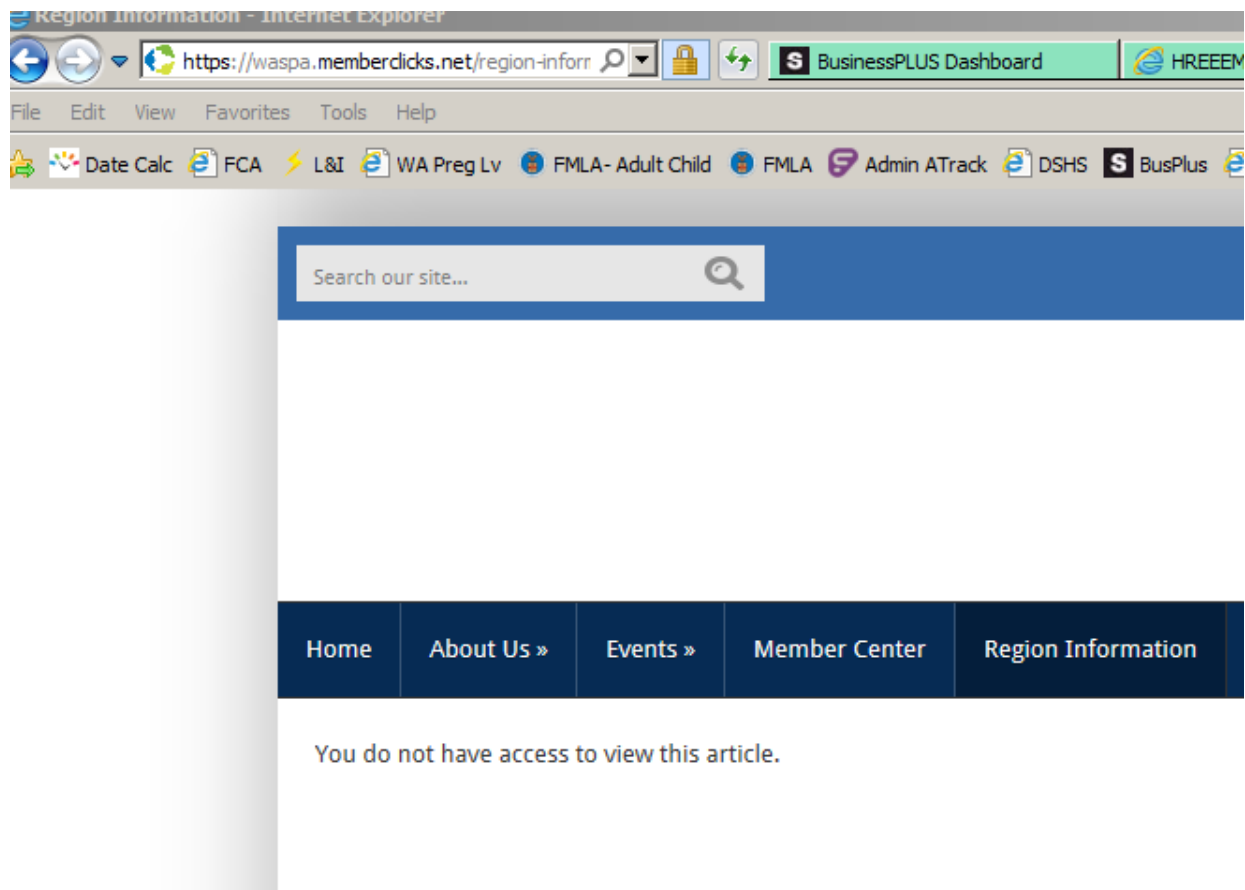
Fingers crossed ☺

Jennifer

---

**From:** Susan Partain [mailto:[spartain@fwps.org](mailto:spartain@fwps.org)]  
**Sent:** Tuesday, September 19, 2017 9:11 AM  
**To:** [admin@wspace.net](mailto:admin@wspace.net)  
**Subject:** RE: WASPA

Thank you Jennifer. I was trying to look at the resources (shared drive). Now it won't let me in at all.  
<https://waspa.memberclicks.net/region-information>



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**To:** Liz McFarland <[lmcfarla@fwps.org](mailto:lmcfarla@fwps.org)>; Susan Partain <[spartain@fwps.org](mailto:spartain@fwps.org)>  
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**From:** [Susan Partain](#) on behalf of [Susan Partain <spartain@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: WASPA  
**Date:** Tuesday, September 19, 2017 9:32:36 AM  
**Attachments:** [image002.png](#)

---

Jennifer,

I got the link and was able to see the files. This is good for today. What about in the future when new files are added to the WSPA Member Drive?

Thanks

*Susan Partain*

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33330 8<sup>th</sup> Ave South  
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253-945-2025  
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---

**From:** [admin@wspa.net](mailto:admin@wspa.net) [mailto:[admin@wspa.net](mailto:admin@wspa.net)]  
**Sent:** Tuesday, September 19, 2017 9:18 AM  
**To:** Susan Partain <[spartain@fwps.org](mailto:spartain@fwps.org)>  
**Cc:** Liz McFarland <[lmcfarla@fwps.org](mailto:lmcfarla@fwps.org)>  
**Subject:** RE: WASPA

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**From:** Susan Partain [[mailto:\[spartain@fwps.org\]\(mailto:spartain@fwps.org\)](mailto:spartain@fwps.org)]

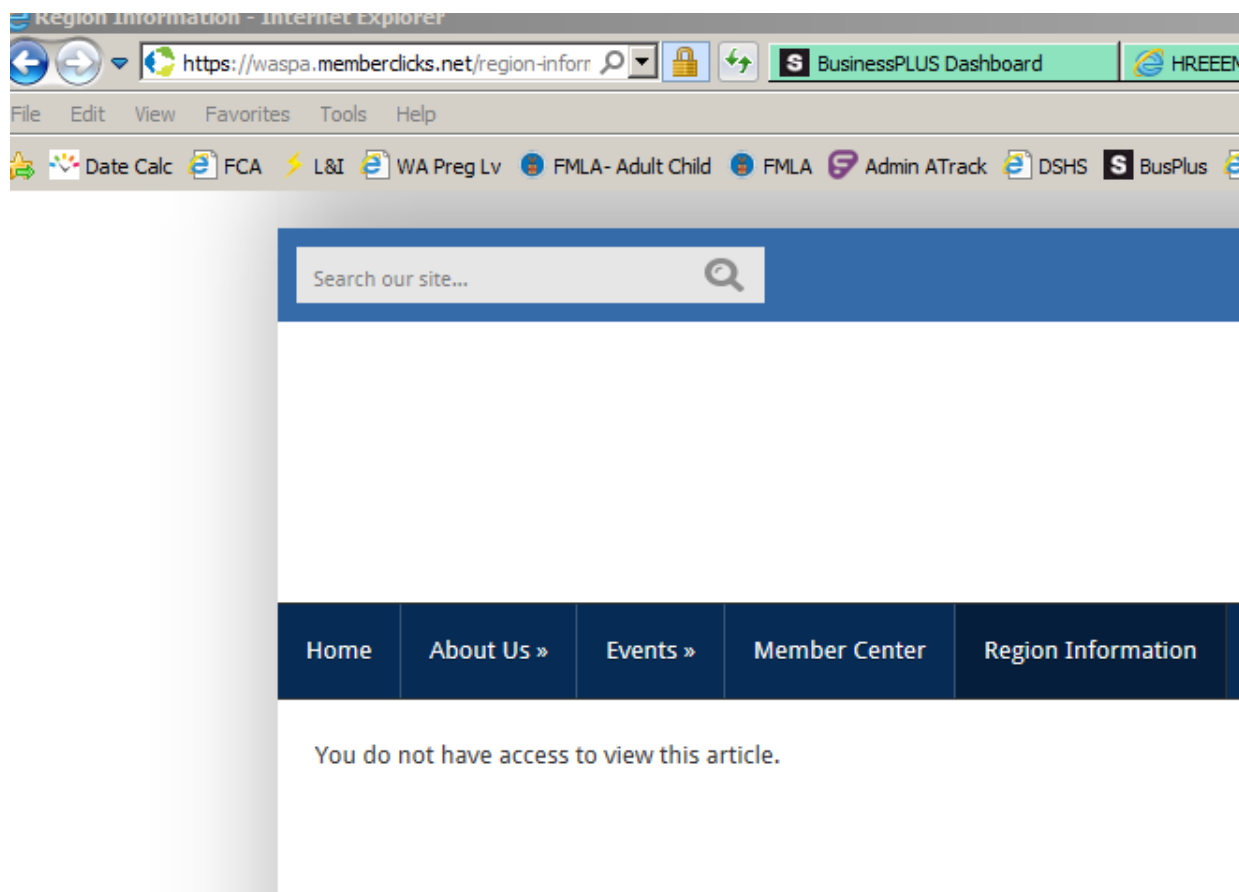
**Sent:** Tuesday, September 19, 2017 9:11 AM

**To:** [admin@wspa.net](mailto:admin@wspa.net)

**Subject:** RE: WASPA

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Performance & Compliance Specialist, Human Resources

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---

**From:** [admin@wspa.net](mailto:admin@wspa.net) [<mailto:admin@wspa.net>]  
**Sent:** Tuesday, September 19, 2017 9:05 AM  
**To:** Liz McFarland <[lmcfarla@fwps.org](mailto:lmcfarla@fwps.org)>; Susan Partain <[spartain@fwps.org](mailto:spartain@fwps.org)>  
**Subject:** RE: WASPA

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**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [Susan Partain](#)  
**Subject:** RE: WASPA  
**Date:** Tuesday, September 19, 2017 9:35:39 AM  
**Attachments:** [image002.png](#)

---

I am so glad it worked!

You should have permanent access. You will be able to see any and all new files that are added. The documents update in real time so they are saved automatically as people make changes or add documents. The only way you would not have access is if a person set private permissions for a single document – for example if they wanted to share something with just their district. I do not believe that our members typically utilize that feature however, as the intent is a shared resource for all members.

Please let me know if you have any trouble navigating the site or if you are looking for a particular document. We can also put a member request question out to members to get feedback for questions or sample documents.

Thank you,

Jennifer

---

**From:** Susan Partain [mailto:[spartain@fwps.org](mailto:spartain@fwps.org)]  
**Sent:** Tuesday, September 19, 2017 9:33 AM  
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**Cc:** Liz McFarland <[lmcfarla@fwps.org](mailto:lmcfarla@fwps.org)>

**Subject:** RE: WASPA

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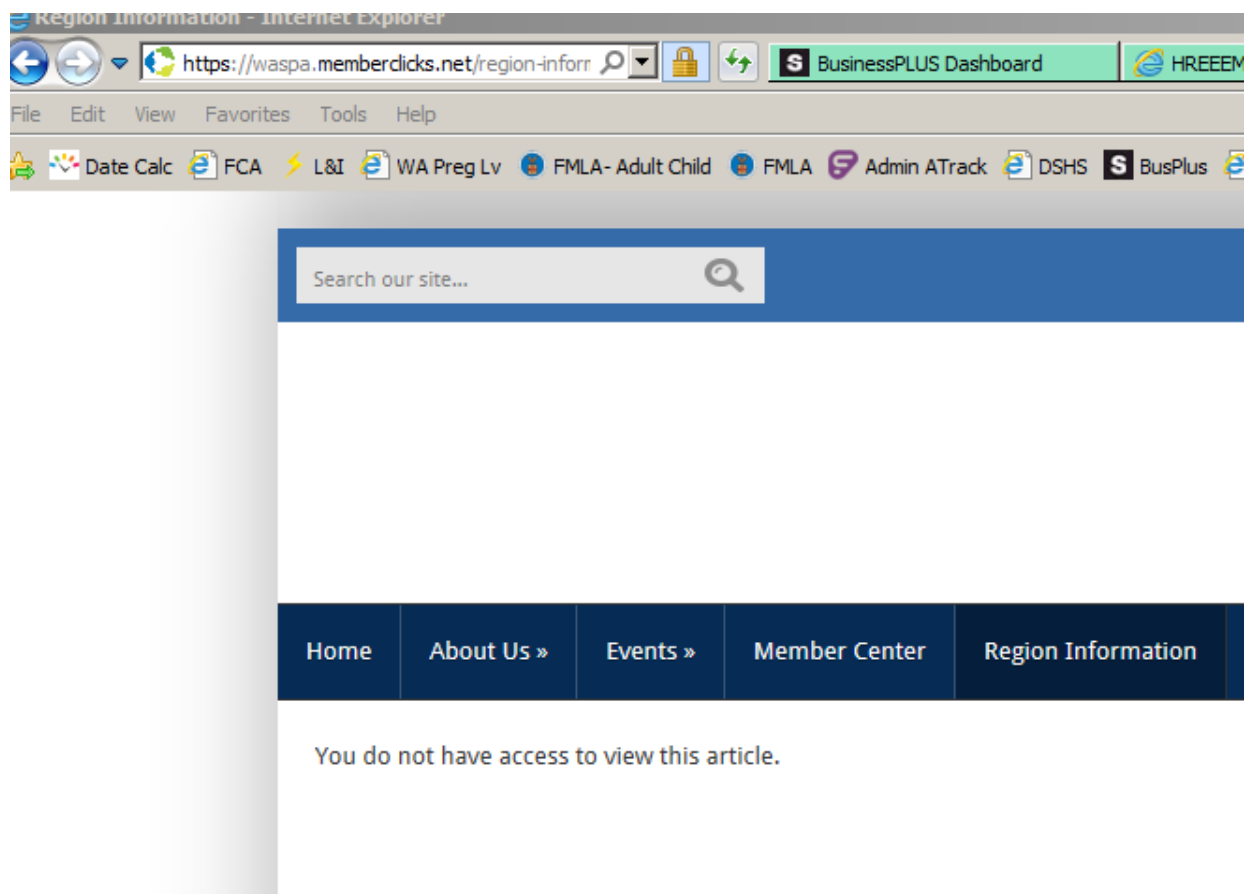
**From:** Susan Partain [mailto:[spartain@fwps.org](mailto:spartain@fwps.org)]

**Sent:** Tuesday, September 19, 2017 9:11 AM

**To:** [admin@wspa.net](mailto:admin@wspa.net)

**Subject:** RE: WASPA

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**To:** Liz McFarland <[lmcfarla@fwps.org](mailto:lmcfarla@fwps.org)>; Susan Partain <[spartain@fwps.org](mailto:spartain@fwps.org)>  
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**Sent:** Tuesday, September 19, 2017 8:33 AM

**To:** Susan Partain <[spartain@fwps.org](mailto:spartain@fwps.org)>

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253-945-2025

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**From:** [Susan Partain](#) on behalf of [Susan Partain <spartain@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: WASPA  
**Date:** Tuesday, September 19, 2017 9:36:38 AM  
**Attachments:** [image002.png](#)

---

Great! Thanks for all your help.

*Susan Partain*

Federal Way Public Schools  
Performance & Compliance Specialist, Human Resources  
33330 8<sup>th</sup> Ave South  
Federal Way, WA 98003-6325  
[spartain@fwps.org](mailto:spartain@fwps.org)  
253-945-2025  
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**Sent:** Tuesday, September 19, 2017 9:36 AM  
**To:** Susan Partain <[spartain@fwps.org](mailto:spartain@fwps.org)>  
**Subject:** RE: WASPA

I am so glad it worked!

You should have permanent access. You will be able to see any and all new files that are added. The documents update in real time so they are saved automatically as people make changes or add documents. The only way you would not have access is if a person set private permissions for a single document – for example if they wanted to share something with just their district. I do not believe that our members typically utilize that feature however, as the intent is a shared resource for all members.

Please let me know if you have any trouble navigating the site or if you are looking for a particular document. We can also put a member request question out to members to get feedback for questions or sample documents.

Thank you,

Jennifer

---

**From:** Susan Partain [[mailto:\[spartain@fwps.org\]\(mailto:spartain@fwps.org\)](mailto:spartain@fwps.org)]

**Sent:** Tuesday, September 19, 2017 9:33 AM

**To:** [admin@wspa.net](mailto:admin@wspa.net)

**Subject:** RE: WASPA

Jennifer,

I got the link and was able to see the files. This is good for today. What about in the future when new files are added to the WSPA Member Drive?

Thanks

*Susan Partain*

Federal Way Public Schools

Performance & Compliance Specialist, Human Resources

33330 8<sup>th</sup> Ave South

Federal Way, WA 98003-6325

[spartain@fwps.org](mailto:spartain@fwps.org)

253-945-2025

253-941-7576, fax

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---

**From:** [admin@wspa.net](mailto:admin@wspa.net) [<mailto:admin@wspa.net>]

**Sent:** Tuesday, September 19, 2017 9:18 AM

**To:** Susan Partain <[spartain@fwps.org](mailto:spartain@fwps.org)>

**Cc:** Liz McFarland <[lmcfarla@fwps.org](mailto:lmcfarla@fwps.org)>

**Subject:** RE: WASPA

Susan,

I am going to send you an invite to the shared drive and I'm hopeful that will work. It will come from my personal Gmail account. If you don't see it in just a moment it may go to spam -- [jentottenham@gmail.com](mailto:jentottenham@gmail.com)

I am sending both an invite and a link – one of them must work!!

Fingers crossed ☺

Jennifer

---

**From:** Susan Partain [<mailto:spartain@fwps.org>]

**Sent:** Tuesday, September 19, 2017 9:11 AM

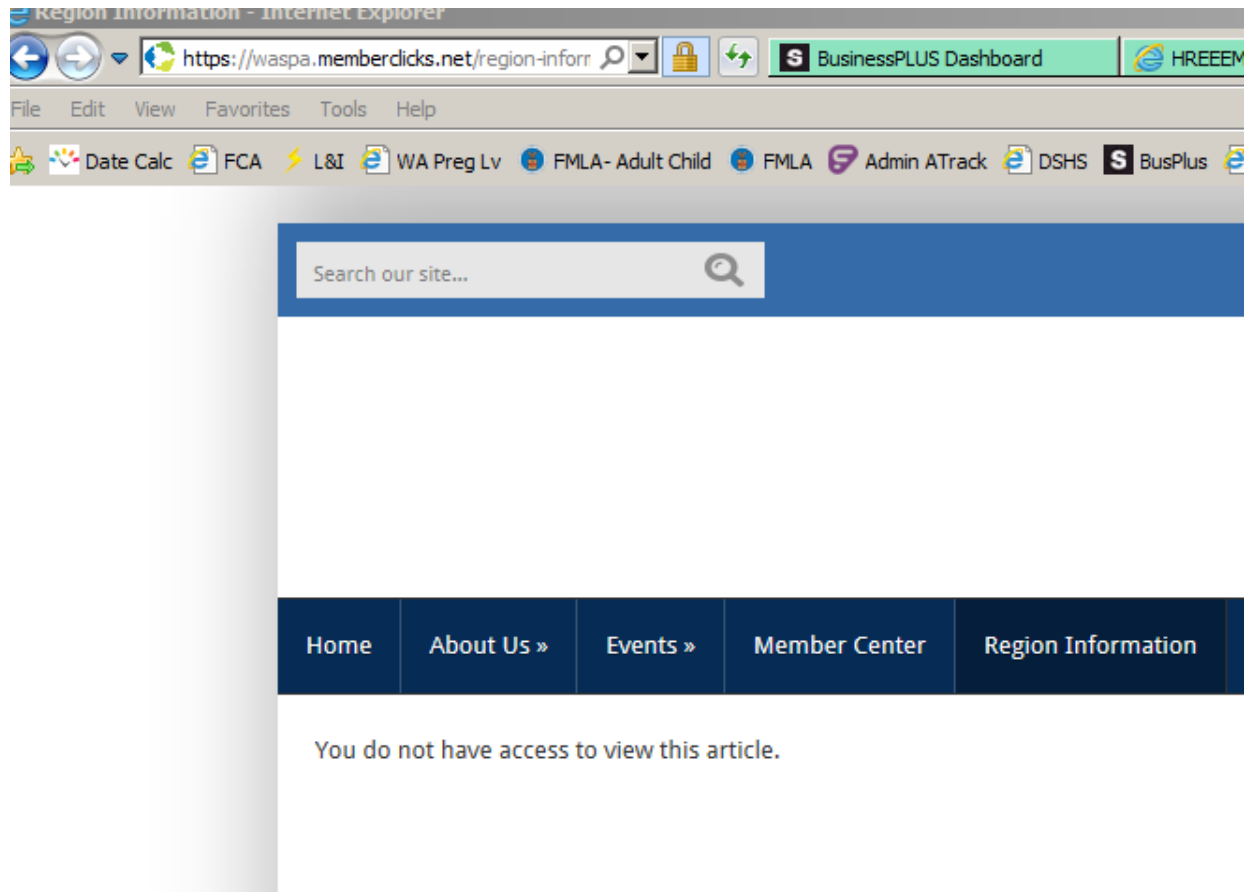


To: [admin@wspa.net](mailto:admin@wspa.net)

Subject: RE: WASPA

Thank you Jennifer. I was trying to look at the resources (shared drive). Now it won't let me in at all.

<https://wspa.memberclicks.net/region-information>



*Susan Partain*

Federal Way Public Schools

Performance & Compliance Specialist, Human Resources

33330 8<sup>th</sup> Ave South

Federal Way, WA 98003-6325

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---

**From:** [admin@wspa.net](mailto:admin@wspa.net) [<mailto:admin@wspa.net>]  
**Sent:** Tuesday, September 19, 2017 9:05 AM  
**To:** Liz McFarland <[lmcfarla@fwps.org](mailto:lmcfarla@fwps.org)>; Susan Partain <[spartain@fwps.org](mailto:spartain@fwps.org)>  
**Subject:** RE: WASPA

Good morning Susan,

I am so sorry you have had trouble! I have reset your account: your username is your email address and the password is wspa. I am hopeful this will do the trick and you will be able to access your account.

What action were you attempting? Was it a registration or access to the shared drive? Please let me know if you continue to have any trouble and I will figure it out!

Again, my apologies for the inconvenience.

Thank you,

Jennifer

---

**From:** Liz McFarland [<mailto:lmcfarla@fwps.org>]  
**Sent:** Tuesday, September 19, 2017 8:33 AM  
**To:** Susan Partain <[spartain@fwps.org](mailto:spartain@fwps.org)>  
**Cc:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: WASPA

Susan – you have what’s called “Additional Member” status – but it’s my understanding you should still be able to access member resources. I’m cc’ing Jennifer Tottenham at WSPA so she can help us ☺

---

**From:** Susan Partain  
**Sent:** Tuesday, September 19, 2017 8:24 AM  
**To:** Liz McFarland <[lmcfarla@fwps.org](mailto:lmcfarla@fwps.org)>  
**Subject:** WASPA

Hi Liz,

I tried to log in to the WASPA Resources page and it said I don’t have access. I am doing something wrong, I looked at it this summer?

Thanks

*Susan Partain*

Federal Way Public Schools  
Performance & Compliance Specialist, Human Resources  
33330 8<sup>th</sup> Ave South  
Federal Way, WA 98003-6325  
[spartain@fwps.org](mailto:spartain@fwps.org)  
253-945-2025

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**From:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**To:** [kmcbroom@fwps.org](mailto:kmcbroom@fwps.org)  
**Subject:** reg: Tammy Campbell presenting  
**Date:** Tuesday, September 19, 2017 12:05:13 PM

---

Karrie:

I apologize in advance if I should be emailing Tammy directly. I was given her contact information by Janet Hodson who is on the WSPA HELP (Human Resource in Education Leadership Program) advisory team. Please feel free to forward to Tammy! I reached out to her via her phone, but I imagine her workload is quite heavy and I understandably didn't hear back which is why I decided to contact her through you.

I am wondering if Ms. Campbell would be willing to give a keynote presentation on Monday, July 9th to kick off our week-long learning at HELP and HE Legal Boot Camp. We would like her to present from 8:15-11:45 am. It's held at the Doubletree Suites at Southcenter. I am wondering if she would be willing to present on Teaming and Impacting students lives. The audience will primarily be human resource professionals in addition to classified and some certificated administrators.

We would love it if Ms. Campbell is willing to present. If you recommend I send this request directly to her please let me know. I just know she must be incredibly busy let along with it being September!

Thank you!

Jane Rausch  
HELP Coordinator

**From:** [Karrie McBroom](#) on behalf of [Karrie McBroom <kmcbroom@fwps.org>](#)  
**To:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net)  
**Subject:** RE: Tammy Campbell presenting  
**Date:** Tuesday, September 19, 2017 12:16:37 PM

---

Hello Jane,

What is the best number to reach you?

Dr. Campbell would love to present but is not available at the beginning of July. She is free at the end of July, however, we completely understand if the date has already been finalized.

Please let me know and I am happy to give you a call to discuss further.

Have a great afternoon!

**Karrie McBroom**

Executive Administrative Assistant to the Superintendent  
253-945-2013 | [kmcbroom@fwps.org](mailto:kmcbroom@fwps.org)



**FEDERAL WAY  
PUBLIC SCHOOLS**

Each Scholar: A voice. A dream. A **BRIGHT** future.

---

**From:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net) [mailto:[jrausch@wspsa.net](mailto:jrausch@wspsa.net)]  
**Sent:** Tuesday, September 19, 2017 12:05 PM  
**To:** Karrie McBroom <[kmcbroom@fwps.org](mailto:kmcbroom@fwps.org)>  
**Subject:** reg: Tammy Campbell presenting

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Thank you!

Jane Rausch  
HELP Coordinator

**From:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**To:** [Karrie McBroom](#)  
**Subject:** Re: Tammy Campbell presenting  
**Date:** Tuesday, September 19, 2017 1:32:31 PM

---

That date is already confirmed. I am so sorry! If you still need to reach me my number is 509-464-8208.

Thank you for getting back to me so quickly!

---

**From:** Karrie McBroom <[kmcbroom@fwps.org](mailto:kmcbroom@fwps.org)>  
**Sent:** Tuesday, September 19, 2017 12:16:37 PM  
**To:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
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**Karrie McBroom**  
Executive Administrative Assistant to the Superintendent  
253-945-2013 | [kmcbroom@fwps.org](mailto:kmcbroom@fwps.org)



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Thank you!

Jane Rausch  
HELP Coordinator



**From:** [Karrie McBroom](#) on behalf of [Karrie McBroom <kmcbroom@fwps.org>](#)  
**To:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**Subject:** RE: Tammy Campbell presenting  
**Date:** Tuesday, September 19, 2017 2:04:57 PM

---

*Thank you Jane and we truly appreciate you reaching out and honored you thought of her!  
If she didn't have a prior commitment, she would have loved to have participated.*

**Karrie McBroom**

Executive Administrative Assistant to the Superintendent  
253-945-2013 | [kmcbroom@fwps.org](mailto:kmcbroom@fwps.org)



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---

**From:** [jrausch@wspa.net](mailto:jrausch@wspa.net) [mailto:[jrausch@wspa.net](mailto:jrausch@wspa.net)]  
**Sent:** Tuesday, September 19, 2017 1:32 PM  
**To:** Karrie McBroom <[kmcbroom@fwps.org](mailto:kmcbroom@fwps.org)>  
**Subject:** Re: Tammy Campbell presenting

That date is already confirmed. I am so sorry! If you still need to reach me my number is 509-464-8208.

Thank you for getting back to me so quickly!

---

**From:** Karrie McBroom <[kmcbroom@fwps.org](mailto:kmcbroom@fwps.org)>  
**Sent:** Tuesday, September 19, 2017 12:16:37 PM  
**To:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**Subject:** RE: Tammy Campbell presenting

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Have a great afternoon!

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253-945-2013 | [kmcbroom@fwps.org](mailto:kmcbroom@fwps.org)



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Thank you!

Jane Rausch  
HELP Coordinator

**From:** [jrausch@wsps.net](mailto:jrausch@wsps.net)  
**To:** [Karrie McBroom](#)  
**Subject:** Re: Tammy Campbell presenting  
**Date:** Tuesday, September 19, 2017 2:08:18 PM

---

I'm always open to booking for the summer of 2019! The date for that session would be Monday, July 22nd. If it's not too far out on the calendar, and she'd be willing to present, we'd love to have her!

---

**From:** Karrie McBroom <[kmcbroom@fwps.org](mailto:kmcbroom@fwps.org)>  
**Sent:** Tuesday, September 19, 2017 2:04:57 PM  
**To:** [jrausch@wsps.net](mailto:jrausch@wsps.net)  
**Subject:** RE: Tammy Campbell presenting

*Thank you Jane and we truly appreciate you reaching out and honored you thought of her! If she didn't have a prior commitment, she would have loved to have participated.*

**Karrie McBroom**  
Executive Administrative Assistant to the Superintendent  
253-945-2013 | [kmcbroom@fwps.org](mailto:kmcbroom@fwps.org)



---

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**Sent:** Tuesday, September 19, 2017 1:32 PM  
**To:** Karrie McBroom <[kmcbroom@fwps.org](mailto:kmcbroom@fwps.org)>  
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253-945-2013 | [kmcbroom@fwps.org](mailto:kmcbroom@fwps.org)



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**From:** [jrausch@wsps.net](mailto:jrausch@wsps.net) [<mailto:jrausch@wsps.net>]

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Thank you!

Jane Rausch  
HELP Coordinator

**From:** [jrausch@wsps.net](mailto:jrausch@wsps.net)  
**To:** [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [kellyg@wapatosd.org](mailto:kellyg@wapatosd.org);  
[gavigan@riverview.wednet.edu](mailto:gavigan@riverview.wednet.edu); [jhodson@fwps.org](mailto:jhodson@fwps.org); [lkrining@cloverpark.k12.wa.us](mailto:lkrining@cloverpark.k12.wa.us);  
[lmestay@cloverpark.k12.wa.us](mailto:lmestay@cloverpark.k12.wa.us); [TNeidhold@psd1.org](mailto:TNeidhold@psd1.org); [ellyn.papenfuse@vansd.org](mailto:ellyn.papenfuse@vansd.org); [cs Sheridan@asd103.org](mailto:cs Sheridan@asd103.org);  
[jsteinernv@yahoo.com](mailto:jsteinernv@yahoo.com)  
**Cc:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** HELP Advisory Committee Meeting  
**Date:** Tuesday, September 19, 2017 3:25:39 PM

---

Hello Everyone!

I hope everyone is surviving September! Although I do not have the agenda in stone, I wanted to let everyone know as they are preparing to arrange travel plans for attending the Law Conference that I am planning on having a HELP Advisory Committee Meeting. It is being scheduled for Sunday, October 15th at 4:00 p.m. so that those of you who are attending the Board Meeting will have time to grab something to eat beforehand. The location of the meeting will come at a later date once the room and agenda are confirmed.

For planning purposes, please confirm with me whether you will be able to attend.

Thank you so much.

Jane Rausch

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [jrausch@wspsa.net](#); [sonjabrown@sequim.k12.wa.us](#); [carterd@edmonds.wednet.edu](#); [kellyg@wapatosd.org](#); [gaviganj@riverview.wednet.edu](#); [lkrining@cloverpark.k12.wa.us](#); [lmcstay@cloverpark.k12.wa.us](#); [TNeidhold@psd1.org](#); [ellyn.papenfuse@vansd.org](#); [cs Sheridan@asd103.org](#); [jsteinernv@yahoo.com](#)  
**Cc:** [admin@wspsa.net](#)  
**Subject:** RE: HELP Advisory Committee Meeting  
**Date:** Tuesday, September 19, 2017 9:01:52 PM

---

See you then.

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](#)

---

**From:** [jrausch@wspsa.net](#) [mailto:[jrausch@wspsa.net](#)]  
**Sent:** Tuesday, September 19, 2017 3:26 PM  
**To:** [sonjabrown@sequim.k12.wa.us](#); [carterd@edmonds.wednet.edu](#); [kellyg@wapatosd.org](#); [gaviganj@riverview.wednet.edu](#); [Janet Hodson <jhodson@fwps.org>](#); [lkrining@cloverpark.k12.wa.us](#); [lmcstay@cloverpark.k12.wa.us](#); [TNeidhold@psd1.org](#); [ellyn.papenfuse@vansd.org](#); [cs Sheridan@asd103.org](#); [jsteinernv@yahoo.com](#)  
**Cc:** [admin@wspsa.net](#)  
**Subject:** HELP Advisory Committee Meeting

Hello Everyone!

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Thank you so much.

Jane Rausch

**From:** [Sonja M. Brown](#) on behalf of [Sonja M. Brown <sonjabrown@sequim.k12.wa.us>](#)  
**To:** [jrausch@wspace.net](#); [carterd@edmonds.wednet.edu](#); [kellyg@wapatosd.org](#); [gaviganj@riverview.wednet.edu](#); [jhodson@fwps.org](#); [lkrining@cloverpark.k12.wa.us](#); [lmcstay@cloverpark.k12.wa.us](#); [TNeidhold@psd1.org](#); [ellyn.papenfuse@vansd.org](#); [csheridan@asd103.org](#); [jsteinernv@yahoo.com](#)  
**Cc:** [admin@wspace.net](#)  
**Subject:** Re: HELP Advisory Committee Meeting  
**Date:** Wednesday, September 20, 2017 5:32:31 AM

---

Jane,

I'm so sorry. Unfortunately, I will not be able to attend as we have a commitment at church that day.

Sonja M Brown  
Payroll Benefits and HR Specialist  
Sequim School District  
360.582.3267  
360.683.6303 FAX

---

**From:** [jrausch@wspace.net](#) <[jrausch@wspace.net](#)>  
**Sent:** Tuesday, September 19, 2017 3:25 PM  
**To:** Sonja M. Brown; [carterd@edmonds.wednet.edu](#); [kellyg@wapatosd.org](#); [gaviganj@riverview.wednet.edu](#); [jhodson@fwps.org](#); [lkrining@cloverpark.k12.wa.us](#); [lmcstay@cloverpark.k12.wa.us](#); [TNeidhold@psd1.org](#); [ellyn.papenfuse@vansd.org](#); [csheridan@asd103.org](#); [jsteinernv@yahoo.com](#)  
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Thank you so much.

Jane Rausch

**From:** [Connie Sheridan](#) on behalf of [Connie Sheridan <csheridan@asd103.org>](#)  
**To:** [Janet Hodson](#)  
**Cc:** [jrausch@wspsa.net](#); [sonjabrown@sequim.k12.wa.us](#); [carterd@edmonds.wednet.edu](#); [kellyg@wapatosd.org](#); [gaviganj@riverview.wednet.edu](#); [lkrining@cloverpark.k12.wa.us](#); [lmcstay@cloverpark.k12.wa.us](#); [TNeidhold@psd1.org](#); [ellyn.papenfuse@vansd.org](#); [jsteinernv@yahoo.com](#); [admin@wspsa.net](#)  
**Subject:** Re: HELP Advisory Committee Meeting  
**Date:** Wednesday, September 20, 2017 6:43:12 AM

---

See you then :)

*Thank you!*

*~Connie*

**Connie Sheridan, Human Resources**

Anacortes School District 103½2200 M Avenue ½ Anacortes, WA 98221

☎: 360.293.1221 | [www.asd103.org](http://www.asd103.org)

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On Tue, Sep 19, 2017 at 9:01 PM, Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)> wrote:

See you then.

Janet Hodson

Federal Way Public Schools

Executive Director of Human Resources

253.945.2020

[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net) [mailto:[jrausch@wspsa.net](mailto:jrausch@wspsa.net)]

**Sent:** Tuesday, September 19, 2017 3:26 PM

**To:** [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [kellyg@wapatosd.org](mailto:kellyg@wapatosd.org); [gaviganj@riverview.wednet.edu](mailto:gaviganj@riverview.wednet.edu); Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>;



[lkrining@cloverpark.k12.wa.us](mailto:lkrining@cloverpark.k12.wa.us); [lmestay@cloverpark.k12.wa.us](mailto:lmestay@cloverpark.k12.wa.us); [TNeidhold@psd1.org](mailto:TNeidhold@psd1.org);  
[ellyn.papenfuse@vansd.org](mailto:ellyn.papenfuse@vansd.org); [cs Sheridan@asd103.org](mailto:cs Sheridan@asd103.org); [jsteinernv@yahoo.com](mailto:jsteinernv@yahoo.com)

**Cc:** [admin@wspa.net](mailto:admin@wspa.net)

**Subject:** HELP Advisory Committee Meeting

Hello Everyone!

I hope everyone is surviving September! Although I do not have the agenda in stone, I wanted to let everyone know as they are preparing to arrange travel plans for attending the Law Conference that I am planning on having a HELP Advisory Committee Meeting. It is being scheduled for Sunday, October 15th at 4:00 p.m. so that those of you who are attending the Board Meeting will have time to grab something to eat beforehand. The location of the meeting will come at a later date once the room and agenda are confirmed.

For planning purposes, please confirm with me whether you will be able to attend.

Thank you so much.

Jane Rausch

**From:** [Ellyn Papenfuse](#) on behalf of [Ellyn Papenfuse <Ellyn.Papenfuse@vansd.org>](#)  
**To:** [Connie Sheridan](#); [Linda Krininger](#); [Lori McStay](#); [carterd@edmonds.wednet.edu](#); [Janet-Hodson -ESC](#); [TNeidhold@psd1.org](#); [gaviganj@riverview.wednet.edu](#); [sonjabrown@sequim.k12.wa.us](#); [kellyg@wapatosd.org](#); [jrausch@wspsa.net](#); [jsteinerv@yahoo.com](#)  
**Cc:** [Chris Callahan](#)  
**Subject:** Re: HELP Advisory Committee Meeting  
**Date:** Wednesday, September 20, 2017 10:55:55 AM

---

Hi Jane,

I'll be there just for the meeting on Sunday.

Ellyn

>>> "jrausch@wspsa.net" <jrausch@wspsa.net> 9/19/2017 3:25 PM >>>

Hello Everyone!

I hope everyone is surviving September! Although I do not have the agenda in stone, I wanted to let everyone know as they are preparing to arrange travel plans for attending the Law Conference that I am planning on having a HELP Advisory Committee Meeting. It is being scheduled for Sunday, October 15th at 4:00 p.m. so that those of you who are attending the Board Meeting will have time to grab something to eat beforehand. The location of the meeting will come at a later date once the room and agenda are confirmed.

For planning purposes, please confirm with me whether you will be able to attend.

Thank you so much.

Jane Rausch

**From:** [admin@wspa.net](mailto:admin@wspa.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org); Burkhauser, Valerie  
**Subject:** WSPA Summer Retreat Minutes  
**Date:** Wednesday, September 20, 2017 1:25:22 PM

---

Hello Janet and Valerie,

Could you please send me the minutes from our June WSPA board retreat?

Thank you,

Jennifer

**From:** [Burkhauser, Valerie](#) on behalf of [Burkhauser, Valerie <vburkhauser@auburn.wednet.edu>](#)  
**To:** ["admin@wspace.net"](#); [jhodson@fwps.org](#)  
**Subject:** RE: WSPA Summer Retreat Minutes  
**Date:** Wednesday, September 20, 2017 1:29:27 PM

---

I am at fault for this. I put them in a box to paint a room and can't find them..... ugh! Too much going on.....I'll make a concerted effort this weekend to go through all the places I think it may be.

*Valerie*

p.253.931.4918

f. 253.931.8006



---

**From:** admin@wspace.net [mailto:admin@wspace.net]  
**Sent:** Wednesday, September 20, 2017 1:25 PM  
**To:** jhodson@fwps.org; Burkhauser, Valerie <vburkhauser@auburn.wednet.edu>  
**Subject:** WSPA Summer Retreat Minutes

Hello Janet and Valerie,

Could you please send me the minutes from our June WSPA board retreat?

Thank you,

Jennifer

**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [christensend@orting.wednet.edu](mailto:christensend@orting.wednet.edu)  
**Cc:** [cleonard@wspa.net](mailto:cleonard@wspa.net); [Janet Hodson](#)  
**Subject:** FW: MEMBER REQUEST  
**Date:** Friday, September 22, 2017 2:46:36 PM  
**Attachments:** [Vision Program Assistant.docx](#)  
[PT - \(D\) Cert Braille Trans per 2008 LoA.doc](#)

---

Debi – Federal Way has a couple of positions associated with the vision program, one is vision program assistant and the other is a Brailist. I'm attaching both job descriptions. They are both in our Prof-Tech bargaining unit.

The Braille transcriber position is actually at Level D (not C, as on the JD) on the Prof-Tech schedule, \$53,135-68,318/year. Vision Program Assistant is Level C, \$49,338-60,724.

Liz

---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Friday, September 22, 2017 2:36 PM  
**To:** Liz McFarland <lmcfarla@fwps.org>  
**Subject:** MEMBER REQUEST

Debi Christensen from Orting School District would like to conduct a survey related to class/comp for the position of **vision program assistant** (Braille specialist). This position works under the supervision of a teacher by providing direct instruction to students to increase their visual efficiency skills, etc. Incumbents provide Braille material and instruction.

Let her know if your district has this type of position so she can send you a request for a job description, pay range, represented v nonrepresented, etc.

Please send your responses directly to: [christensend@orting.wednet.edu](mailto:christensend@orting.wednet.edu)

Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

---

This email was sent to [lmcfarla@fwps.org](mailto:lmcfarla@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

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**POSITION SUMMARY:** Under the supervision of the teacher of the visually impaired, the vision assistant will enhance the effectiveness of learning opportunities for visually impaired students by providing direct instruction to students to increase their visual efficiency skills, modifying materials, and assisting students in the operation and maintenance of specialized equipment. The person in this position will provide Braille material and instruction in the Braille code in accordance with WAC 181-82-130.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assist the vision program staff with modifications and supplemental services necessary for the education of students with visual impairments.
2. Provide Braille instruction to students with visual impairments under the guidance of the vision teacher.
3. Modify classroom work for students with visual impairments.
4. Plan daily/weekly individual lessons based on IEP goals and objectives.
5. Assist in implementing each student's IEP goals and objectives.
6. Transcribe materials into Braille and interline student Brailled materials.
7. Assist in the production, ordering, dissemination and return of Braille, large print and audio materials and equipment.
8. Maintain appropriate communication with the vision program supervisor and staff, and other district personnel and agencies.
9. Consult with classroom teachers to provide accurate and appropriately adapted materials.
10. Operate, and assist students in the operation and maintenance of specialized equipment such as Brailers, keyboarding equipment, electronic scanners, low vision devices and personal computers.
11. Train other staff members in the use of specialized equipment.
12. Assist in providing instruction to students on how to use low vision devices and equipment.
13. Work toward developing and maintaining, in oneself and in the students, proper attitudes, good work habits and respect for the rights and properties of others and to maximize students' independence.
14. Assist in the maintenance of confidentiality of student records.
15. Assist the teacher in keeping administrative records and preparing required reports.
16. Keep instructional staff informed of any special needs or problems of individual students.
17. Maintain Braille competency skills as mandated by the State of Washington.
18. Assist the vision program staff with promoting and maintaining program goals.

## JOB DESCRIPTION: VISION PROGRAM ASSISTANT

19. Provide technical information to paraeducators and other staff regarding accommodations and materials used by visually impaired students.
20. Practice effective safety and security within individual work routines.

### **OTHER RESPONSIBILITIES:**

1. Work collaboratively with others fostering a team approach, whenever appropriate.
2. Practice ethical and professional standards of conduct including the requirements of confidentiality.

### **REQUIRED QUALIFICATIONS:**

#### **Education and Experience**

Associate's degree or minimum of two years of college

One year experience working with visually-impaired children and/or supporting teacher(s) of visually impaired

### **PREFERRED QUALIFICATIONS:**

Existing certification as a Brailist

### **CONDITIONS OF EMPLOYMENT:**

Successful completion of a Unified English Braille (UEB) certification exam within one year of employment, as required by WAC 181-82-130

Successful completion of the Unified English Braille (UEB) recertification exam every five years as required by WAC 181-82-130.

Criminal background clearance

Work scheduled hours on a consistent basis

Valid Washington state driver's license

History of consistent attendance and positive evaluations

### **KNOWLEDGE OF:**

Microsoft Windows and/or other computer operating systems

Microsoft Office

Familiarity with general software programs

### **ABILITY TO:**

Learn and demonstrate an understanding of literary and Nemeth Braille for reading, math, writing, and translation purposes in accordance with WAC 181-82-130.

Collaborate effectively with classroom teachers, related service providers, students, parents, and building staff members

Meet the needs of students, staff, and parents

Respond to needs for materials modifications

Follow written and verbal instructions with minimum supervision

Speak, read, and follow written communications in English

Demonstrate the desire, skill, and patience to work with students with special emotional, academic, and social needs

Demonstrate willingness to continue professional growth

Interact positively with a wide range of temperaments and personalities

Communicate effectively verbally and in writing

Demonstrate proficiency using an e-mail system

Demonstrate basic knowledge modern technology and willingness and ability to



## JOB DESCRIPTION: VISION PROGRAM ASSISTANT

increase knowledge to proficiency

Demonstrate exemplary customer service and have the ability to effectively interact with administrators, office, support and teaching staff, applicants and other community members

Remain flexible

Cope with frequent interruptions and to shift priorities to meet required deadlines

Attend to detail and follow tasks through to completion

Exercise initiative, make independent decisions, multi-task and follow through on assignments

Demonstrate work as a team member and resolve conflicts

Resolve routine problems and make decisions within established parameters

Cope with and assist angry or distraught staff, applicants, and other community members

Maintain a high level of confidentiality

Maintain effective working relationships with individuals and groups in a multicultural and diverse community

Practice ethical and professional standards of conduct including the requirements of confidentiality

Abide by Federal Way Public Schools' Policies and Procedures

Perform the essential functions of the job with or without reasonable accommodations

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES RELATED TO CULTURAL COMPETENCE AND EQUITY:**

Knowledge/awareness of own cultural identity and how this influences behavior, and desire to learn about the cultural identity of others.

Ability to establish and nurture an environment that promotes cultural competence and equitable treatment of staff, students, and patrons of the District.

Ability to understand and hold self and others accountable for promoting the Federal Way Public Schools' commitment to "Each Scholar: A Voice. A Dream. A Bright Future."

Ability to recognize that each person is a unique individual even as we celebrate their group cultural heritage.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will regularly stand and walk, bend neck and back, use hands for repetitive grasping and pushing/pulling. The employee may occasionally be required to squat, kneel, and use hands for fine manipulation. The employee will constantly be required to sit for extended periods of time and use a computer screen and keyboard, and occasionally be required to climb stairs/ladder, lift and reach overhead, and lift/carry. The employee must constantly lift/carry up to 5 pounds and must frequently lift /carry up to 10 pounds. The employee will occasionally lift/carry a maximum of 20 lbs. The employee is occasionally required to push/pull a maximum weight of 100 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential

## JOB DESCRIPTION: VISION PROGRAM ASSISTANT

functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate. The position constantly deals with interruptions and frequently deals with angry and distraught employees and community members. This position requires driving to student placements to provide services and to deliver materials and equipment.

### **WORK SCHEDULE**

This position is for 180 days per year during the school year. Hours and days will vary slightly from school to school.

### **REPORTING RELATIONSHIP**

This position reports to, and is evaluated by the certificated teacher of the visually impaired

### **REPRESENTATION**

Professional-Technical Employees Association

### **LEVEL OF COMPENSATION**

Level C on the Prof-Tech salary schedule

### **DISCLAIMER**

The preceding list is not exhaustive and may be supplemented as necessary. The statements contained herein reflect general details as necessary to describe the principal functions of this job, the scope of responsibility and the level of knowledge and skills typically required, but should not be considered an all-inclusive listing of work requirements, skills or duties so classified. All personnel may be required to perform duties outside their normal responsibilities from time to time as needed.

All employment open positions are made available on a nondiscriminatory basis without regard to race, color, creed, religion, sexual orientation, national origin, gender, age, disability or veteran status.

### **CLASSIFICATION HISTORY**

Update 9/1/01

Updated to new format and to reflect change in WAC 06/2017

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*



## **POSITION SUMMARY**

This position is responsible for transcribing educational materials into Braille, Braille printed materials and creates tactile adaptations of visual aids used in the school environment for visually impaired students. Helps students and staff understand the Braille codes and code format. This position is part of the Vision Program Team.

## **MAJOR RESPONSIBILITIES**

1. Transcribe print materials into Braille using appropriate equipment and technology:
  - Textbooks and workbooks for all subjects
  - Teacher-made materials
  - Pictorial layouts and adapt art projects
  - Math and science notations
  - Music notation
  - Foreign languages
  - Student worksheets
  - Science kit print materials and tactile graphics
  - District Reading, Math tests and assessments
  - Braille and Tactile Calendars
  - District menus
  - Variety of tactile graphics, maps and classrooms
  - Braille tables – in accordance with the Braille tables code.
2. Transcribes student-generated work from Braille into print for general education teachers.
3. Prepare adapted materials in a timely fashion as needed by students.
4. Consult with classroom teachers to provide accurate and appropriate adapted materials.
5. Provide Braille output with a variety of Braille systems, including Braille translation software or comparable electronic rapid Braille production systems and Braille-writers.
6. Maintain accurate records of transcriptions.
7. Maintain a resource file for locating alternative sources of Braille materials.
8. Locate and obtain brailled textbooks and workbooks for students.
9. Coordinate delivery of brailled or other tactual materials to the appropriate schools.
10. Carry out Braille basic formatting for literary, foreign language and Nemeth code rules, except when modifications are requested by VI teacher to accommodate Braille reading ability of individual students.
11. Provide Braille instruction to students with visual impairments under the guidance of the vision teacher.
12. Examine purchased Braille textbooks for proper Braille format and code before student use.
13. Proofread Braille of other Vision Program staff.
14. Complete purchase order request for all Vision Program equipment, curriculum, supplies, student texts, and other program needs, coordinating with building and district staff.
15. Order specialized equipment and supplies from the WIRC resource center.
16. Assist the program staff with promoting and maintaining program goals.

## **OTHER RESPONSIBILITIES**

1. Work collaboratively with others fostering a team approach.
2. Practice ethical and professional standards of conduct including the requirements of confidentiality.
3. May be required to learn a specific skill as required for work in a unique special education program.
4. Perform other related duties as assigned.

The preceding list of responsibilities is not exhaustive and may be supplemented as necessary.

## **REQUIRED QUALIFICATIONS**

1. Position requires high school graduation or equivalent and two or more years of related experience.
2. B. L. U. E. Lifetime Certification of competency (Braille Literacy Usage Examination) and National Library of Congress Certification as a literary Braille transcriber.
3. National Library of Congress Certification as Nemeth code transcriber
4. Proficient typing and keyboard skills
5. Ability to operate a personal computer.
6. Knowledge of Windows and/or other computer operating systems.
7. Knowledge of the following but not limited to the following software: OCR software, Braille transcription direct entry and translation software, and graphics program components.
8. Effective use of tactile graphics tools and scanners.
9. Ability to be innovative in adapting materials for the visually impaired.
10. Adapt materials in an expedient manner under strict timelines.
11. Possess effective communication and interpersonal skills.
12. Physically and emotionally able to perform job responsibilities in a professional manner.
13. Able to follow written and verbal instructions with minimum supervision.
14. Have a history of consistent attendance and positive evaluations.
15. Able to speak, read and follow written communications.
16. Possess the desire, skill and patience to work with students with special emotional, academic and social needs.
17. Possess the skills, knowledge and ability to meet job responsibilities and be willing to expand professional growth.
18. Maintain cultural awareness and sensitivity to work cooperatively and collaboratively with students, staff, and parents.
19. Understanding written sentences and paragraphs.
20. Talking to others to convey information effectively.
21. Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
22. Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
23. Communicating effectively in writing as appropriate for the needs of the audience.
24. Actively looking for ways to help students/people.
25. Being aware of others' reactions and understanding why they react as they do.
26. Ability to maintain confidentiality.
27. Ability to work as a cooperative team member.

## **LICENCES/SPECIAL REQUIREMENTS**

Valid Washington State driver's license and access to personal transportation.

## **WORKING CONDITIONS**

Position requires sitting; standing; walking; driving; carrying; filing; hearing; speaking; writing; keyboarding; and extended periods of time reading off of a computer monitor. Position requires working in a fast paced and often stressful environment. May be exposed to infectious disease, required to deal with distraught students, required to travel to various District sites, and may be required to work in area containing small-scale furniture as required for children.

**REPORTING RELATIONSHIPS**

Reports to the Director of Student Support Services. The Teacher of the Visually Impaired provides direction of work and provides input into the performance evaluation.

**REPRESENTATION**

Federal Way Professional-Technical Employees Association

**LEVEL OF COMPENSATION** – Level C on the Prof-Tech Salary Schedule

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside their normal responsibilities from time to time, as needed.

Job Description Reviewed /Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

HR Executive Director

\_\_\_\_\_ Date: \_\_\_\_\_  
Responsible Administrator

All employment open positions are made available on a nondiscriminatory basis without regard to race, color, creed, religion, sexual orientations, national origin, gender, age, disability or veteran status.

**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** Federal Way member  
**Date:** Friday, September 22, 2017 2:48:04 PM

---

Hi Jennifer,

Kelly Sherry from Federal Way is the same as Kelly Wittman from Federal Way 😊 - she is getting double emails, and I think it's probably because she was registered for the S-275 conference as Kelly Wittman. You can update her Kelly Sherry record to Kelly Wittman 😊

Thanks!

Liz

Liz McFarland  
Human Resources and Systems Manager  
Federal Way Public Schools  
253-945-2021  
Follow us on Twitter: @FWPSCareers  
[Click here to learn about FWPS Career Opportunities](#)



**From:** [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)  
**To:** [cleonard@wspsa.net](mailto:cleonard@wspsa.net)  
**Cc:** [christensend@orting.wednet.edu](mailto:christensend@orting.wednet.edu)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, September 22, 2017 2:49:07 PM  
**Attachments:** [Deaf and Hard of Hearing Manager and Certificated Teacher.docx](#)

---

This is the closest thing that our District has to your request. I hope this is helpful.

**Tara T. Lofton**

Human Resources Employee Relations  
& Legal Assistant Specialist

253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)

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**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Friday, September 22, 2017 2:36 PM  
**To:** Tara Lofton <tlofton@fwps.org>  
**Subject:** MEMBER REQUEST

Debi Christensen from Orting School District would like to conduct a survey related to class/comp for the position of **vision program assistant** (Braille specialist). This position works under the supervision of a teacher by providing direct instruction to students to increase their visual efficiency skills, etc. Incumbents provide Braille material and instruction.

Let her know if your district has this type of position so she can send you a request for a job description, pay range, represented v nonrepresented, etc.

Please send your responses directly to: [christensend@orting.wednet.edu](mailto:christensend@orting.wednet.edu)

Also, cc your responses to: [cleonard@wspsa.net](mailto:cleonard@wspsa.net)

Thanks,

Curtis

---

This email was sent to [tlofton@fwps.org](mailto:tlofton@fwps.org) by [cleonard@wspsa.net](mailto:cleonard@wspsa.net)

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United States

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**FEDERAL WAY  
PUBLIC SCHOOLS**

## **Position Description**

### **DEAF/HARD OF HEARING CERTIFICATED TEACHER AND MANAGER**

#### **POSITION SUMMARY:**

The manager/teacher of deaf and hard of hearing (D/HH) program reports directly to the director of student support services. The person in this position is expected to coordinate the development, implementation, and innovation of all services provided by the D/HH staff to ensure appropriate services and instruction are being developed for and delivered to eligible students. This position is responsible for helping students learn skills and develop attitudes and appreciations which will lead them toward the fulfillment of the district's goals of education. The position consists of a .5 position as D/HH manager and a .5 teacher position at the secondary level.

#### **MAJOR RESPONSIBILITIES:**

- Provide technical assistance and support to D/HH teams in instructional strategies and program interventions within general education and special education environments.
- Assist teachers in analyzing student data and designing differentiated instructional programs to meet the needs of all students.
- Provide high quality in-service opportunities to staff and teams on sign language and on relevant topics in deaf education and special education.
- Stay current on special education rules/regulations and program delivery methods.
- Work with teachers and administrators to obtain and/or develop curriculum materials for D/HH classrooms.
- Manage and implement program budget.
- Assign and coordinate sign language interpreter schedules.
- Respond to team requests, including providing information, assisting with curriculum/service delivery issues, and modeling conflict resolution strategies.
- Work with other educational agencies to develop a contract of service provision to D/HH students.
- Assist administrators with hiring and assigning staff for D/HH program.
- Be familiar with secondary transition issues.
- Ability to recruit high quality staff.
- Perform such classroom teaching and other duties related to the school program as may be assigned from time to time by the principal or designee.
- Teach and follow the recommended district student exit outcomes at each level and subject area.
- Keep current on educational research, trends, and practices.
- Integrate a variety of instructional strategies and curriculum content.
- Establish immediate and long range objectives which are in accord with district and building curricula.
- Prepare effective plans to meet objectives; motivate student by making lessons interesting and challenging.
- Give explanations, reasonable and appropriate assignments, and directions clearly.
- Organize the classroom setting to contribute to the learning process.
- Evaluate individual student progress regularly and maintain records for report card and/or parent conference.
- Work collaboratively and cooperatively with building subject area teachers to develop and align curriculum, instruction, and interdisciplinary projects.
- Enlist the assistance of counselors, administration, and other support personnel where appropriate.
- Provide lesson plans for guest teacher.
- Establish clear parameters for student behavior in the classroom.
- Discipline student in a firm and controlled manner.
- Encourage students to develop courtesy, self-control, respect, and responsibility.
- Enforce rules throughout the school.
- Demonstrate continued professional development.
- Develops rapport with students as individuals in a professional manner.
- Participates in extra-curricular responsibilities.

The preceding list of responsibilities is not exhaustive and may be supplemented as necessary.

## JOB DESCRIPTION: DEAF/HARD OF HEARING CERTIFICATED TEACHER AND MANAGER

### **REQUIRED QUALIFICATIONS:**

#### **Education and Experience**

Current Washington state teaching certificate with appropriate subject area endorsement(s)  
One (1) year experience working with students with hearing loss.

### **ADDITIONAL REQUIREMENTS:**

Work scheduled hours on a consistent basis

### **PREFERRED QUALIFICATIONS:**

Master's Degree

### **CONDITION OF EMPLOYMENT:**

Criminal background clearance

Successfully complete the FWPS district-approved Respect Right Response training at the advanced level at the next available time; maintain current certification at the advanced level through our annual recertification class.

Must stay current on amplification technology as well as research in Deaf Education and in general education.

### **KNOWLEDGE OF:**

Special education due process requirements and procedures

Fluent in Sign Language Systems (SEE, PSL, ASL)

Student needs for PreK-12

Community resources and programs available for students with hearing impairments.

The impact on families and students when there is a hearing impairment.

The development, implementation and evaluation of appropriate Individual Education Plans (IEP's) and curriculum.

Current trends and practices in education

Instructional theory and its application

Techniques to motivate student learning via inquiry, discussion, and application of knowledge

Organizing the physical and human elements in the educational setting

Instructional and non-instructional human dynamics

Standards-based instruction and familiarity with Washington State Essential Academic Learning Requirements

School board policies and procedures

### **ABILITY TO:**

Clearly communicate in sign language to students and parents

Be organized yet flexible in managing and coordinating programs in D/HH and in general education

Supervise classified staff (interpreters and/or paraeducators).

Promote high expectations, demonstrate a caring attitude, and establish an environment to support students in meeting state standards.

Provide an enthusiastic and positive learning climate that promotes appropriate behavior and successful learning.

Use a variety of instructional strategies and methods appropriate for student learning needs.

Maintain effective working relationships with other people

Operate a variety of modern office equipment including microcomputers and related software

Provide instructional leadership

Demonstrate excellent classroom and behavior management skills.

Demonstrate excellent consultation and teaming skills with specialists and general education teachers and staff

Work independently with minimal supervision

Exercise good judgment and maintain confidentiality

Adapt instructional materials and strategies to accommodate the wide range of skills which exist in a classroom

Apply current trends and practices in education

Teach in a multi-cultural and mainstream setting

Use technology to enhance instruction

Be fair and consistent with all students

Provide guidance and assistance to students

Meet responsibilities in a punctual and reliable manner

Comply with school board policies and follow administrative procedures.

Organize and perform job responsibilities efficiently and independently without close supervision and able to pay strict attention to detail with excellent time management, and research skills.

Practice effective safety and security within individual work routines

Develop and maintain positive customer relations with staff and service providers

Work collaboratively with District staff and promote teamwork with co-workers

Practice ethical and professional standards of conduct including the requirements of confidentiality

Relate effectively with parents, staff, students and the public in a multicultural and multiracial community

Perform job responsibilities with or without reasonable accommodations

## JOB DESCRIPTION: DEAF/HARD OF HEARING CERTIFICATED TEACHER AND MANAGER

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES RELATED TO CULTURAL COMPETENCE AND EQUITY:**

Knowledge/awareness of own cultural identity and how this influences behavior, and desire to learn about the cultural identity of others.

Ability to establish and nurture an environment that promotes cultural competence and equitable treatment of staff, students, and patrons of the District.

Ability to understand and hold self and others accountable for promoting the Federal Way Public Schools' commitment to "Each Scholar: A Voice. A Dream. A Bright Future."

Ability to recognize that each person is a unique individual even as we celebrate their group cultural heritage.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, and walk. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to reach above and below their shoulders and bend/twist at the waist. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate.

### **WORK SCHEDULE**

This position is a school year position.

### **REPORTING RELATIONSHIP**

Position reports to and will be evaluated by the building administrator, or designee.

### **REPRESENTATION**

Federal Way Education Association (FWEA)

### **LEVEL OF COMPENSATION**

Federal Way Education Association (FWEA) Salary Schedule

### **CLASSIFICATION HISTORY**

Update 07/2015

Updated Right Response language 07/2017

### **DISCLAIMER**

The preceding list is not exhaustive and may be supplemented as necessary. The statements contained herein reflect general details as necessary to describe the principal functions of this job, the scope of responsibility and the level of knowledge and skills typically required, but should not be considered an all-inclusive listing of work requirements, skills or duties so classified. All personnel may be required to perform duties outside their normal responsibilities from time to time as needed.

All employment open positions are made available on a nondiscriminatory basis without regard to race, color, creed, religion, sexual orientation, national origin, gender, age, disability or veteran status.

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*

**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [scabigting@steilacoom.k12.wa.us](mailto:scabigting@steilacoom.k12.wa.us)  
**Cc:** [cleonard@wspsa.net](mailto:cleonard@wspsa.net); [Janet Hodson](#)  
**Subject:** FW: MEMBER REQUEST  
**Date:** Friday, September 22, 2017 2:49:36 PM  
**Attachments:** [PT - \(D\) Cert Braille Trans per 2008 LoA.doc](#)

---

Sue,

Job description for Federal Way's position is attached. It is actually at Level D on our Prof-Tech schedule (current range \$53,135-68,318).

Liz McFarland  
Human Resources and Systems Manager  
Federal Way Public Schools  
253-945-2021  
Follow us on Twitter: @FWPSCareers  
[Click here to learn about FWPS Career Opportunities](#)



---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Friday, September 22, 2017 2:41 PM  
**To:** Liz McFarland <lmcfarla@fwps.org>  
**Subject:** MEMBER REQUEST

Sue Cabigting from Steilacoom School District is looking for a job description for a classified trained brailist.

Please send your responses directly to: [scabigting@steilacoom.k12.wa.us](mailto:scabigting@steilacoom.k12.wa.us)

Also, cc your responses to: [cleonard@wspsa.net](mailto:cleonard@wspsa.net)

Thanks,

Curtis

---

This email was sent to [lmcfarla@fwps.org](mailto:lmcfarla@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

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United States

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## **POSITION SUMMARY**

This position is responsible for transcribing educational materials into Braille, Braille printed materials and creates tactile adaptations of visual aids used in the school environment for visually impaired students. Helps students and staff understand the Braille codes and code format. This position is part of the Vision Program Team.

## **MAJOR RESPONSIBILITIES**

1. Transcribe print materials into Braille using appropriate equipment and technology:
  - Textbooks and workbooks for all subjects
  - Teacher-made materials
  - Pictorial layouts and adapt art projects
  - Math and science notations
  - Music notation
  - Foreign languages
  - Student worksheets
  - Science kit print materials and tactile graphics
  - District Reading, Math tests and assessments
  - Braille and Tactile Calendars
  - District menus
  - Variety of tactile graphics, maps and classrooms
  - Braille tables – in accordance with the Braille tables code.
2. Transcribes student-generated work from Braille into print for general education teachers.
3. Prepare adapted materials in a timely fashion as needed by students.
4. Consult with classroom teachers to provide accurate and appropriate adapted materials.
5. Provide Braille output with a variety of Braille systems, including Braille translation software or comparable electronic rapid Braille production systems and Braille-writers.
6. Maintain accurate records of transcriptions.
7. Maintain a resource file for locating alternative sources of Braille materials.
8. Locate and obtain brailled textbooks and workbooks for students.
9. Coordinate delivery of brailled or other tactual materials to the appropriate schools.
10. Carry out Braille basic formatting for literary, foreign language and Nemeth code rules, except when modifications are requested by VI teacher to accommodate Braille reading ability of individual students.
11. Provide Braille instruction to students with visual impairments under the guidance of the vision teacher.
12. Examine purchased Braille textbooks for proper Braille format and code before student use.
13. Proofread Braille of other Vision Program staff.
14. Complete purchase order request for all Vision Program equipment, curriculum, supplies, student texts, and other program needs, coordinating with building and district staff.
15. Order specialized equipment and supplies from the WIRC resource center.
16. Assist the program staff with promoting and maintaining program goals.

## **OTHER RESPONSIBILITIES**

1. Work collaboratively with others fostering a team approach.
2. Practice ethical and professional standards of conduct including the requirements of confidentiality.
3. May be required to learn a specific skill as required for work in a unique special education program.
4. Perform other related duties as assigned.

The preceding list of responsibilities is not exhaustive and may be supplemented as necessary.

## **REQUIRED QUALIFICATIONS**

1. Position requires high school graduation or equivalent and two or more years of related experience.
2. B. L. U. E. Lifetime Certification of competency (Braille Literacy Usage Examination) and National Library of Congress Certification as a literary Braille transcriber.
3. National Library of Congress Certification as Nemeth code transcriber
4. Proficient typing and keyboard skills
5. Ability to operate a personal computer.
6. Knowledge of Windows and/or other computer operating systems.
7. Knowledge of the following but not limited to the following software: OCR software, Braille transcription direct entry and translation software, and graphics program components.
8. Effective use of tactile graphics tools and scanners.
9. Ability to be innovative in adapting materials for the visually impaired.
10. Adapt materials in an expedient manner under strict timelines.
11. Possess effective communication and interpersonal skills.
12. Physically and emotionally able to perform job responsibilities in a professional manner.
13. Able to follow written and verbal instructions with minimum supervision.
14. Have a history of consistent attendance and positive evaluations.
15. Able to speak, read and follow written communications.
16. Possess the desire, skill and patience to work with students with special emotional, academic and social needs.
17. Possess the skills, knowledge and ability to meet job responsibilities and be willing to expand professional growth.
18. Maintain cultural awareness and sensitivity to work cooperatively and collaboratively with students, staff, and parents.
19. Understanding written sentences and paragraphs.
20. Talking to others to convey information effectively.
21. Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
22. Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
23. Communicating effectively in writing as appropriate for the needs of the audience.
24. Actively looking for ways to help students/people.
25. Being aware of others' reactions and understanding why they react as they do.
26. Ability to maintain confidentiality.
27. Ability to work as a cooperative team member.

## **LICENCES/SPECIAL REQUIREMENTS**

Valid Washington State driver's license and access to personal transportation.

## **WORKING CONDITIONS**

Position requires sitting; standing; walking; driving; carrying; filing; hearing; speaking; writing; keyboarding; and extended periods of time reading off of a computer monitor. Position requires working in a fast paced and often stressful environment. May be exposed to infectious disease, required to deal with distraught students, required to travel to various District sites, and may be required to work in area containing small-scale furniture as required for children.

**REPORTING RELATIONSHIPS**

Reports to the Director of Student Support Services. The Teacher of the Visually Impaired provides direction of work and provides input into the performance evaluation.

**REPRESENTATION**

Federal Way Professional-Technical Employees Association

**LEVEL OF COMPENSATION** – Level C on the Prof-Tech Salary Schedule

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside their normal responsibilities from time to time, as needed.

Job Description Reviewed /Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

HR Executive Director

\_\_\_\_\_ Date: \_\_\_\_\_  
Responsible Administrator

All employment open positions are made available on a nondiscriminatory basis without regard to race, color, creed, religion, sexual orientations, national origin, gender, age, disability or veteran status.



**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [Liz McFarland](#)  
**Subject:** RE: Federal Way member  
**Date:** Monday, September 25, 2017 8:41:06 AM

---

Good morning Liz,

Yes – we had her in there twice! That has been corrected and she should only receive one message going forward.

Thank you,

Jennifer

---

**From:** Liz McFarland [mailto:lmcfarla@fwps.org]  
**Sent:** Friday, September 22, 2017 2:48 PM  
**To:** admin@wsps.net  
**Subject:** Federal Way member

Hi Jennifer,

Kelly Sherry from Federal Way is the same as Kelly Wittman from Federal Way ☺ - she is getting double emails, and I think it's probably because she was registered for the S-275 conference as Kelly Wittman. You can update her Kelly Sherry record to Kelly Wittman ☺

Thanks!

Liz

Liz McFarland  
Human Resources and Systems Manager  
Federal Way Public Schools  
253-945-2021  
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**From:** [Brianne King](#) on behalf of [Brianne King <Brianne@wasbo.org>](#)  
**To:** [Monica Hunsaker](#); [Marla Miller](#); [Frank Hewins](#); [Melissa de Vita](#); [Larry Francois](#); [T.J. Kelly](#); [Rich Puryear](#); [Rosalind Medina](#); [Jan Hutton](#); [Michael Nelson](#); [Shelley Redinger](#); [Linda McDermott](#); [Frank Ashby](#); [Darcy Weisner](#); [Bill Keim](#); [Alan Burke](#); [Dan Steele](#); [Corine Pennington](#); [Kate Davis](#); [Heidi Hietpas](#); [Mike Brophy](#); [Kim Scott](#); [Jessica Vavrus](#); [Kevin Chase \(kevin.chase@esd105.org\)](#); [Michelle Price](#); [JoLynn Berge](#); [Ruth Russell](#); [Gary Kipp](#); [Steve Webb](#); [Vic Roberts](#); [Gary Cohn](#); [Michael Dunn](#); [Curtis Leonard \(cleonard@wspsa.net\)](#); ["Michelle Matakas"](#); [Jennifer M. Priddy](#); [michellep@ncesd.org](#); [Dana Anderson](#); [Stephen Nielsen](#); [Jim Frey](#); [Michael Merlino](#); [Jason.Franklin@rentonschools.us](#); [Sheryl Moore](#); [Cal Brodie](#); [Jeff Moore](#); [Donna Morey](#); [John Bash](#); [Jennifer Farmer](#); [Steve McIntire](#); [Lisa Dawn-Fisher](#); [Kim Brodie \(kbrodie@fwps.org\)](#); [Greg Lynch](#); [Duggan Harman](#); [Sally McLean](#); [Scott Izutsu](#); [Tim Merlino](#); [Tim Garchow](#); [Marie Telecky](#); [Mitch Denning](#); [Doug A. Matson](#); [Teresa Main](#); [Gavin Hottman](#); [Roz Thompson](#); [Seevers, Cathie](#); [John Welch](#); [Tim Yeomans](#); [Susan Smith Leland](#); [David Bond](#); [tvenable@methow.org](#); [Calvin Watts \(Calvin.Watts@kent.k12.wa.us\)](#)  
**Cc:** [Kovacs, Debra D.](#); [Hanson, Jean E.](#)  
**Subject:** OSPI - Updated four-year budget forecast model  
**Date:** Thursday, September 28, 2017 4:05:46 PM

---

Local Funding Work Group Members:

Most of you probably received the email below, but we wanted to make sure everyone has the information.

See you tomorrow at Highline School District for our LFWG meeting at 10 am.

Thank you,

**Brianne King, CSBO**  
**Executive Director**



Washington Association of School Business Officials  
(360) 528-2025 office  
(253) 985-0875 cell

**From:** Chris Reykdal [<mailto:Chris.Reykdal@k12.wa.us>]  
**Sent:** Tuesday, September 26, 2017 4:36 PM  
**To:** DL Superintendents <[Superintendents@k12.wa.us](#)>; 'danderson@esd113.org' <[danderson@esd113.org](#)>; Darcy Weisner <[dweisner@esd123.org](#)>; 'glynch@oesd114.org' <[glynch@oesd114.org](#)>; 'John Welch' <[jwelch@psesd.org](#)>; 'kevin.chase@esd105.org' <[kevin.chase@esd105.org](#)>; 'lfrancois@nwsed.org' <[lfrancois@nwsed.org](#)>; 'michellep@ncesd.org' <[michellep@ncesd.org](#)>; [mdunn@esd101.net](#); Tim Merlino <[tim.merlino@esd112.org](#)>  
**Cc:** [bkeim@wasa-oly.org](#)  
**Subject:** Updated four-year budget model and more....

Good afternoon Superintendents,

At the urging of many of you and some legislators, we have updated our four-year budget forecast model based on the “McCleary” bill (2242)

<http://www.k12.wa.us/SAFS/Misc/BudPrep17/Multi-YearTool-dedicatedforposting.xlsx>

You will see the following changes:

- 1) We stripped out the Governor, House, Senate, and OSPI budget proposals. So this just looks at each district’s totals (and a statewide roll-up) based on the 2016-17 school year, maintenance level (with the statutory levy cliff), and a NEW column which is what your maintenance level budget would have been without a levy cliff. And a final column – the enacted budget. This now gives you a chance to compare the enacted budget to the way the Legislature sees the world (with levy cliff), and the way you see the world (current spending without a levy cliff).
- 2) I will also remind you that some state funds are not allocated in this model because they eventually go out as grants or safety net funding, etc. There is a single line that rolls all those together so they are captured in the statewide total but not for each district.

I also want to share this link to the FAQs related to 2242

(<http://www.k12.wa.us/SAFS/Misc/BudPrep17/ESH2242BillFAQs-v1.1.pdf>).

Updates were sent to business officers at the end of August, but we want to make sure you have this information as well.

I would point you to one critical update - #25. We feel confident that the pre-ballot approval process will begin in the fall of 2018, to ensure that levies voted on in 2019 for collection in 2020 and beyond have met the legislative pre-ballot approval requirement. We have confirmed that levies voted on prior to

2019 are not subject to a pre ballot approval, *even if* the collection period of those levies extends into calendar year 2020 and beyond. In short, there is no need to approve levy expenditure plans for February ballot issues.

- We know you want answers to all kinds of questions that were not effectively addressed in 2242, but many of these will take a great deal more consideration and input such as draft salary schedules for local district considerations, the Special Education Safety Net review, and several other tasks that were assigned to OSPI. The biggest issue for many of you surrounds enrichment levies. What can local levies be used for? As I have discussed in forums around the State, I believe the Legislature punted to OSPI this most difficult question. The Court did not define it and it turns out that the Legislature has grappled with this for years and they too have not defined this. While it is ambitious for policy makers to assume OSPI staff can do what an entire legal system and Legislature could not do, it is truly not realistic in the short-term. I have heard completely opposite assumptions from policy makers and quite frankly from many of you. Some of you have asked for OSPI to nail this down to ensure that no levy money can fund anything that looks like basic education, while others have suggested that the Legislature funded it's formulas, so local levies can enrich anything!

Finally, I can tell you after a long time analyzing 2242, meeting with policy makers, meeting with many of you, and talking with some of the Governor's policy folks, OSPI will pursue, at a minimum, two substantial changes to 2242 this session: The first is a need to invest immediately for real solutions for special education funding that were not provided in the 2242 framework. Second, it is critical that the Legislature delay the local levy reductions and/or increase local levy capacity above the current 2242 framework which sits at the lesser of \$1.50/\$1,000 of assessed value or \$2,500 per student. There are dozens of other fixes necessary and we will keep working with districts, the

Governor's Office, Legislators, and Legislative staff to identify those fixes.

I know you want answers and we will continue to push through this, but effectiveness MUST trump speed in this case. I will do a much better job staying in direct communication with you via email. In the meantime, we will try to understand the direction of the court following October arguments. We will also gather more intelligence about the direction of policy makers and who the key leaders will be following the November election. And finally, we will keep working with you and other education stakeholders to align as much of our 2018 agenda as we can.

Chris

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**CAUTION:** This email originated from outside of the organization. Please don't click links, open attachments, or reply with confidential details unless you are certain you know the sender and are expecting the content.

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [cleonard@wspsa.net](#); [jbonfadi@cloverpark.k12.wa.us](#)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, September 29, 2017 4:23:20 PM

---

FWPS would most likely write up an agreement with the employee that due to the unusual circumstance of the hurricane we would use the unofficial transcripts for salary placement and work to get the official ones as soon as possible to confirm the salary placement.

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [mailto:[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)]  
**Sent:** Friday, September 29, 2017 9:45 AM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** MEMBER REQUEST

Last request of the week. Have a great one!

Jennifer Bonfadini from Clover Park School District is asking the following:

I was wondering if you may have had the question asked of you for what other district are doing when they are waiting on transcripts from universities that are located in disaster areas. We have a teacher we just hired that her BA and MA are both from Puerto Rico and it may be sometime before we can get the official transcripts from the university while they are trying to recover from Hurricane Maria. Would we be able to use an unofficial copy or perhaps OSPI's copy to pay her on the correct grade until such time officials can be made available? Just curious to see what your take on the matter would be.

Please send your responses directly to: [jbonfadi@cloverpark.k12.wa.us](mailto:jbonfadi@cloverpark.k12.wa.us)

Also, cc your responses to: [cleonard@wspsa.net](mailto:cleonard@wspsa.net)

Thanks!

---

This email was sent to [jhodson@fwps.org](mailto:jhodson@fwps.org) by [cleonard@wspsa.net](mailto:cleonard@wspsa.net)

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United States

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**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [cleonard@wspsa.net](#); [keri.hutchins@mead354.org](#)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, September 29, 2017 4:28:07 PM

---

Districts do this differently but similar. I prefer to send contracts out the day after May 15<sup>th</sup> required notification of non-renewal whenever possible and give teachers one week to sign and return. I know some districts wait until June 1 and require them to have in by last of school. If not returned signed, it is deemed a resignation and name goes on board report. We don't put dollar amount on contract and are moving to make it as generic as possible and provide the detail information in a different form of communication.

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [mailto:[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)]  
**Sent:** Friday, September 29, 2017 9:40 AM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** MEMBER REQUEST

Another request.

Keri Hutchins from Mead School District is asking the following:

We are looking at the timing of and verbiage contained within our teacher contracts. Looking for when other districts send out their contracts for the year, and do you include placement information on your contracts? Also, do you send out a Spring contract with different language for the upcoming year?

Please send your responses directly to: [keri.hutchins@mead354.org](mailto:keri.hutchins@mead354.org)

Also, cc your responses to: [cleonard@wspsa.net](mailto:cleonard@wspsa.net)

Thanks,

Curtis

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This email was sent to [jhodson@fwps.org](mailto:jhodson@fwps.org) by [cleonard@wspsa.net](mailto:cleonard@wspsa.net)



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**From:** [admin@wspace.net](mailto:admin@wspace.net)  
**To:** [admin@wspace.net](mailto:admin@wspace.net)  
**Cc:** [Bradburn Laura D.](#); [MEREDITH COLVIN](#)  
**Subject:** WSPA S-275 Workshop Reminder  
**Date:** Monday, October 2, 2017 12:27:01 PM

---

Hello,

Thank you for registering to attend our upcoming S-275 workshop.

Event details:

October 3, 2017

8:00 am – 4:00 pm

DoubleTree Suites by Hilton at Southcenter

Your conference registration includes continental breakfast, lunch, and course materials. We encourage you to bring a calculator (the calculator on your phone is adequate), a highlighter, and any difficult transcript or experience form you would like help with. Our instructors will do their best to answer individual questions as time permits.

Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspace.net/>



**From:** [Dorman, Stacia L.](#) on behalf of [Dorman, Stacia L.](#) <[DormaSL@puyallup.k12.wa.us](mailto:DormaSL@puyallup.k12.wa.us)>  
**To:** [Baxter, Ailene M.](#); [Alex Fuentes](#); [Alex Sheridan](#); [Alexa Allman](#); [Alexa Arron](#); [Alexandra Nicoara](#); [Alicia Clevenger](#); [Alicia Palominos](#); [Alison Ramsey](#); [Brandmire, Amie H.](#); [Amy Lewis](#); [Amy Sassara](#); [Ana Susan](#); [Andrea Frazier](#); [Andrea Hull](#); [Angela Huffman](#); [Angi Schreiber](#); [Ann Marie Casner](#); [Ann Swiftney](#); [April Kaech](#); [Ashley Turner](#); [Autumn Lara](#); [Barbara Kline](#); [Barbara Puhl](#); [Schmitt, Barbara K.](#); [Becky Rayl](#); [Ben Ramirez](#); [Beth Porter](#); [Beth Scouller](#); [Bethany Rogers](#); [Betsy Meador](#); [Betty Harmon](#); [Beverly Root](#); [Bill Evans](#); [Bill Rosen](#); [Brandy Japhet](#); [Brenda Bethards](#); [Brenda Richardson](#); [Brenda Summers](#); [Cari Rehms](#); [Carleena Scammon](#); [Carrie Joy](#); [Carrie Wetteland](#); [Cathi Price](#); [Cathy Bettinzoli](#); [Chantana Lim](#); [Cheryl Thompson Antony](#); [Chris Callahan](#); [Chris Patten](#); [Christi Sayres](#); [Christina Daniels](#); [Christina Larsen](#); [Christine McGarr](#); [Collette Stewart](#); [Dan Dizon](#); [David Brower](#); [David Hammond](#); [Dawn Hill](#); [Dawn Long](#); [Pyles, Dawn M.](#); [Dawna Manning](#); [Debbie Leighton](#); [Debbie Strand](#); [Debbie Turley](#); [Debby Gregory](#); [Debi Christensen](#); [Debra Tito](#); [DeeDee Buckingham](#); [Demetrice Lewis](#); [Dena Jordan](#); [Denice Hall](#); [Denise Altheimer](#); [Denise Hinze](#); [Denise Walters](#); [Denise Williams-Saunders](#); [Diane Hall](#); [Diane Holt](#); [Donna Reier](#); [Doug Hale](#); [Elyssa Louderback](#); [Emily Harman](#); [Emily Young](#); [Eric Brubaker](#); [Erica Barrie](#); [Erin Battersby](#); [Forrest Griek](#); [Greg Davis](#); [Heidi Joyner](#); [Holly Senaga](#); [Jackie Staeck](#); [Janet Culik](#); [Janet Gavigan](#); [Janet Hodson](#); [Jeanie Beebe](#); [Jeff Sherwood](#); [Jeff Shropshire](#); [Jeff Thomas](#); [Jennifer Berg](#); [Jennifer Bethman](#); [Jennifer Bonfadini](#); [Jennifer Hymmer](#); [Jennifer Koskovich](#); [Jennifer Poteet](#); [Jennifer Wojciechowski](#); [Jennifer Young](#); [Jeri Carlson](#); [Jessica Drexler](#); [Jim Sawin](#); [Jodi Gregory](#); [Jodi Petrovich](#); [John Suessman](#); [John Hannah](#); [Julie Mondry](#); [Karen Lorenz](#); [Karen Stockton](#); [Kathi Kramer](#); [Kathie Statler](#); [Kathleen Long](#); [Kathy Herring](#); [Kathy Kemp](#); [Kathy Roodhouse](#); [Katie Pitts](#); [Katie Swokowski](#); [Katie Taylor](#); [Kelli Wolfe](#); [Kelly Bonde](#); [Kelly Webster](#); [Kelly Wittman](#); [Keri McNeil](#); [Kim Gage](#); [Kim Gyls](#); [Kim Watson](#); [Kirsten Anderson-Connolly](#); [Kristie Milligan](#); [Lance Andahl](#); [Laura Poolman](#); [Laurel Smith](#); [Laurie Dent](#); [Laurie Jo Dumas](#); [Laurie Miner](#); [Plumb, Laurie A.](#); [Leigh Sinclair](#); [Turner, Leisha M.](#); [Lenora Hall](#); [Leslyn Jones-Petitt](#); [Letta Morris](#); [Lian Sell](#); [Linda Krininger](#); [Lisa Cluff](#); [Lisa Garberg](#); 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# RECRUITING, SELECTING, AND RETAINING TEACHERS

*A Review of the Literature*

Prepared for PESB by:  
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## INTRODUCTION

*Over the past five years, Washington has experienced a 250% increase in the demand for new teachers (PESB, 2015). This comes at a time when teachers are retiring in record numbers and fewer people are enrolling in teacher certification programs. The result of these trends has been a shortage of teachers in Washington State. To address these issues it is critical that districts and schools engage in evidence-based practices to recruit, select, and retain new teachers.*

In February of 2016 the Professional Educator Standards Board (PESB) engaged in a large-scale project to develop and implement a comprehensive training project for Human Resource (HR) professionals and staff at school districts across the State. The objective of this project is to provide assessment and development opportunities for improving district HR capabilities and practices in three specific areas: teacher recruitment, teacher selection, and teacher retention. In support of this objective, the current report provides a comprehensive review of scientific literature in each area. As such, this report is broken out into three sections. Each section provides a review of current issues and evidence-based best practices for improving teacher recruitment, teacher selection, and teacher retention.

## CHAPTERS AND SECTIONS IN THIS REPORT

### 1. RECRUITMENT

*Recruitment practices help schools and districts identify and attract qualified applicants to fill teaching positions. Recruitment is particularly important in Washington now because the demand for new teachers exceeds the supply of teacher candidates. This imbalance results in a teacher shortage. To address this shortage, recruitment activities can provide schools with a wider pool of qualified teachers.*

#### Sections:

**The Context of Recruitment.** This chapter familiarizes the reader with the fundamental concepts that effective recruitment practices are built upon.

**Characteristics of Effective Recruitment Practices.** This chapter describes several best practices that have been shown to identify and attract new teachers.

### 2. SELECTION

*Selection practices help schools make hiring decisions by using methods like applications, assessments, and interviews to assess teacher candidates on relevant factors. Valid and reliable selection processes not only ensure that students are receiving high quality educations, they also help districts save money by selecting teachers who will stay.*

#### Sections:

**Characteristics of Effective Teacher Hiring Processes.** This chapter presents several practices that have been shown to improve the quality of teacher selection.

**Validated Teacher Selection Instruments.** This chapter identifies various selection tools and assessments that have found support from peer-reviewed research.

### 3. ONBOARDING & RETENTION

*Turnover is particularly high among teachers, with as many as 50% of new teachers leaving the profession within five years. Replacing teachers who move or leave is costly and time-consuming. To avoid these costs, schools and districts can engage in several activities to improve teacher retention. This section provides a review of the literature on teacher retention.*

#### Sections:

**Characteristics of Effective Teacher Onboarding Practices.** This chapter describes the induction and orientation activities that have been shown to increase retention rates

**Teacher Turnover: Key Drivers and At-Risk Populations.** This chapter identifies the key drivers of teacher turnover and provides information to identify at-risk populations.



# CHAPTER 1: RECRUITMENT

*Recruitment refers to the process of identifying and attracting a pool of qualified candidates for jobs in an organization. Common recruitment practices include: defining the jobs that need to be filled, identifying internal (within the organization) and external (outside of the organization) candidates, marketing open positions through advertisements, and participating in outreach activities to engage qualified candidates.*

To achieve the goal of providing every student with a high-quality education, schools need access to a pool of **willing and qualified teacher candidates**. However, in order to create and maintain that pool, schools and districts must either directly engage in recruitment activities themselves or hire recruitment agencies to do that work for them. Many school districts in Washington State have strategies for recruiting new teachers and regularly engage in activities to support their efforts. For example, **Vancouver Public Schools** regularly attends career fairs and partners with over 20 universities (PESB, 2014). These partnerships help Vancouver Public Schools identify high-quality student teachers and connect with student teachers early on. Strategies like these are becoming more and more important right now given recent trends in teacher supply and demand in Washington State.

## RECENT TREND: TEACHER SUPPLY, DEMAND, AND TURNOVER IN WA

- 🍏 Over the past five years we have seen a 250% increase in demand for new teachers in Washington
- 🍏 Teacher turnover in Washington is higher now than it has been in the past decade (although our turnover rates are lower than the national average)
- 🍏 Fewer people are entering and completing teacher preparation programs
- 🍏 Qualified candidates are leaving en masse to pursue careers outside of public education

Source: PESB (2015)

With the current teacher shortage and the need to identify and recruit qualified individuals, it is particularly important to turn towards empirical evidence for guidance. Along these lines, this section provides a review of published literature on teacher recruitment strategies and is organized into the following chapters:

### SECTION 1. THE CONTEXT OF RECRUITMENT: SUPPLY AND DEMAND

*This chapter provides an overview of the theory of recruitment supply and demand in order to familiarize the reader with key concepts.*

### SECTION 2. CHARACTERISTICS OF EFFECTIVE RECRUITMENT PRACTICES

*This chapter outlines the recruitment practices that have been shown to help identify and attract new teachers.*

# 1. THE CONTEXT OF RECRUITMENT: SUPPLY AND DEMAND

Prospective teachers are strongly influenced by two factors when making a decision about entering (or remaining) in the teaching profession. These include recruitment practices and labor market conditions (Guarino, Santibañez, & Daley, 2006). To understand how to improve recruitment practices it is important to consider the context in which recruitment operates. Research on teacher recruitment is often based on the theory of supply and demand. When considering how supply and demand relates to teacher recruitment, the graph and definitions below describe key factors.

**Supply** for new teachers is the number of qualified people willing to take a teaching position

**Demand** for new teachers is the number of teaching positions offered

**Teacher Shortages** occur when the demand for teachers exceeds the supply of current teachers (given a fixed level of compensation)

**People decide to take teaching positions when they see it as the most attractive activity they can pursue.** Attractiveness depends on two factors: ease of entry and overall compensation. Ease of entry largely relates to the state policies and licensing requirements, as well as the cost and availability of teaching certification programs. By providing alternative paths to certification or offering student loan forgiveness programs, policymakers can make it easier to enter the profession of teaching. The other factor related to attractiveness is compensation. In this sense, compensation is more than just salary and benefits – it also includes other rewards derived from teaching such as meaningfulness, personal satisfaction, and working conditions. Compensation is a key factor in determining both demand (i.e., the number of teachers a school will be able to employ) and supply (i.e., the number of qualified people who would be willing to teach). By pulling the right policy levers and engaging in proactive recruiting strategies designed to “sell” the positive aspects of teaching, policymakers and school districts can address teacher shortages by increasing the supply of new teachers in relation to the current demand (Guarino et al., 2006). Because policy decisions are beyond the scope of this review, the next section reviews literature and best practices for improving new-teacher recruitment.

## **RESEARCH TREND:** *THE STATUS OF TEACHING*

Recent studies by Goldhaber and Walch (2013) and Lankford, Loeb, McEachin, Miller, & Wyckoff (2014) provide promising evidence that **perceptions of the teaching profession have been improving recently after a 30-year decline.** Specifically, they report that teaching is attracting applicants from more selective institutions with higher standardized test scores and college GPAs.



## 2. CHARACTERISTICS OF EFFECTIVE RECRUITMENT PRACTICES

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Recruitment strategies are one way that schools have traditionally addressed teacher shortages. The approach is straightforward: recruiting more teachers will balance out shortages by increasing the supply of new teachers. Recruitment strategies such as the ones described below can – and *do* – provide schools with an increased supply of new teachers, thus providing temporary relief for teacher shortages. However, as Ingersoll (2001) and others have stated, “*recruitment programs alone will not solve these or other school staffing problems if they do not also address the problem of teacher retention*” (p. 525). Therefore, while the strategies below can be effective short-term, schools and districts in Washington also need to address selection and onboarding issues to make sure that teacher retention also improves. The practices described below have been shown to improve teacher recruitment by improving the organization of recruitment processes, providing access to a greater number of teacher candidates, and increasing the attractiveness of available positions.

### Relationships with Teaching Programs

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Forming close relationships with teacher preparation programs in Washington State, and recruiting teachers from those programs on-site, can also provide districts with access to a wider pool of qualified candidates. For example, in the Vancouver Public School district, principals become involved in the recruiting process early on (e.g., they regularly attend career fairs) and are schooled in effective interviewing techniques. By forming close partnerships with teaching programs, recruiters can gain more access to applicants earlier on in the process.

### Relationships with Alternative Programs

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Teachers recruited from alternative or nontraditional teacher certification programs are more diverse and often stay longer than teachers recruited from traditional programs. For example, the Pathways to Teaching Careers Program attracted a diverse population of new teachers (63% minority) who stayed in the field at higher rates than national averages (Clewett & Villegas, 2001). This program largely targeted minority paraprofessionals in urban districts. In another example, research on extended five-year preparation programs (which included more coursework in liberal arts and more clinical experience) were also associated with higher rates of entry and retention than comparable four-year programs (Andrew & Schwab, 1995). Also, a comprehensive evaluation by the US Department of Education (Constantine et al., 2009) found that teachers from alternative programs performed equally well as those from traditional

programs when it came to student achievement. In general, alternative certification programs do appear to increase the supply of new teachers by reducing the barriers to entry. By forming close relationships with alternative programs and recruiting teachers from those programs, districts can tap into a larger supply of teachers who are equally effective as those from traditional programs.

### Centralized Office with Dedicated Staff

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Having a centralized office to manage and coordinate recruiting activities can be immensely helpful. By centralizing recruitment activities (e.g., in districts rather than individual schools) and assigning full-time staff to work exclusively on recruitment strategy and activities, districts can devote the time and resources necessary to expand their recruiting efforts.

### Multiple Outreach Activities

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Effective recruiters “cast a wide net” by employing multiple tactics to gain access to diverse populations. Casting a wider net allows recruiters to gain access to a wider pool of applicants which, in turn, will provide schools with higher quality teachers. Outreach strategies identified by the New Schools Venture Fund (2007) that were associated with effective teacher recruitment include:

- Advertising (e.g., newspaper ads, online postings in teacher organization websites)
- Partnerships with teaching organizations like Teach for America

- Information sessions at universities, graduate schools, and other certification programs
- Dinners and other social events with prospective candidates
- Incentives for staff who recommend successful teacher hires
- Principal/Administrator engagement in recruiting efforts (e.g., showing up for career fairs, championing recruitment efforts)

Research suggests that schools or districts should engage in two or more outreach strategies as a minimum.

### Proactive Sourcing

Proactive sourcing (i.e., “headhunting”) activities can help recruit high-quality teachers who stand out in their certification programs or have demonstrated success in the classroom. The DC Public School district has sourced and cultivated over 25,000 prospects over a two-year period by implementing a comprehensive headhunting strategy that includes (Vidyarthi, 2014):

- Identifying desirable candidates from certification programs or out-of-state schools/districts
- Reaching out to candidates and scheduling one-on-one phone calls
- During the phone calls:
  - Inquire about any teaching practices or research that they are engaging in or passionate about
  - “Sell” your district by sharing information about any exciting initiatives and compelling goals that might inspire them to apply

While this process requires time and resources to identify candidates and reach out to them, it can also greatly increase the size and improve the quality of a candidate pool.

### Recruitment Messaging

Schools and districts can influence candidate perceptions of attractiveness in several ways during recruitment and hiring. Specifically, experimental research by Young, Rinehart, and Place (1989) found that recruitment messages emphasizing aspects of the work and work environment to be more appealing even than messages that stressed financial incentives. During interviews, candidates were also more attracted to institutions when interviewers exuded warmth during the interview (Young & Heneman, 1986).

### Competitive Pay

There is strong evidence suggesting a positive relationship between teacher salary and recruitment (Hanushek & Pace, 1995). With the promise of more pay, teaching becomes more attractive and attracts more candidates. However, it is important to note that, after a teacher is recruited, their salary relative to neighboring districts becomes the important consideration. There is also other evidence that suggests that working conditions may even be more important than salary when it comes to retaining teachers (e.g., Allen, 2005).

## QUICK LINK:

LEARN MORE  
ABOUT RECRUITING

### The Art and Science of Recruitment

Short YouTube video describing recent trends in job seekers and recruitment strategies (2 minutes)



Link to video: <https://www.youtube.com/watch?v=zbQfklsvNtU>

## SUMMARY

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In summary, teacher shortages occur when the demand for teachers exceeds the supply of willing and qualified teachers. Districts can address these shortages by engaging in recruitment activities designed to provide access to a wider pool of qualified teachers and increase the attractiveness of positions by “selling” potential candidates on the tangible and intangible benefits. A review of the literature on teacher recruitment revealed the following characteristics of effective teacher recruitment processes:

- **Establishing close relationships with teacher certification programs can provide greater access to teachers earlier on.**
- **Establishing close relationships with alternative certification programs can provide districts with a new populations of diverse teachers who perform on-par with teachers from traditional programs.**
- **By structuring recruitment in a centralized location and hiring staff that are dedicated only to recruitment activities, districts can better devote the time, energy, and focus needed for effective recruitment processes.**
- **Engaging in multiple outreach activities casts a wider net and attracts more potential teachers.**
- **Proactive sourcing activities cultivate relationships with the highest quality teachers and attract them to the district by selling them on goals and initiatives of interest.**
- **Schools can increase the attractiveness of teaching positions by drawing attention to positive aspects of the work and the work environment.**
- **Offering competitive salaries is a proven way to attract candidates; but once they are hired, good working conditions matter more when it comes to keeping them.**



## CHAPTER 2: SELECTION

*Selection refers to the process of evaluating candidates and selecting the best candidate for a particular job. Selection consists of all of the hiring activities that occur between the time a candidate submits their application or resume to the point in which a final decision is made. Teacher selection can range from simple processes that include applications and interviews to complex multi-hurdle processes that include online assessments, structured interviews, and teaching auditions. The purpose of selection is to collect valid information on candidates that can predict future performance and behavior, and to apply that information to make sound hiring decisions.*

As a process, the importance of personnel selection practices cannot be underrated. Aside from the more direct costs associated with new-hire turnover, schools face the indirect (and some may argue, more severe) costs associated with exposing students to ineffective and unqualified teachers (Staiger & Rockoff, 2010). Effective selection practices allow schools to identify not only high-quality teachers, but also those who are more likely to stay in the workforce longer. However, research on teacher selection has made little progress on identifying a valid set of tools and methods that consistently predict student outcomes and teacher behavior (Jacob, Rockoff, Taylor, Lindy, & Rosen, 2015; Jamil, Sabol, Hamre, & Pianta, 2015). That being said, there have been a number of studies in the area of teacher selection, and that number continues to grow each year as issues of hiring and retention become more prevalent in the field. For example, the call-out box below spans the last fifteen years of research to identify the traits that are common among effective teachers.

### RESEARCH TREND: COMMON TRAITS OF GREAT TEACHERS

When it comes to choosing the right candidate, it is always helpful to know the characteristics that predict future success. Great teachers share a number of characteristics, including:

#### PERSONALITY TRAITS

- 🍏 Patience and persistence
- 🍏 Fallibility
- 🍏 Extraversion
- 🍏 Conscientiousness
- 🍏 General self-efficacy
- 🍏 Teaching self-efficacy
- 🍏 Positive affectivity

#### DISPOSITIONS

- 🍏 Value students' learning
- 🍏 Respect and value for diversity
- 🍏 Open to self-learning
- 🍏 Caring about students
- 🍏 Commitment and dedication

#### SKILLS & ABILITIES

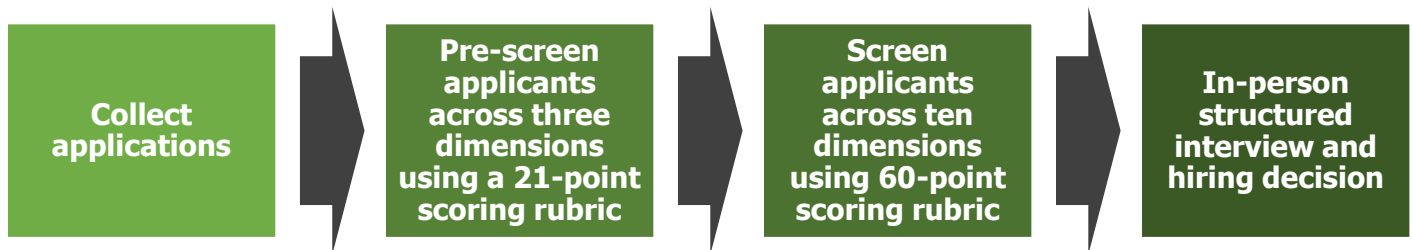
- 🍏 Organization and planning
- 🍏 Ability to connect theory to practice
- 🍏 Ability to survive in a bureaucracy
- 🍏 Concept development
- 🍏 Quality of feedback
- 🍏 Language modeling
- 🍏 Richness of instructional methods
- 🍏 Classroom management
- 🍏 Behavior management

#### COGNITIVE FACTORS

- 🍏 SAT scores (math & verbal)
- 🍏 Cognitive ability
- 🍏 Content knowledge and expertise

*Becker et al. (2003), Hamre et al. (2012), Jamil et al. (2015), Masunaga & Lewis (2011), Metzger & Wu (2008), Mueller & Hindin (2011), Rockoff et al. (2011)*

Several studies have found that teacher characteristics (like the traits, dispositions, skills, and cognitive factors listed above) can predict classroom success and teacher retention. Knowing this, the question becomes “How can we accurately assess candidates on these factors to make better hiring decisions?” The answer for this question lies in the specific hiring practices that schools and districts engage in. Selection practices vary considerably from district to district and from position to position. For example, many school districts in the US identify qualified candidates through nothing more than a background check and a cursory scan of transcripts and test scores (Sawchuk, 2011). Other districts employ structured, multi-stage processes like the four-stage one used by Spokane Public Schools:



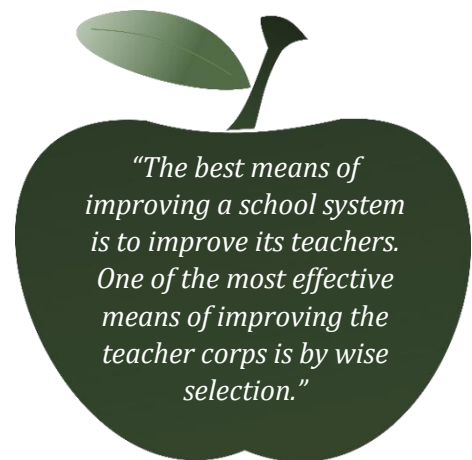
Structured, multi-stage processes that assess candidates across multiple job-relevant factors like those described above have been shown to help districts hire more effective teachers that stay in their schools (Goldhaber, Grout, & Huntington-Klein, 2015). The emerging literature on teacher selection provides sound guidance on the specific practices and instruments that districts can implement to improve the effectiveness of the teacher hiring process. As such this chapter provides a review of the literature on teacher selection and is organized into two sections:

## SECTION 1. CHARACTERISTICS OF EFFECTIVE TEACHER SELECTION PROCESSES

*This section describes several rigorous and evidence-based practices that have been shown to improve the quality of teacher selection.*

## SECTION 2. VALIDATED TEACHER SELECTION INSTRUMENTS

*This section identifies various selection tools and assessments that have found support from peer-reviewed research.*



**–Ervin Eugene Lewis**  
Superintendent of Schools,  
Flint Community Schools

# 1. CHARACTERISTICS OF EFFECTIVE TEACHER HIRING PROCESSES

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The hiring process is one of the single most important levers that schools and districts can control to improve the quality and size of their teaching force. Effective hiring processes use rigorous, evidence-based methods to assess candidates on relevant dimensions and select those that have the highest probability of success. A review of the literature reveals several characteristics of effective teacher hiring processes and practices, which are described in detail below.

## Multi-Stage Processes

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A multi-stage selection process assesses job candidates on multiple dimensions across multiple stages. For example, DC Public Schools uses a three-stage hiring process consisting of (Jacob et al., 2015):

1. Online application that includes an essay test of content knowledge
2. Structured interview
3. Teaching audition

The main benefit of combining multiple selection assessments is that they often result in better selection decisions (e.g., Schmidt & Hunger, 1998), and thus higher quality teachers who stay around. Other benefits of multi-staged processes include (Jacob et al., 2015):

- Combining interviews, assessments, and other screening activities allows districts to evaluate candidates across multiple dimensions relevant for success (see “Assessing Multiple Dimensions” section for more).
- Using early stages (e.g., resume/application checks, online assessments) to screen out unqualified applicants can streamline the process by providing principals/administrators with a short list of the best candidates for more time-intensive activities like interviews or mock lessons.
- Multi-stage processes provide data that can help districts continually assess and refine their own hiring tools and practices.

Common activities in multi-stage processes are listed below. Districts and schools that want to improve their selection practices should use at least three stages from beginning to end.

- ✓ Application or resume screen
- ✓ Online assessment

- ✓ Phone interview
- ✓ Essay or content knowledge test
- ✓ Mock lesson
- ✓ In-person structured interview
- ✓ Job previews
- ✓ Teaching audition

## Centralized Hiring

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Centralized hiring occurs when school districts (rather than individual schools or principals) are responsible for carrying out hiring activities. According to a recent review of HR best practices, centralized hiring is a common practice among school districts in Washington State that were identified as being effective in early hiring practices (PESB, 2014). In these districts, centralized hiring provides the following benefits:

- It allows districts to establish standardized methods for selecting teachers, allowing for consistent interview protocols, common frames of reference for interviewers, and practices that are repeatable and not dependent upon the biases of specific individuals
- Standardized hiring practices collect a greater amount of data (due to the increased sample size when taking a centralized approach) which in-turn makes it easier for districts to assess their hiring practices and make data-driven improvements on a continuous basis
- It improves the organization of hiring and contributes to greater consistency among newly hired teachers
- It allows districts to collect and process larger batches of applicants than would be possible in individual schools



## Effective Pre-Screening Methods

Effective management of applicant pools can save decision-makers valuable time and energy by allowing them to focus on a smaller pool of the most qualified teacher candidates. Pre-screening methods are used to identify and remove unqualified applicants. District HR staff can accomplish this in several ways (Hindman, 2014):

- Writing job descriptions with clear knowledge, skill, and ability (KSA) requirements, then recording and sorting applications/resumes based on the degree of overlap in candidate KSAs and job requirements
- Removing candidates who do not meet minimum qualifications
- Removing incomplete applications
- Using validated online teacher selection assessments (see *Section 2: Validated Teacher Selection Instruments* for more information on these assessments).

Screening applicant pools using methods like these allows districts to provide decision-makers with a more manageable pool of applicants to choose from for subsequent hiring activities like interviews. More rigorous screening rubrics, such as the one used by Spokane Public Schools (see *Section 2* for a detailed description) can even predict future performance.

## Structured Interviews

Interview practices can range from unstructured to highly structured. Unstructured interviews do not include set questions or follow a consistent format whereas structured interviews follow a consistent protocol where interviewees are given the same set of questions. Structured interviews consistently outperform unstructured interviews in that they are better at identifying high performers, they reduce subjectivity, and they are also more legally defensible (Campion, Palmer, & Campion, 1997; Williamson, Campion, Malos, Roehling, & Campion, 1997). In the context of education, principals and administrators also report that they make more effective hiring decisions when using structured interviews (Bourke & Brown, 2014; PESB, 2014). Specific aspects of structured interviews that aid in better hiring include (Hindman, 2014):

- A common list of interview questions which are asked consistently by interviewers
- Questions targeted at assessing specific dimensions of “fit” and other job-relevant characteristics
- Assessing the quality of each response using quantitative rating scales that consist of four or more levels of rating (e.g., *very unsatisfactory*, *somewhat unsatisfactory*, *satisfactory*, *exceeds expectations*)
- A scoring guide or rubric to help interviewers interpret the quality of each response (e.g., “A *satisfactory* response to question X includes...”)

## MISSING PIECES?

Recent research shows that principals often take a narrow view when interviewing candidates by focusing on only one or two areas of fit (e.g., Engel, 2013). This can result in an incomplete understanding of candidate fit ... like a puzzle with missing pieces. Instead, principals should use interviews as an opportunity to examine *multiple* factors, such as teaching skills and abilities, fit with the job and organization, and level of experience and expertise. Structured interview processes, with predetermined questions and scoring guides, allow principals to get a more comprehensive understanding of the candidate and ultimately make less biased decisions. In short, decision-makers need to see the entire puzzle.

## Frame-of-Reference Training

Interviews are among the most common tools used to make final selection decisions about new teachers. However, the effectiveness of this tool can easily derail in the absence of a common frame-of-reference. In this context, a common frame-of-reference is defined as a shared understanding of *what effective candidate performance looks like* when conducting interviews. In the absence of formal training, administrators are more likely to be guided by personal perceptions and value judgments during interview processes, thus resulting in poorer hiring decisions (Cranston, 2012). If interviews are leveraged as key hiring tools, then the interview process needs to be both structured and well-

understood to ensure that it results in selecting the best possible teachers (Maynes & Hatt, 2015).

Using structured interview processes with common standards for evaluating candidate performance is the first important step for establishing a common frame-of-reference. However, to ensure that interviewers actually *share* a common understanding, frame-of-reference training is the next step. Frame-of-reference training is the most effective approach for increasing interviewer accuracy and reliability (Roch, Woehr, Mishra, & Kieszczynska, 2012). This type of training often includes the following aspects:

- Identifying multiple dimensions of performance on which to assess interviewees
- Developing concrete definitions for each dimension
- Developing standards and examples of good and bad responses along each dimension
- Practice applying standards and receiving feedback

### Assessing Multiple Dimensions

Assessing candidates across one or two dimensions rarely provides enough information to successfully predict their performance (Rockoff et al., 2011). However, recent studies by Jacob and colleagues (2015) and Rockoff and colleagues (2011) found empirical support for assessing teachers across multiple dimensions that include both cognitive abilities and individual traits. This multi-faceted assessment showed strong and significant relationships with student test scores, retention, and teacher evaluations. For example, the Washington DC school district assesses content knowledge, fit, classroom management skills, and cognitive ability in their selection process. By assessing candidates across multiple dimensions, they are able to select teachers who perform better during their first year than other applicants would perform by their second or third year of teaching (Jacob, 2009). Thus, hiring processes that use multiple sources of information to assess multiple dimensions (e.g., cognitive ability, personality, self-efficacy) can help districts select more effective teachers. The table on the following page provides an overview of the

dimensions that have been shown to predict teacher effectiveness, and the selection methods that can be used to assess them.

### Job Previews

Hiring processes are two-way roads, with both applicants and hiring schools or districts collecting and analyzing information about each other. Many selection practices focus solely on the institution's side, but research also shows that providing applicants with accurate previews of their jobs can also influence outcomes important for schools. New teachers who are provided with more information about their potential work and workplace during the selection process also report greater job satisfaction and stronger person-organization fit than those who did not (Liu, 2005). This information can be provided in several ways:

- Providing a realistic job preview that presents candidates with accurate descriptions of both positive and negative aspects of the job
- Exposing applicants to a cross-section of school community members during the selection process
- Including teaching demonstrations as part of the hiring process
- Allowing applicants to observe classes or staff meetings during the selection process

## WHAT ABOUT EXPERIENCE?

Teaching experience may not be as big of a factor as was once thought. Studies have shown that, while experience may predict teacher effectiveness early on in teachers' careers, these effects level out after the first few years (Rivkin, Hanushek, & Kain, 2005; Chingos & Peterson, 2011). This means that, holding all else equal, a candidate with ten years of experience may not necessarily be a better choice than a candidate with five years of experience. Thus, focusing on other factors such as intelligence and disposition may be a better way to distinguish between candidates than experience.



## RESEARCH TREND: COMMON METHODS USED TO ASSESS TEACHER CANDIDATES ON VARIOUS DIMENSIONS

<b>Experience and Past Success</b>	-Resume or application -Reference checks -Structured interview
<b>Disposition and Personality</b>	-Online assessment -Structured interview -Teaching audition
<b>Instructional and Classroom Management Skills</b>	-Teaching audition or mock lesson -Video sample -Structured interview
<b>Cognitive Ability</b>	-Online assessment -SAT scores -College GPA
<b>Pedagogical and Content Knowledge</b>	-Teaching audition or mock lesson -Essay test
<b>Teacher "Fit"</b>	-Online assessment -Structured interview

Sources: Becker et al. (2003), Hamre et al. (2012), Jacob et al. (2015), Jamil et al. (2015), Masunaga & Lewis (2011), Mueller & Hindin (2011), Rockoff et al. (2011)

## 2. VALIDATED TEACHER SELECTION INSTRUMENTS

As with any industry, there are a myriad of off-the-shelf instruments available to aid in the selection of teachers. However, many such instruments are based on loose science and lack rigorous evidence that supports their ability to select high-quality teachers. To help sort the wheat from the chaff, we reviewed several instruments and report on three of them here. These three instruments were chosen because they are backed by solid evidence of their reliability and validity, which was supported by peer-reviewed publications.

### Teacher Qualifications, Experience, and Skills: Spokane Public Schools Screening Rubrics

It is also prudent to include validated pre-screening tools in this section as well. A screening rubric is a structured rating system that provides clear guidelines and scoring rules for the purpose of evaluating the information contained in job applications. As a selection tool, there are several benefits associated with pre-screening rubrics. The rubrics themselves are often free, they are administered internally by HR staff or school hiring-level administrators, and they are effective at filtering a large pool of applicants down to a qualified few (who can then be called on during hiring phases for more traditional selection activities such as in-person interviews).

We are including these particular rubrics for two reasons. First, they have received strong empirical support and second, they are publically available at no cost. At Spokane Public Schools (SPS), two rubrics are used to screen applicants, a pre-screening rubric and a screening rubric. In a recent study, Goldhaber and colleagues (2015) assessed the validity of the SPS rubrics and found significant relationships between scores on both rubrics and teacher outcomes. Specifically, they found that the rubrics were able to predict future teacher effectiveness and teacher attrition, such that teachers with higher scores on the rubrics performed better in the classroom and stayed longer. The SPS rubrics are described in more detail below.

# SCREENING RUBRICS USED AT SPOKANE PUBLIC SCHOOLS

RUBRIC	WHAT IS ASSESSED?	HOW IS IT ASSESSED?
<b>Pre-Screening Rubric</b>	Online application that asks candidates to submit information related to: <ul style="list-style-type: none"> <li>• Education</li> <li>• Qualifications</li> <li>• Experience</li> <li>• Letters of Recommendation</li> <li>• Narrative statements*</li> <li>• Supporting documentation</li> </ul>	Applications are scored by HR staff on a 21-point rubric consisting of three criteria: <ul style="list-style-type: none"> <li>• Experience</li> <li>• Depth of skills</li> <li>• Quality of recommendations</li> </ul> Guidelines describe what the screener should be looking for in each criterion.
<b>Screening Rubric</b>	Candidates that pass the pre-screening cutoff (e.g., 17 points or higher) are assessed again on the same application using a more detailed rubric.	Applications are scored by school-level hiring officials on a 60-point rubric consisting of 10 criteria: <ul style="list-style-type: none"> <li>• Certificate and education</li> <li>• Training</li> <li>• Experience</li> <li>• Classroom management</li> <li>• Flexibility</li> <li>• Instructional skills</li> <li>• Interpersonal skills</li> <li>• Cultural competency</li> <li>• Preferred qualifications</li> <li>• Letters of recommendation</li> </ul> Guidelines describe what the screener should be looking for in each criterion. This stage determines who goes on to receive in-person interviews.

\* Narrative statements are essays in response to particular prompts, such as “Describe how you will support a safe and rigorous learning environment for a variety of diverse student populations.” (Goldhaber et al., 2015, p. 49)

## Teacher Knowledge and Skills:

### Haberman PreScreener

The Haberman PreScreener is an online selection tool that uses fifty multiple-choice items to measure applicants on ten dimensions related to success in the classroom, including beliefs regarding the value of learning, approach to students, approach to at-risk students, persistence, fallibility, organization and planning, ability to connect theory to practice, tolerance for bureaucracy, explaining students’ success, and explaining teacher success. There is also evidence suggesting that performance on the Haberman PreScreener relates to teacher effectiveness. Rockoff and colleagues (2011) found significant relationships between Haberman scores and both student achievement and teacher evaluations, while Jacob and colleagues (2015) found that Haberman scores predicted teacher effectiveness even after controlling for the effects of other characteristics.

## Teacher Cognitive Ability:

### Raven’s Progressive Matrices

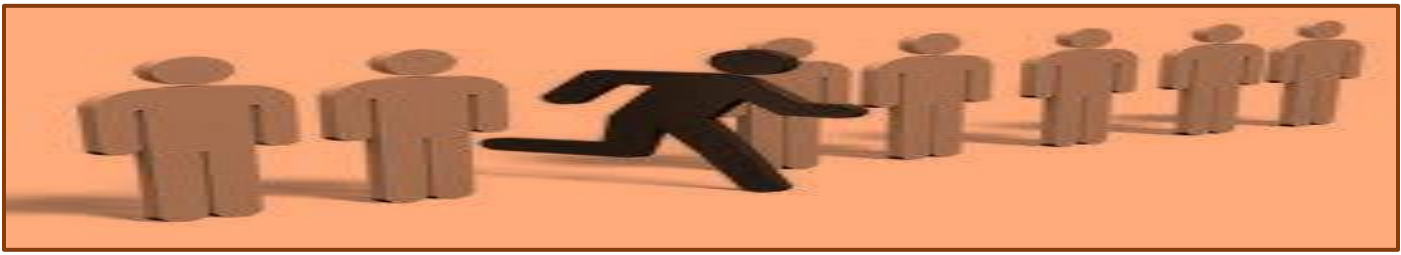
Raven’s test evaluates cognitive ability by asking participants to identify visual patterns among symbols presented in a matrix and has been found to be a strong indicator of cognitive ability (Raven & Summers, 1986). As a selection factor, cognitive ability is one of the most widely used and proven predictors of new-hire performance across all fields and industries (Schmidt & Hunter, 1998). In the field of teaching, Raven’s scores have been found to predict teacher effectiveness when combined with other indicators of cognitive ability such as SAT math and verbal scores and college ranking (Rockoff et al., 2011). Raven’s test also has the added benefit of not requiring linguistic or mathematic skills and is thus much less likely to lead to adverse impact in the selection process (Raven, 2000).

## SUMMARY

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While recruitment efforts allow schools to identify potential teachers, it is the selection process that allows them to choose the right ones. By using valid and rigorous methods to screen and select their teachers, schools and districts receive a number of benefits: hiring high-quality teachers, improving student learning and engagement, and reducing turnover. A review of the literature on teacher selection revealed the following characteristics of effective teacher selection processes:

- **Robust selection processes where applicants go through multiple stages (e.g., application, online assessment, in-person interview) result in better hiring decisions.**
- **Centralized hiring (i.e., hiring of teachers is done at the district level, not the school level) adds structure, standardization, and organization to the teacher hiring process.**
- **Prescreening tools can save districts time by removing unqualified applicants who don't match job criteria – also, by combining screening rubrics (e.g., Spokane Public Schools) with online applications, these tools can even become valid selection assessments in and of themselves.**
- **Structured interviews far outperform unstructured interviews. Structured interviews use a consistent set of job-relevant questions and quantitative scoring guide to evaluate applicant responses.**
- **Frame-of-reference training can greatly improve interview processes by providing decision-makers with a shared understanding of what an effective performance looks like and practice applying clear standards.**
- **Assessing candidates across multiple dimensions related to job performance (e.g., experience, knowledge, classroom management skills, attitudes and values, intelligence) paints a more complete picture, resulting in better hiring decisions.**
- **Providing applicants with realistic previews of their work helps improve new-hire satisfaction and fit.**

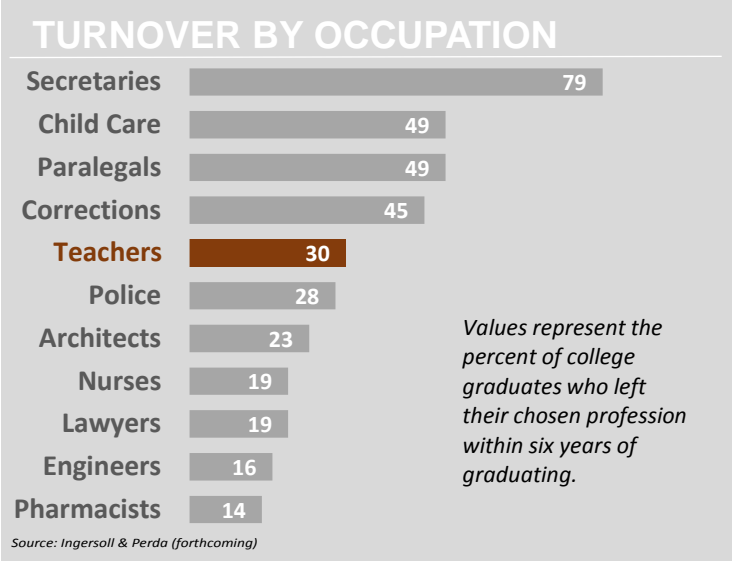


# CHAPTER 3: ONBOARDING AND RETENTION

Given the prevalence and cost of attrition, it is important to review research on teacher turnover, retention, and onboarding practices. In this context, **turnover** refers to teachers who leave their jobs. Teacher turnover includes teachers who move to different schools or districts (“movers”) and teachers who leave the profession entirely (“leavers”). Turnover rates are essentially calculated as the percent of teachers who move or leave within a given time period. **Retention** is the inverse of turnover and refers to teachers who stay in their position. Finally, **onboarding** refers to the practices that bring employees into their organization. They include processes of orientation, socialization, and equipping new hires with the knowledge, skills, and behaviors they will need to be successful in their organization. In education literature, onboarding is commonly referred to as “induction.” Onboarding is included in this section because onboarding practices are particularly important for retaining new teachers.

Teaching is plagued by turnover, with some studies citing as many as 50% of new public-school teachers leaving within the first five years of entering the profession (e.g., Ingersoll, 2003). Teacher turnover is associated with a number of costs, including financial costs, difficulty in developing and sustaining instructional programs, and reduced ability to ensure that all students are receiving high-quality educations (Krasnoff, 2015). Teacher turnover is also higher than many other professions, as can be seen below.

It is a widely acknowledged theme that teacher turnover follows a U-shaped distribution, such that new teachers and highly experienced teachers are most at-risk (Grissmer & Kirby, 1997). Turnover for highly-experienced teachers is largely the result of retirement, thus researchers focus less on this population. In the literature, teacher attrition is studied in two contexts: turnover among new teachers and turnover in general. To keep in-step with the research, we break this chapter into two sections. The first describes the factors that promote new-teacher retention, while the second addresses the factors that predict teacher turnover in general.



## SECTION 1. RETAINING NEW TEACHERS: CHARACTERISTICS OF EFFECTIVE ONBOARDING PRACTICES

This section describes the characteristics of effective onboarding programs that promote new-teacher retention.

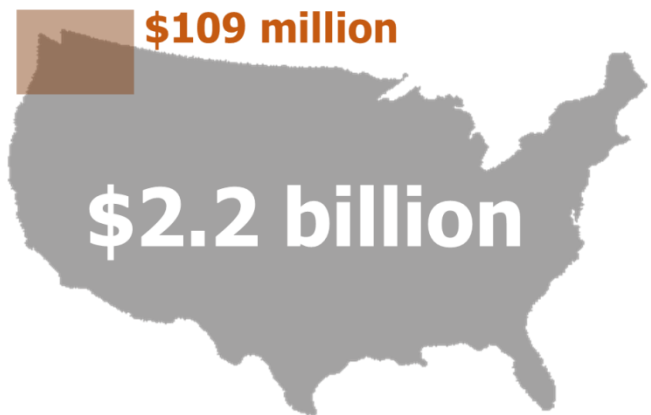
## SECTION 2. KEY DRIVERS AND AT-RISK POPULATIONS

This section identifies the organizational and demographic factors associated with teacher turnover.

## 1. RETAINING NEW TEACHERS: CHARACTERISTICS OF EFFECTIVE ONBOARDING PRACTICES

Turnover is particularly high among new teachers. According to a recent nation-wide study, only 74% of new teachers stay in the same school after their first year. Among those who leave, 16% move to a different school and 10% leave the profession entirely (Gray, Taie, & O'Rear, 2015). Here in Washington State, the first-year retention rates are somewhat higher, with 82.6% of new teachers staying in their district after their first year of teaching (PESB, 2016). Even though retention may be higher in Washington, the cost of turnover still presents a huge burden on taxpayers. With the Alliance for Excellent Education's (2005) estimate that attrition costs 30% of the departing teacher's salary and 2014 Washington State teacher salary information from OSPI (available at <http://www.k12.wa.us/safs/db.asp>), the average cost of turnover is \$15,976 per teacher. Given the 6,881 teachers that left their district or quit teaching entirely in 2014, this represents an estimated annual cost for turnover in Washington of **\$109 million**.

### THE COST OF TEACHER TURNOVER



*Cost of teacher turnover in 2014 based on information from the Alliance for Excellent Education (2014) and the Professional Educator Standards Board of Washington.*

New teachers are particularly vulnerable to turnover for a few reasons. First, they are more likely to be assigned to difficult, low-performing classrooms. Second, the challenges faced by new teachers are rarely balanced out by professional support and development. These factors can combine into a perfect storm that results in new teachers feeling frustrated and failing to develop a positive sense of teaching self-efficacy. A report on new teacher retention put out by the Alliance for Excellent Education summed up this issue well:



***"Placing new teachers in the most challenging classrooms without comprehensive induction . . . is like putting newly licensed drivers in the top heat of a NASCAR race."***

*(2005, p. 2)*



The literature on new teacher turnover has demonstrated time and again that **onboarding (i.e., induction) activities are the most effective strategies for retaining new teachers and helping them reach their teaching potential sooner** (Smith & Ingersoll, 2004; Villar, 2004). For example, Smith and Ingersoll (2004) reported that, in the absence of any formal onboarding activities, only 59% of new teachers stayed in their school the following year. In contrast, 82% of new teachers stayed in their school when they were provided with comprehensive onboarding. However, the effect that onboarding has on new teacher retention depends largely on the type and quality of onboarding activities that are provided (Ingersoll, 2012). Onboarding activities that have been shown to have significant impacts on new teacher retention include mentoring, new teacher orientations (distinct from returning teacher orientation), common planning time with other teachers, collaboration with other teachers on issues related to instruction, supportive relationships with principals or administrators, and additional resources for easing the transition into teaching (Smith & Ingersoll, 2004; Gray et al., 2015). Each of these is described in more detail below.

## Mentoring Programs

In a comprehensive review of induction activities, Ingersoll and Strong (2011) report that mentoring has the strongest positive impact on new teacher effectiveness and retention. Mentoring reduces the risk of first-year attrition by 30% (Smith & Ingersoll, 2004). For example, a recent national longitudinal study (Gray et al., 2015) found that 92% of new teachers stayed the following year when they were assigned a mentor, while only 84% stayed when they did not have a mentor. In fact, retention rates for new teachers with mentors are higher after five years (86%) compared to retention rates after the first year without mentors (84%). When it comes to mentoring, the characteristics of mentors and the structure of the program matter greatly. Characteristics of effective mentoring programs include (Gray et al., 2015; AIR, 2014; AEE, 2014; NTC, 2016):

- Mentors are selected based on specific criteria, such as:
  - Years of teaching experience
  - Communication and interpersonal skills
  - Teaching excellence
- Carefully matching mentors with new teachers based on a number of criteria, such as: same content area, proximity, common planning periods, compatibility, communication style, personalities
- Mentor training programs that focus on developing mentor skills and abilities in areas such as coaching, adult learning theory, feedback and observation, reflective conversations
- Roles and responsibilities for mentors and mentees are clearly outlined and understood, with mentors being held accountable for their coaching and being compensated for their additional role
- Mentor interactions focus on instructional design/delivery and student learning

*It should also be noted that mentoring programs are expensive and often difficult to administer. That being said, if it is not possible to develop such a program, schools can take alternative approaches such as promoting informal mentoring by facilitating socialization or collaboration between new teachers and more senior ones.*

## WHAT MAKES FOR A GREAT MENTOR?

Rowley (1999) outlines a number of traits, skills, and behaviors that are common among effective mentors.

They include:

- Show commitment and enthusiasm for their role as mentor
- Ability to accept new teachers as developing persons without making judgment calls
- Ability to adjust their mentoring practices and behaviors to meet the individual needs of their mentee
- Skilled at providing instructional support to new teachers
- Display a positive and optimistic attitude

## Teacher Collaboration

Providing new teachers with opportunities to collaborate with other teachers reduces the risk of first-year teachers leaving by over 25% (Smith & Ingersoll, 2004). This includes providing them with regularly scheduled collaboration with other teachers on issues related to instruction or ensuring common planning time with other teachers in their particular subject area. Specific collaboration and planning activities that help new teachers include:

- Developing lesson plans
- Models and methods for collaborating with and engaging
- Use data from student assessments

School cultures that promote integration between novice and veteran teachers have been shown to go a long way in promoting new teacher satisfaction and retention (Kardos, 2005). In these cultures, veteran teachers provide assistance, encourage new teachers to seek help, and grant new teachers a special status and appropriate roles. New teachers and novice teachers also share a collective responsibility for the success of students.





## Additional Support

A longitudinal study by Johnson and Birkeland (2003) found that new teachers who left within their first three years of teaching were much more likely to report experiencing frustration in their classroom or feeling a sense of failure when teaching. By providing new teachers with certain types of support, schools can reduce the likelihood that new teachers will become overwhelmed and provide them with a more positive, efficacy-building start to their new role (Humphrey et al., 2011). For example, the presence of a teacher's aide reduces the risk that new teachers will move to a different school after their first year by 41% (Smith & Ingersoll, 2004). Specific supports that help new teachers include (AIR, 2014; Lunenburg, 2011; Smith & Ingersoll, 2004):

- Reduced workloads (particularly for teachers involved in mentoring activities)
- Classroom aides
- Avoiding placement in challenging classrooms
- Fewer extra-class duties during the first year
- Additional evaluation and feedback for new teachers
- Additional resources (related to instruction)

## Ongoing Development

New teachers should be offered regular and ongoing opportunities to develop their teaching skills and expand their content knowledge (Garet et al., 2001). These should be delivered by experts (including experienced teachers and principals) via multiple activities, including public lessons and seminars, workshops, out-of-school training, classroom visitation, study groups, and meetings. When it comes to content, new teachers benefit most from development that focuses on *what* to teach and *how* to teach it (AEE, 2014). Effective developmental programs provide new teachers with knowledge and practical skills related to:

- Pedagogical content related to their course(s)
- Classroom management
- Managing student behavior

It is also important that developmental programs for teachers go beyond isolated “one-off” workshops or events. Rather, developmental programs targeted at

new teacher induction should be (Breux & Wong, 2003; Garet et al., 2001):

- **Comprehensive**, in that they consist of multiple and varied topics and activities
- **Coherent**, in that they align with teacher developmental needs and school objectives, and their activities fit together logically
- **Sustained**, in that they become a regular part of the school's culture
- **Hands-on**, in that they provide opportunities for active learning, such as observing experts and being observed (with feedback), planning how to apply materials, and engaging in discussions and presentations

Finally, an important distinction should be made about the difference between mentoring and professional development. While mentoring focuses on individual learning and single relationships, developmental programs should facilitate collaboration and networking by involving people from multiple classrooms and roles.

## ROI FOR ONBOARDING

## Supportive Leadership

Supportive leadership displayed by principals and administrators also contributes to new teacher satisfaction and retention (Breux & Wong, 2003; Smith & Ingersoll, 2004). This onboarding strategy comes in the form of supportive and reinforcing practices and communications from department chairs, principals, and other administrators. Specific examples of supportive leadership activities include (Lunenburg, 2011; Smith & Ingersoll, 2003; Lunenburg & Irby, 2006):

- Newsletters reporting on accomplishments of all teachers, but particularly among new teachers



- Organizing reinforcing events such as mentor-mentee luncheons or award ceremonies
- Regular and supportive communications with new teachers
- New teacher orientations (separate from annual teacher orientations) to familiarize them with the culture of the organization and onboarding activities

## Onboarding/Induction Strategy

Schools should establish a clear strategy for their onboarding program. This strategy should outline the purpose and process of onboarding, as well as the standards and expectations for onboarding activities. Program strategies can include the following (AIR, 2014):

- The vision and objectives of the onboarding program
- Assessment methods for evaluating and refining the program and measuring new teacher effectiveness
- Program leadership and engagement
- Roles and responsibilities for those involved in onboarding activities (e.g., mentors, principals)
- Program requirements describing length of time, level of involvement
- Structural information about specific onboarding activities (e.g., developmental opportunities, networks)
- Funding and resources

## RESEARCH TREND: WHEN IT COMES TO ONBOARDING, HOW MUCH IS ENOUGH?

Regarding length of time, the Alliance for Excellent Education recommends that new teachers be offered at least **two years of comprehensive induction activities**. Regarding the amount of onboarding activities, **more onboarding really is better**. In one study (Smith & Ingersoll, 2004), new-teacher attrition varied greatly depending on the number of onboarding components that were provided to new teachers. Specifically, they found these attrition percentages:

41%	When no onboarding was provided
39%	When 2 components were present
27%	When 4 components were present
18%	When 7 components were present

In short, onboarding programs must include **multiple components** that are provided over the course of **two or more years** if they are to succeed in retaining and developing new teachers.

Sources: AEE (2014), Smith & Ingersoll (2004)

## A NOTE ON MILLENNIAL TEACHERS

Teachers from different generations also may have different needs and be motivated by different factors. Younger teachers from the Millennial generation have been shown to differ from previous generations when it comes to their decisions to leave. The table below describes some of the shared and unique needs displayed by Millennial teachers. When the factors on the right-hand column are absent, younger teachers in particular can be expected to leave.

### SHARED NEEDS

- Structured onboarding
- Mentoring
- Autonomy
- Support from administration
- Collaboration with peers

### EXCEPTIONAL NEEDS

- Sense of purpose and impact
- Receive praise and positive reinforcement
- Help prioritizing
- Job-embedded professional development



## 2. TEACHER TURNOVER: KEY DRIVERS AND AT-RISK POPULATIONS

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The first section in this chapter focused on the factors that promote new teacher retention. While turnover is most common during the early years of teaching, new teachers are not the only ones who leave. A number of studies have looked at factors that contribute to teacher attrition without specifying whether attrition occurs early or late in a teacher's career. In general, contributing factors cluster around three broad categories: **teacher characteristics** (e.g., teacher demographics, qualifications, attitudes), **school characteristics** (e.g., school demographics, spending, administration and organizational processes, environmental factors), and **student characteristics** (e.g., socioeconomic status, achievement, student demographics). Research on contributing factors can be useful for two reasons:

- A. **First, by identifying the attitudes and organizational characteristics that are associated with turnover, these studies can be used to identify key drivers of turnover that schools can focus improvement efforts towards.**
- B. **Second, by classifying the teacher/school/student characteristics that are associated with high turnover, these studies can be used to identify schools or teacher populations that are at-risk for turnover.**

Therefore, findings on contributing factors for turnover will be organized and communicated in two subsections below. The first section identifies the key drivers of turnover while the second section describes school and teacher profiles that represent particularly high-risk for turnover and low-risk for turnover.

### A. Key Drivers of Teacher Turnover

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Contemporary education theories posited that staffing problems were simply caused by a dearth of qualified teachers. In 2001, Ingersoll presented a new perspective that took organizational conditions and teacher turnover into account when explaining staffing problems. This perspective has been supported by over a decade of research and has become the standard model of teacher turnover. According to this perspective, staffing problems are mainly the result of teacher turnover, which in turn is influenced by teacher dissatisfaction with various organizational and environmental factors (Ingersoll, 2001; Borman & Dowling, 2008; Boyd, Lankford, Loeb, & Wyckoff, 2005). However, this is good news for schools given that it is much easier to address work conditions and teacher satisfaction (e.g., through policy and organization development) than it is to convince people to go into the field of teaching. Below is a list of the key drivers of teacher turnover indented in the literature. By focusing on these specific factors, schools can have the strongest return on investment when it comes to retaining high quality teachers.



*"The primary cost of teacher turnover is not the direct cost of hiring and firing, but rather is the loss to students who will be taught by a novice teacher rather than one with several years of experience"*

—Douglas Staiger and Jonah Rockoff  
*Searching for Effective Teachers with Imperfect Information (2010, p. 98)*

### KEY DRIVERS OF TEACHER TURNOVER

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- **Opportunities for school-based collaboration and networking**
- **A network of support in assisting teachers with:**
  - discipline
  - teaching methods and curriculum
  - adjusting to the school environment
- **Regular and supportive communication with administrators**
- **Principals display strong leadership skills**
- **Involvement and influence in decision-making**
- **Opportunities for advancement**
- **Less bureaucracy**
- **Mentoring for beginning teachers**
- **New-teacher onboarding**

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Sources: Borman & Dowling, 2008; Eller, Doerfler, & Meier, 2000; Hall, Pearson, & Carroll, 1992; Ingersoll, 2001; 2003; Ladd, 2011; Smith & Ingersoll, 2004

B. At-Risk Populations

This section describes teacher, school, and student profiles that stand out as being “at-risk” for high turnover. While the previous section addressed specific processes and attitudes that predict turnover, this section identifies “at-risk” populations. As such, these findings can help districts focus their attention on particular schools or groups of teachers that have the highest probability of leaving.

The tables below identify three categories of risk factors for teacher attrition: teacher characteristics, school characteristics, and student characteristics. Within each table, the factors are ordered from high to low, such that the first factors result in the greatest odds of attrition. All factors are statistically significant and were identified through meta-analytic research on teachers in the US.



TURNOVER RISK FACTORS

	HIGHER RISK FOR TURNOVER	LOWER RISK FOR TURNOVER
TEACHERS	Teachers with <u>no</u> formal teaching certification	Teachers with a formal teaching certification
	Teacher brought in from out-of-state	In-state teachers
	Holds an undergraduate degree in math or science	Holds an undergraduate degree in fields other than math or science
	White teachers	Minority teachers
	Women teachers	Male teachers
	Holds a graduate degree	Does not hold a graduate degree
	Teaches any subject besides math or science	Math or science teachers
SCHOOLS	Private schools	Public schools
	Secondary schools	Elementary schools
	Urban and Suburban schools	Rural schools
	Smaller schools (<1,000 students)	Larger schools (>1,000 students)
	Lower spending on instructional needs	Higher spending on instruction (\$100 more per-student)
STUDENTS	Low socioeconomic status (>20% qualify for free lunches)	Moderate-High socioeconomic status (<20% of qualify)
	Below-average student achievement	Above-average student achievement
	Higher proportion of minority students	Lower proportion of minority students

Sources: Bastian & Henry, 2015; Borman & Dowling, 2008

The table above can serve as a way for schools and districts to identify specific segments and populations to focus extra resources towards. By paying close attention to at-risk schools and providing them with additional support in terms of onboarding and organizational development, districts can get more return on investment when it comes to reducing turnover.



## SUMMARY

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With the high turnover rates among new teachers and the current shortage of teachers entering the field, it is particularly important that schools do everything they can to promote retention. A review of the literature on teacher turnover revealed that new teachers are particularly at risk for turnover. Key in retaining new teachers are effective onboarding practices, such as:

- **When designed and implemented correctly, mentoring programs can reduce new teacher turnover more than any other single factor – however it is important that mentors are carefully selected and matched, provided some training and support, and focus on relevant developmental areas.**
- **Providing new teachers with common planning time to collaborate, learn, and network can greatly decrease new teacher turnover – this is further bolstered when schools promote a culture of learning and integration between novice and experienced teachers.**
- **New teachers that receive additional classroom support (e.g., teacher’s aides, reduced schedule) are less likely to feel frustrated and overwhelmed.**
- **All teachers – and particularly new Millennial-aged teachers – benefit from professional developmental opportunities focusing on what to teach and how to teach it.**
- **Supportive leadership behaviors displayed by principals and administrators (e.g., recognition and reinforcement, positive communications, awards ceremonies) help new teachers feel good about their work and contribute to increased retention rates.**
- **Schools should develop a clear strategy for onboarding new teachers – this can include a vision for the induction program, descriptions of onboarding practices, roles and responsibilities, and evaluation metrics.**

# CONCLUSION AND RECOMMENDATIONS

*This report presents a comprehensive set of findings and practices related to teacher recruitment, selection, onboarding, and retention. It spans decades of research to provide clear strategies and practices for finding, hiring, and keeping teachers. The table below integrates and organizes the specific factors associated with effective practices from each dimension. This can serve as a quick-reference guide for anyone looking to identify a succinct and evidence-based set of recommendations.*

RECRUITMENT	SELECTION	ONBOARDING & RETENTION
<i>Characteristics of effective recruitment programs that provide schools with a wider pool of qualified applicants include:</i>	<i>Characteristics of effective selection processes that have been shown to increase the quality and retention of new teachers include:</i>	<i>Characteristics of effective induction programs and practices that promote new-teacher retention include:</i>
<input type="checkbox"/> <b>Close Relationships with Teaching Programs</b> <input type="checkbox"/> <b>Relationships with Alternative Programs</b> <input type="checkbox"/> <b>Centralized Recruitment Office with Dedicated Staff</b> <input type="checkbox"/> <b>Use of Multiple Outreach Activities</b> <input type="checkbox"/> <b>Proactive Sourcing (i.e., “Headhunting”)</b> <input type="checkbox"/> <b>Messaging that Focuses on Positive Aspects of the Work</b> <input type="checkbox"/> <b>Competitive Pay</b>	<input type="checkbox"/> <b>Multiple Stages in the Selection Process</b> <input type="checkbox"/> <b>Centralized Hiring at the District Level</b> <input type="checkbox"/> <b>Use of Effective Pre-Screening Methods</b> <input type="checkbox"/> <b>Use of Structured Interview Processes</b> <input type="checkbox"/> <b>Common Frame-of-Reference for Strong Performance</b> <input type="checkbox"/> <b>Applicants Assessed Across Multiple Relevant Dimensions</b> <input type="checkbox"/> <b>Use of Realistic Job Previews to Inform Candidates About Job</b>	<input type="checkbox"/> <b>High-Quality Mentoring Programs</b> <input type="checkbox"/> <b>Structured Teacher Collaboration or Networking</b> <input type="checkbox"/> <b>Additional Support Provided to New Teachers</b> <input type="checkbox"/> <b>Ongoing Opportunities for Professional Development</b> <input type="checkbox"/> <b>Principals and Administrators Display Supportive Leadership</b> <input type="checkbox"/> <b>Presence of Onboarding or Induction Strategy</b> <input type="checkbox"/> <b>Presence of a Positive Work Environment</b>

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**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** Google Drive  
**Date:** Tuesday, October 3, 2017 8:58:54 AM

---

Jennifer –

I don't know if it's me (likely) or if something has changed about the Google drive – but I can't get in, tried the "forgot email?" link and was ultimately told I didn't have an account. So I need help please 😊

Thanks,  
Liz

Liz McFarland  
Human Resources and Systems Manager  
Federal Way Public Schools  
253-945-2021  
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**From:** [admin@wspa.net](mailto:admin@wspa.net)  
**To:** [Liz McFarland](#)  
**Subject:** RE: Google Drive  
**Date:** Tuesday, October 3, 2017 11:42:49 AM

---

Hi Liz,

I just resent you the invite/shared the drive with you – please let me know if you are able to get in.  
Sorry for the trouble!

Thank you,

Jennifer

---

**From:** Liz McFarland [mailto:[lmcfarla@fwps.org](mailto:lmcfarla@fwps.org)]  
**Sent:** Tuesday, October 03, 2017 8:59 AM  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** Google Drive

Jennifer –

I don't know if it's me (likely) or if something has changed about the Google drive – but I can't get in, tried the "forgot email?" link and was ultimately told I didn't have an account. So I need help please ☺

Thanks,  
Liz

Liz McFarland  
Human Resources and Systems Manager  
Federal Way Public Schools  
253-945-2021  
Follow us on Twitter: @FWPSCareers  
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**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: Google Drive  
**Date:** Tuesday, October 3, 2017 11:50:07 AM

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Not your fault – turns out I had used my personal Gmail address last time, which was not the one I was trying this morning... thank you!

---

**From:** admin@wspa.net [mailto:admin@wspa.net]  
**Sent:** Tuesday, October 3, 2017 11:43 AM  
**To:** Liz McFarland <lmcfarla@fwps.org>  
**Subject:** RE: Google Drive

Hi Liz,

I just resent you the invite/shared the drive with you – please let me know if you are able to get in. Sorry for the trouble!

Thank you,

Jennifer

---

**From:** Liz McFarland [<mailto:lmcfarla@fwps.org>]  
**Sent:** Tuesday, October 03, 2017 8:59 AM  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** Google Drive

Jennifer –

I don't know if it's me (likely) or if something has changed about the Google drive – but I can't get in, tried the "forgot email?" link and was ultimately told I didn't have an account. So I need help please ☺

Thanks,  
Liz

Liz McFarland  
Human Resources and Systems Manager  
Federal Way Public Schools  
253-945-2021  
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**From:** [admin@wsipa.net](mailto:admin@wsipa.net)  
**To:** [admin@wsipa.net](mailto:admin@wsipa.net)  
**Subject:** S-275 Thank you, Survey, and Clock Hours  
**Date:** Wednesday, October 4, 2017 11:51:49 AM  
**Attachments:** [S275 Clock Hours OCT 3 2017.pdf](#)

---

Hello,

Thank you for taking time out of your busy schedules to attend the S-275 Personnel Reporting Workshop. We hope that you found the information to be helpful and that the day was productive and meaningful.

We encourage you to complete a short survey to share your feedback. It is critical for our planning and development of future events. Thank you for your time and input. The survey may be completed online at:

[https://www.surveymonkey.com/r/S275\\_2017](https://www.surveymonkey.com/r/S275_2017)

The clock hour forms are attached for you records.

Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wsipa.net/>







PO Box 1600 ● Anacortes, WA 98221 ● 360-825-1415

## WASHINGTON STATE CLOCK HOUR REGISTRATION FORM

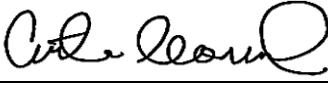
Use this form to verify your attendance at an approved clock hour offering outlined in Section II below. This form must be retained by the individual as verification of attendance. It is the individual's responsibility to maintain accurate records for compliance with certification regulations. DO NOT USE THIS FORM IF YOU ARE RECEIVING COLLEGE CREDIT FOR THIS PROGRAM.

**PARTICIPANTS MUST SIGN THE CLOCK HOUR ATTENDANCE LIST IN ORDER TO RECEIVE CLOCK HOURS.**

Section 1 - Information - Participant			Please Print and Use Pen	
Legal Name (Last, First, Middle)			Maiden or Former Name	
Date of Birth (m,d,y)	Social Security No. (optional)	Washington Certificate No.	(optional) <input type="checkbox"/> Female <input type="checkbox"/> Male	
Home Address (Street, City, State, Zip Code)			Telephone Numbers	
			Home	
			Business	

Section II - Clock Hour Provider			
Clock Hour Class Title: <b>S-275 Personnel Reporting Workshop</b>		Name of Instructors: <b>Laura Bradburn, Meredith Colvin</b>	
Total Number of Clock Hours Available <b>7</b>	First Day of Class/Offering <b>10/3/2017</b>	Last Day of Class/Offering <b>10/3/2017</b>	
Sponsoring Provider Name (Agency Granting Clock Hours) <b>Washington School Personnel Association</b>		Business Telephone Number <b>360-825-1415</b>	
Provider Address <b>PO Box 1600 Anacortes, WA 98221</b>			
Sponsoring Provider Contact Person <b>Jennifer Tottenham, Program Coordinator</b>		Telephone Number <b>360-825-1415</b>	

Section III - Affidavit of Participant	
<p>I, _____, swear/affirm that I earned _____ clock hours for actual attendance at the above Clock Hour Class Title. I am not applying for college/university credit for this program. I also certify (declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The intentional misrepresentation of a material fact in this form subjects the holder to revocation of his/her certificate pursuant to Chapter 181-85 WAC.</p>	
Original Signature of Participant	Date

Section IV - Clock Hour Provider - Verification	
<p>When signed by the approved class sponsor or instructor, this form serves as a transcript or letter documenting eligible credits as required by WAC 392-121-280(3).</p>	
	<u>10/3/2017</u>
Original Signature of Class Sponsor/Instructor	Date

**From:** [jrausch@wspace.net](mailto:jrausch@wspace.net)  
**To:** [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [kellyg@wapatosd.org](mailto:kellyg@wapatosd.org);  
[gavigan@riverview.wednet.edu](mailto:gavigan@riverview.wednet.edu); [jhodson@fwps.org](mailto:jhodson@fwps.org); [lkrining@cloverpark.k12.wa.us](mailto:lkrining@cloverpark.k12.wa.us);  
[lmestay@cloverpark.k12.wa.us](mailto:lmestay@cloverpark.k12.wa.us); [TNeidhold@psd1.org](mailto:TNeidhold@psd1.org); [ellyn.papenfuse@vansd.org](mailto:ellyn.papenfuse@vansd.org); [cs Sheridan@asd103.org](mailto:cs Sheridan@asd103.org);  
[jsteiner@wspace.net](mailto:jsteiner@wspace.net)  
**Subject:** Advisory Meeting  
**Date:** Wednesday, October 11, 2017 12:24:41 PM  
**Attachments:** [10.15.17 Advisory Meeting Agenda - DraftJR.docx](#)

---

Greetings!

Please see attached the agenda for this Sunday's advisory meeting. The meeting will be from 4-6 pm in suite 1202. If your plans have changed and you are unable to attend the meeting, please let me know. Otherwise, I look forward to seeing all of you on Sunday.

Safe travels!

Jane Rausch  
HELP Coordinator



# HELP

HUMAN RESOURCES IN EDUCATION  
LEADERSHIP PROGRAM

October 15, 2017

## HELP Advisory Board Meeting Agenda

### UPDATE:

- Summer HELP 2017
  - Participants
    - 20 HELP I Participants
    - 10 HELP II Participants
    - 7 HELP III Participants
  - Portfolio Review
    - Change deadline?
    - Feedback
  - Portfolio Completion
    - 6 HELP I Participants
    - 3 HELP II Participants
    - 4 HELP III Participants
- Fall HELP Session - October 23, 2017
  - Writing Courses for all HELP levels
    - Speakers/Presenters
      - HELP I – Basics of Human Resources  
Debra Tito (Renton School District) and Amy Brandmire (Puyallup School District)
      - HELP II – Legal Writing for Human Resources  
Tim Reynolds, Porter Foster Rorick, LLP
      - HELP III – Workplace Investigations and documentation  
Don Austin, Patteron Buchanan Fobes Leitch & Kalzer, Inc., P.S.

- WSPA members invited to attend for a registration fee of \$150
  - 16 Registered
    - (5) Basics of Human Resources
    - (3) Legal Writing for Human Resources
    - (8) Workplace Investigations and documentation
- Spring HELP Session – April 23, 2018
  - Speakers/Presenters/Topics
    - Lorraine Wilson, Porter Foster Rorick, LLP
      - FLSA/CastleRock
  - HELP III Presentations
    - DeeDee Buckingham and Jennifer Hymer:  
Evaluations or Hiring Process
    - Joyce Wilson:  
Ethical Leadership or What does HR do for you?
    - Janet Paeth and Carrie Joy:  
Conflict in the Workplace
    - Julie Dodd and Jennifer York:  
Screening and Hiring Process
- HELP Summer 2018 Session – July 9-13, 2018
  - Keynote Speaker and Topic Suggestions
    - Ideas: Galen Emanuele, ShiftYes  
Tennille Jeffries-Simons, Legislative Changes
  - Thursday: Gordy Linse, "Curious Compassion."
  - Classified Boot Camp
    - Presenters:
      - Day 1: Steve Grubb, Chief Talent Office, Highline Schools  
Classified Administrator Soft Skills
      - Day 2: HR 101, Paul Clay, Attorney, Stevens, Clay & Manix  
HR 101: An Overview of School Human Resource Leadership  
Responsibilities for the Classified Administrator
- Next Advisory Committee Meeting-annual conference – February 25, 2018

**From:** [Ellyn Papenfuse](#) on behalf of [Ellyn Papenfuse <Ellyn.Papenfuse@vansd.org>](#)  
**To:** [Connie Sheridan](#); [Linda Krininger](#); [Lori McStay](#); [carterd@edmonds.wednet.edu](#); [Janet-Hodson -ESC](#); [TNeidhold@psd1.org](#); [gaviganj@riverview.wednet.edu](#); [sonjabrown@sequim.k12.wa.us](#); [kellyg@wapatosd.org](#); [jrausch@wspace.net](#); [JoAn Steiner](#)  
**Subject:** Re: Advisory Meeting  
**Date:** Wednesday, October 11, 2017 12:37:23 PM

---

Thanks Jane, I'll see you on Sunday.

Ellyn Papenfuse  
Senior Human Resources Specialist  
Vancouver Public Schools  
Phone: 360.313.1089



Please consider whether it is necessary to print this email

>>> "jrausch@wspace.net" <jrausch@wspace.net> 10/11/2017 12:24 PM >>>

Greetings!

Please see attached the agenda for this Sunday's advisory meeting. The meeting will be from 4-6 pm in suite 1202. If your plans have changed and you are unable to attend the meeting, please let me know. Otherwise, I look forward to seeing all of you on Sunday.

Safe travels!

Jane Rausch  
HELP Coordinator

**From:** [Davis, Kate \(OFM\)](#) on behalf of [Davis, Kate \(OFM\) <Kate.Davis@OFM.WA.GOV>](#)  
**To:** [Sheryl Moore](#); [Vavrus, Jessica \(WSSDA\)](#); ["Bill Keim"](#); ["Nancy Moffatt"](#); ["Alan Burke"](#); ["Cal Brodie"](#); ["Corine Pennington"](#); ["Curtis Leonard \(cleonard@wspa.net\)"](#); ["Dan Steele"](#); ["Dana Anderson"](#); ["Darcy Weisner"](#); ["David Bond"](#); ["Donna Morey"](#); ["Doug A. Matson"](#); ["Duggan Harman"](#); ["Frank Ashby"](#); ["Frank Hewins"](#); ["Kipp, Gary"](#); ["Gavin Hottman"](#); ["Greg Lynch"](#); ["Heidi Hietpas"](#); ["Jan Hutton"](#); ["Jeff Moore"](#); ["Jennifer Farmer"](#); ["Jennifer M. Priddy"](#); ["Bender, Jerry"](#); ["Jim Frey"](#); ["John Deeder"](#); ["John Welch"](#); ["JoLynn Berge"](#); ["Kevin Chase \(kevin.chase@esd105.org\)"](#); ["Kim Scott"](#); ["Kim Brodie"](#); ["Larry Francois"](#); ["Linda McDermott"](#); ["Marie Telecky"](#); ["Maria Miller"](#); ["Melissa de Vita"](#); ["Michael Dunn"](#); ["Michael Merlino"](#); ["Michael Nelson"](#); ["Michelle Matakas"](#); ["Michelle Price"](#); ["Mike Brophy"](#); ["Mitch Denning"](#); ["Monica Hunsaker"](#); ["Rich McBride"](#); ["Rich Puryear"](#); ["Rick Jones"](#); ["Rosalind Medina"](#); ["Ruth Russell"](#); ["Sally McLean"](#); ["Scott Izutsu"](#); ["Shelley Redinger"](#); ["Stephen Nielsen"](#); ["Steve McIntire"](#); ["Susan Leland"](#); ["T.J. Kelly"](#); ["Teresa Main"](#); ["Garchow, Tim \(WSSDA\)"](#); ["Tim Merlino"](#); ["Tim Mills"](#); ["Tim Yeomans"](#); ["Vic Roberts"](#); ["roz@awsp.org"](#); ["Gary Cohn"](#)  
**Cc:** [Hollimon, Cynthia \(OFM\)](#)  
**Subject:** Local Funding Work Group - SEBB  
**Date:** Wednesday, October 11, 2017 1:29:20 PM

---

Thank you for including us in your September meeting. We are hearing a lot from districts about the funding formulas and the restrictions on levies, but we are not hearing much about the school employees benefit board.

We are looking at fixes for the SEBB section of 2242 so that HCA will be able to implement the bill. It would be helpful to hear from districts what they need to make part 8 of the bill workable.

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Beyond the cost problems, can you take a look at that section and let me know if there are language issues, reporting issues, or other concerns? HCA has identified several concerns that we are looking at, one of which is needing school district health benefit data this spring.

If you would like to talk more, feel free to give me or Cynthia a call.

## Kate Davis

Senior Budget Assistant to the Governor  
Office of Financial Management  
office (360) 902-0570 | cell (360) 688-3375  
[kate.davis@ofm.wa.gov](mailto:kate.davis@ofm.wa.gov)

## Cynthia Hollimon

Budget Assistant to the Governor, K-12 Education  
Office of Financial Management  
desk 360.902.0562 | cell 360.810.1979  
[cynthia.hollimon@ofm.wa.gov](mailto:cynthia.hollimon@ofm.wa.gov)

**From:** [Bill Keim](#) on behalf of [Bill Keim <bkeim@wasa-oly.org>](#)  
**To:** [Davis, Kate \(OFM\)](#); [Sheryl Moore](#); [Vavrus, Jessica \(WSSDA\)](#); ["Nancy Moffatt"](#); ["Alan Burke"](#); ["Cal Brodie"](#); ["Corine Pennington"](#); ["Curtis Leonard \(cleonard@wspa.net\)"](#); [Dan Steele](#); ["Dana Anderson"](#); ["Darcy Weisner"](#); ["David Bond"](#); ["Donna Morey"](#); ["Doug A. Matson"](#); ["Duggan Harman"](#); ["Frank Ashby"](#); ["Frank Hewins"](#); [Kipp, Gary](#); ["Gavin Hottman"](#); ["Greg Lynch"](#); ["Heidi Hietpas"](#); ["Jan Hutton"](#); ["Jeff Moore"](#); ["Jennifer Farmer"](#); ["Jennifer M. Priddy"](#); [Bender, Jerry](#); ["Jim Frey"](#); ["John Deeder"](#); ["John Welch"](#); ["JoLynn Berge"](#); ["Kevin Chase \(kevin.chase@esd105.org\)"](#); ["Kim Scott"](#); ["Kim. brodie \(kbrodie@fwps.org\)"](#); ["Larry Francois"](#); ["Linda McDermott"](#); ["Marie Telecky"](#); ["Marla Miller"](#); ["Melissa de Vita"](#); ["Michael Dunn"](#); ["Michael Merlino"](#); ["Michael Nelson"](#); ["Michelle Matakas"](#); ["Michelle Price"](#); ["Mike Brophy"](#); ["Mitch Denning"](#); ["Monica Hunsaker"](#); ["Rich McBride"](#); ["Rich Puryear"](#); ["Rick Jones"](#); ["Rosalind Medina"](#); ["Ruth Russell"](#); ["Sally McLean"](#); ["Scott Izutsu"](#); ["Shelley Redinger"](#); ["Stephen Nielsen"](#); ["Steve McIntire"](#); ["Susan Leland"](#); ["T.J. Kelly"](#); ["Teresa Main"](#); [Garchow, Tim \(WSSDA\)](#); ["Tim Merlino"](#); ["Tim Mills"](#); ["Tim Yeomans"](#); ["Vic Roberts"](#); ["roz@awsp.org"](#); [Gary Cohn](#)  
**Cc:** [Hollimon, Cynthia \(OFM\)](#)  
**Subject:** RE: Local Funding Work Group - SEBB  
**Date:** Wednesday, October 11, 2017 2:04:50 PM

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Hi Kate,

Here's what I would call a technical fix in Section 815(3) inserting a work in the language added to that section:

School districts are not intended to divert state basic benefit allocations for other purposes, and beginning January 1, 2020, no basic or optional medical benefits may be provided by employer contributions if they are not provided by the school employees' benefits board administered by the health care authority, and consistent with RCW 41.56.500(2).

Given the placement of this added language in Part VIII, I assume it isn't intended to address other kinds of benefits that might appear in a superintendent contract. If that's correct, the addition of medical would help clarify that intent.

*Bill*

Dr. Bill Keim

Executive Director | WASA | 825 Fifth Avenue SE, Olympia 98501  
tel 360.489.3651 | fax 360.352.2043 | [bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org) | [wasa-oly.org](http://wasa-oly.org)



---

**From:** Davis, Kate (OFM) [mailto:[Kate.Davis@OFM.WA.GOV](mailto:Kate.Davis@OFM.WA.GOV)]

**Sent:** Wednesday, October 11, 2017 1:29 PM

**To:** Sheryl Moore <[sheryl.moore@rentonschools.us](mailto:sheryl.moore@rentonschools.us)>; Vavrus, Jessica (WSSDA) <[J.Vavrus@wssda.org](mailto:J.Vavrus@wssda.org)>; Bill Keim <[bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org)>; 'Nancy Moffatt' <[Nancy@wasbo.org](mailto:Nancy@wasbo.org)>; 'Alan Burke' <[aburke1245@aol.com](mailto:aburke1245@aol.com)>; 'Cal Brodie' <[cbrodie@esd113.org](mailto:cbrodie@esd113.org)>; 'Corine Pennington' <[pennicc@puyallup.k12.wa.us](mailto:pennicc@puyallup.k12.wa.us)>; 'Curtis Leonard (cleonard@wspa.net)' <[cleonard@wspa.net](mailto:cleonard@wspa.net)>; Dan Steele <[dsteeler@wasa-oly.org](mailto:dsteeler@wasa-oly.org)>; 'Dana Anderson' <[danderson@esd113.org](mailto:danderson@esd113.org)>; 'Darcy Weisner' <[dweisner@esd123.org](mailto:dweisner@esd123.org)>; 'David Bond' <[dave.bond@ksd.org](mailto:dave.bond@ksd.org)>; 'Donna Morey' <[Dmorey@whiteriver.wednet.edu](mailto:Dmorey@whiteriver.wednet.edu)>; 'Doug A. Matson' <[Doug.Matson@wvwd.org](mailto:Doug.Matson@wvwd.org)>; 'Duggan Harman' <[duggan.harman@highlineschools.org](mailto:duggan.harman@highlineschools.org)>; 'Frank Ashby' <[fashby@psed.org](mailto:fashby@psed.org)>; 'Frank Hewins' <[fhewins@fpschools.org](mailto:fhewins@fpschools.org)>; Kipp, Gary <[gary@awsp.org](mailto:gary@awsp.org)>; 'Gavin Hottman' <[gavin.hottman@esd112.org](mailto:gavin.hottman@esd112.org)>; 'Greg Lynch' <[glynch@oesd.wednet.edu](mailto:glynch@oesd.wednet.edu)>; 'Heidi Hietpas'

<hhietpas@sequim.k12.wa.us>; 'Jan Hutton' <jhutton@cvsd.org>; 'Jeff Moore' <jmoore@everettsd.org>; 'Jennifer Farmer' <JFarmer@everettsd.org>; 'Jennifer M. Priddy' <jpriddy@osd.wednet.edu>; Bender, Jerry <jerry@awsp.org>; 'Jim Frey' <freyj@lynden.wednet.edu>; 'John Deeder' <john.deeder@evergreenps.org>; 'John Welch' <jwelch@psed.org>; 'JoLynn Berge' <jdberge@seattleschools.org>; 'Kevin Chase' (kevin.chase@esd105.org) <kevin.chase@esd105.org>; 'Kim Scott' <KScott@kibesd.org>; 'Kim. brodie' (kbrodie@fwps.org) <kbrodie@fwps.org>; 'Larry Francois' <lfrancois@nwesd.org>; 'Linda McDermott' <lindam@spokaneschools.org>; 'Marie Telecky' <teleckym@bsd405.org>; 'Marla Miller' <marla.miller@shorelineschools.org>; 'Melissa de Vita' <devitam@bsd405.org>; 'Michael Dunn' <mdunn@esd101.net>; 'Michael Merlino' <michael.merlino@evergreenps.org>; 'Michael Nelson' <michael\_nelson@enumclaw.wednet.edu>; 'Michelle Matakas' <Michelle.Matakas@k12.wa.us>; 'Michelle Price' <mprice@mlsd.wednet.edu>; 'Mike Brophy' <brophym@wvsd208.org>; 'Mitch Denning' <medenning@comcast.net>; 'Monica Hunsaker' <mhunsaker@oesd114.org>; 'Rich McBride' <richm@ncesd.org>; 'Rich Puryear' <rich.puryear@rsd.edu>; 'Rick Jones' <rjones@napavineschools.org>; 'Rosalind Medina' <rmedina@tacoma.k12.wa.us>; 'Ruth Russell' <rrussell@upsd.wednet.edu>; 'Sally McLean' <smclean@fwps.org>; 'Scott Izutsu' <izutsu.scott@yakimaschools.org>; 'Shelley Redinger' <shelleyr@spokaneschools.org>; 'Stephen Nielsen' <sjnielsen@seattleschools.org>; 'Steve McIntire' <smcIntire@oesd.wednet.edu>; 'Susan Leland' <Susan.Leland@rentonschools.us>; 'T.J. Kelly' <thomas.kelly@k12.wa.us>; 'Teresa Main' <Teresa\_Main@lkstevens.wednet.edu>; Garchow, Tim (WSSDA) <T.Garchow@wssda.org>; 'Tim Merlino' <tim.merlino@esd112.org>; 'Tim Mills' <Millst@bsd405.org>; 'Tim Yeomans' <yeomats@puyallup.k12.wa.us>; 'Vic Roberts' <vic.roberts@ksd.org>; 'roz@awsp.org' <roz@awsp.org>; Gary Cohn <gcohn@everettsd.org>

**Cc:** Hollimon, Cynthia (OFM) <cynthia.hollimon@ofm.wa.gov>

**Subject:** Local Funding Work Group - SEBB

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Budget Assistant to the Governor, K-12 Education  
Office of Financial Management  
desk 360.902.0562 | cell 360.810.1979  
[cynthia.hollimon@ofm.wa.gov](mailto:cynthia.hollimon@ofm.wa.gov)

**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [kschonberg@ohsd.net](mailto:kschonberg@ohsd.net); [scarey@fpschools.org](mailto:scarey@fpschools.org); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [jhodson@fwps.org](mailto:jhodson@fwps.org); [turner.l@wenatcheeschools.org](mailto:turner.l@wenatcheeschools.org); [jane.rausch@rsdmail.org](mailto:jane.rausch@rsdmail.org); [kimha@spokaneschools.org](mailto:kimha@spokaneschools.org); [crail.h@wenatcheeschools.org](mailto:crail.h@wenatcheeschools.org); [tneidhold@psd1.org](mailto:tneidhold@psd1.org); [marilyn.boerke@camas.wednet.edu](mailto:marilyn.boerke@camas.wednet.edu); [cathibp@msn.com](mailto:cathibp@msn.com); [dlong@nthurston.k12.wa.us](mailto:dlong@nthurston.k12.wa.us); [denise.kennedy@bremertonschools.org](mailto:denise.kennedy@bremertonschools.org); [chellel@ckschools.org](mailto:chellel@ckschools.org); [csheridan@asd103.org](mailto:csheridan@asd103.org); [jason\\_thompson@msvl.k12.wa.us](mailto:jason_thompson@msvl.k12.wa.us); [cleonard@wsps.net](mailto:cleonard@wsps.net)  
**Subject:** Reminder: WSPA October Board Meeting 10/15/17  
**Date:** Thursday, October 12, 2017 7:21:53 PM

---

Dear Board Members,

We look forward to seeing each of you next week at our Board meeting and the School Law Conference.

### **WSPA Board Meeting**

- Sunday, October 15
- 7:00 pm – dinner on your own
- DoubleTree by Hilton at Southcenter – Paradise Room

**Please review the following housing/travel information and do not hesitate to let me know if you have any questions. Thank you!**

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Please let me know if you have any questions or if I may be of any further assistance.

Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wsps.net/>



**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** RE: Reminder: WSPA October Board Meeting 10/15/17  
**Date:** Friday, October 13, 2017 9:09:24 AM

---

Jennifer

Just clarifying – the board meeting starts at 7 pm?

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [admin@wsps.net](mailto:admin@wsps.net) [mailto:[admin@wsps.net](mailto:admin@wsps.net)]  
**Sent:** Thursday, October 12, 2017 7:22 PM  
**To:** [kschonberg@ohsd.net](mailto:kschonberg@ohsd.net); [scarey@fpschools.org](mailto:scarey@fpschools.org); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>; [turner.l@wenatcheeschools.org](mailto:turner.l@wenatcheeschools.org); [jane.rausch@rsdmail.org](mailto:jane.rausch@rsdmail.org); [kimha@spokaneschools.org](mailto:kimha@spokaneschools.org); [crail.h@wenatcheeschools.org](mailto:crail.h@wenatcheeschools.org); [tneidhold@psd1.org](mailto:tneidhold@psd1.org); [marilyn.boerke@camas.wednet.edu](mailto:marilyn.boerke@camas.wednet.edu); [cathibp@msn.com](mailto:cathibp@msn.com); [dlong@nthurston.k12.wa.us](mailto:dlong@nthurston.k12.wa.us); [denise.kennedy@bremertonschools.org](mailto:denise.kennedy@bremertonschools.org); [chellel@ckschools.org](mailto:chellel@ckschools.org); [cs Sheridan@asd103.org](mailto:cs Sheridan@asd103.org); [jason\\_thompson@msvl.k12.wa.us](mailto:jason_thompson@msvl.k12.wa.us); [cleonard@wsps.net](mailto:cleonard@wsps.net)  
**Subject:** Reminder: WSPA October Board Meeting 10/15/17

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Please let me know if you have any questions or if I may be of any further assistance.

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Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspa.net/>



**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** RE: Reminder: WSPA October Board Meeting 10/15/17  
**Date:** Friday, October 13, 2017 12:41:10 PM

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Hello Janet,

Yes – it will begin at 7pm and should end by 8:30.

Please let me know if this changes your hotel needs and I can see if we can still get you a room.

Thank you,

Jennifer

---

**From:** Janet Hodson [mailto:[jhodson@fwps.org](mailto:jhodson@fwps.org)]  
**Sent:** Friday, October 13, 2017 9:09 AM  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** RE: Reminder: WSPA October Board Meeting 10/15/17

Jennifer

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Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

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**From:** [admin@wsps.net](mailto:admin@wsps.net) [mailto:[admin@wsps.net](mailto:admin@wsps.net)]  
**Sent:** Thursday, October 12, 2017 7:22 PM  
**To:** [kschonberg@ohsd.net](mailto:kschonberg@ohsd.net); [scarey@fpschools.org](mailto:scarey@fpschools.org); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>; [turner.l@wenatcheeschools.org](mailto:turner.l@wenatcheeschools.org); [jane.rausch@rsdmail.org](mailto:jane.rausch@rsdmail.org); [kimha@spokaneschools.org](mailto:kimha@spokaneschools.org); [crail.h@wenatcheeschools.org](mailto:crail.h@wenatcheeschools.org); [tneidhold@psd1.org](mailto:tneidhold@psd1.org); [marilyn.boerke@camas.wednet.edu](mailto:marilyn.boerke@camas.wednet.edu); [cathibp@msn.com](mailto:cathibp@msn.com); [dlong@nthurston.k12.wa.us](mailto:dlong@nthurston.k12.wa.us); [denise.kennedy@bremertonschools.org](mailto:denise.kennedy@bremertonschools.org); [chellel@ckschools.org](mailto:chellel@ckschools.org); [csheridan@asd103.org](mailto:csheridan@asd103.org); [jason\\_thompson@msvl.k12.wa.us](mailto:jason_thompson@msvl.k12.wa.us); [cleonard@wsps.net](mailto:cleonard@wsps.net)  
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**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** ["admin@wspsa.net"](#)  
**Date:** Sunday, October 15, 2017 6:46:43 PM  
**Attachments:** [WSPA minutes 6.8.17.docx](#)

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WSPA Board Retreat  
Sleeping Lady Resort  
June 2017

Meeting opened at 9:35 by Debbie Carter, outgoing president

Present: Debbie Carter, outgoing president, Edmonds SD; Kurt Schonberg, incoming president, Oak Harbor SD; Cathi Price co-rep region 4; Janet Hodson, incoming secretary, Federal Way SD; Valerie Burkhauser, outgoing secretary, Auburn SD; Jason Tompson, co-rep region 6; Connie Sheridan, co-rep region 6; Jennifer Tottenham, WSPA Coordinator, Lisa Turner, WSPA treasurer Wenatchee SD; Kim Harmon, co-rep region 1; Jane Rauch, co-rep region 1; Chelle Lente, co-rep region 5; co rep Denise Kennedy – co-rep region 5; Marilyn Boerke, region 3 Camas SD; Shaun Carey, president-elect; Curtis Leonard, executive director WSPA, Debbie Leighton, past-president, Toni Neidhold, co-rep region 6 south Pasco SD; Dawn Long, co-rep region 4

Welcome – Debbie Carter

Passed the torch from to incoming president Kurt Schonberg, Oak Harbor SD. Kurt introduced himself and asked everyone to give a brief introduction followed by a yearly review of each region and/or program.

Curtis Leonard, Executive Director – Year in Review

Spent the year connecting with other organizations WASA, WASBO – Business; National AASPA, ERNN (Employee Relations Negotiation Network) bargaining support for superintendents, TPEP/HR trainings 6-7 times; making sure we know who our colleagues are and that they know about WSPA and what we provide to employees.

Region Reports:

- Region 6 – Connie/Jason –Edmonds to Blaine ESD 189 – Proposed having admin staff and classified staff meetings so that everyone is not out at the same time. They were intentional about what was presented at their region meetings; did their best to schedule around conferences and workshops. Encouraged new employees to join in. They feel area they are lacking in is training for classified admin. They don't provide all the PD necessary to deal with HR issues. Met at the ESD this year – close knit region so have good communication through email and have good attendance at workshops. Their region will get together for bargaining too.
- Region 5 – Chelle/Denise – Peninsula area ESD 114 - This year they offered employee assistance stress toolkit – not a great presenter but great discussion after she left; they did a book study - Five languages of Appreciation in the Workplace. Curtis presented on social media and public education and we invited principals to attend – good open dialogue. Pt Townsend – trying to travel both ends of the region presenting a variety of agenda topics and finding out what is going on in each district and what are the challenges. Betsy Reed (attorney) presented on reasonable accommodations - excellent workshop. Spent time talking about the upcoming conference. Offered and Starbucks Amazon gift card drawing to anyone who responded to inquiry about alternative routes to education, fingerprinting w/OSPI, WSPCI conversion, sick leave for all employees.



- Region 4 – Cathi/Shawn North Thurston to Renton ESD 113 & 121. Had a minimum of 3 meetings. Most recent presentation on archiving records – Archivist from OSPI: Electronic records, vendor use, archiving requirements, Puyallup is dedicated to electronic records and can provide insight into the process. Franklin Pierce is also looking at electronic records but is moving a little slower. Speaker did a nice job but dry wit, not the most engaging speaker. Had a presentation by Curtis on Satanic clubs – where they are coming from, why are they around. Updates on TPEP Cheryl Lidon; Maria Flores PESB teacher certification. Dawn Long is new incoming co-rep; Cathi Price will continue one more year; Stacia Dorman - secretary,
- Region 3 Marilyn – Lower Columbia River ESD 112. Hosted state WSPA conference; had a question about how regions do meetings; are they quarterly? Looking at the archivist who presented at conference to come and present at a meeting; other options were FMLA, PESB certification.
- Region 2 South Toni - Ipanco Central WA ESD 105 & 123. 5 meetings - missed a couple due to weather. Presentations on leaves, complicated leaves, L w/o Pay; Curtis presented legal updates; David Kinneman – certification. Looking for legislative updates to update para certification.
- Region 2 North Heather – Central WA ESD 171 We met one time in fall – well attended. Need to do some recruitment of WSPA members. New gal in Ellensburg – inquired about information. Has not had focus on the region as we hoped with the split. Although we are split, we are one region and some will attend either/or. Eastmont, Wenatchee, Omak, Moses Lake participate and the others need some heavy recruiting to introduce them to why they should be coming to meetings. Still need another year to see if splitting works for them. Maybe can leverage the WASA/WSPA connection. Heather is region 2 rep. for next year.
- Region 1 Jane/Kim Inland Empire ESD 191 5 meetings – got some ideas from conference – much better attendance due to bargaining this year. Topics on coaches; transgender - Curtis; nonrenewal of provision teachers; light duty; code of professional conduct when to report to OSPI – Catherine Slaegle. Employee misconduct Curtis and Rick Kaiser pretty good attendance, is there any feedback? Having meeting at restaurant was a good idea; good year

#### Secretary Report

2 corrections – Kurt and Darrell (HELP) Region 3 not 2

Approved minutes – Lisa; motioned; Shawn Carey 2<sup>nd</sup>

#### Attendance at Retreat:

Co-reps – outgoing do not attend retreat – continuing and incoming do attend, assignments are staggered so there are not two new region reps at the same time.

Outgoing executive board member attends the retreat.

Voting – only have one vote per region

What about region 2 one or two votes; both get to vote

## Membership update

Increase in membership – we currently have the most members ever. How do we get the word out to smaller districts who are not currently participating? Executive assistant training for small superintendent run districts. Marketing issue. Questioned whether membership dues are cost prohibitive - \$1100 up to 10 memberships and allows anyone in the organization to attend conference at member price; free membership to HELP boot camp (question will be will they renew when not in HELP)

Other memberships: There are 40 Administrator who are not HR - will report back if they stay on.

Do we want to see change in membership dues? Currently \$125

Discussion: 5 yrs ago said should increase – we have not increased over that time;

2 competing ideas. We are a great value. Dues significantly lower than our competitors. We are currently trying to spend down our money (budget overage). WASA \$880 WASBO \$600

Debbie Curtis talked about the “why” we raise dues but instead lower cost to attend workshops, presentations. Lisa – possibly expand our benefits outside of HR.

## Break

Resumed at 11:09

HELP – Jane reported: working with City U; using blackboard for turning in papers and advisory board; positive responses. Training:

Spring - Job descriptions 55 in morning and 67 in afternoon; 31 non WSPA members attended

Summer Help July 10-14 Doubletree hotel at South Center, no other hotel in area to accommodate rates at \$199 up \$10 Suggestions for other hotels.

Boot Camp July 10-12 all presenters lined up

Help 1 Mandatory training, Shelly Holt

Help 3 OSPI Equity and Civil Right, Title IV transgender issues

Registration for HELP is up from last year

H1 14

H2 9

H3 5

Bootc 21

½ day 11

Help III will come back for the Thur night event. Gordy Linse coming back to talk on Restoring Your Joy and retaining it throughout the year.

Caprice Hollins – Race Relations in 21<sup>st</sup> century

Three sponsors this year \$200 toward the event. Be there on Tuesday. Vendor table.

No speaker for summer 2018 – any suggestions on big topics

Shaun – trauma informed practices – working with students with impacted background

Advisory meeting on the 9<sup>th</sup> and will ask for suggestions there too

Updated brochures – handed out at last board meeting Sent out to all districts and ESDs. Any feedback will be helpful.

Word of mouth and positive feedback – more help recipients contacting her. Rigor is different which the participants appreciated. Getting back the credit possibility.

Melissa Becham 3 WSPA taking classes for SHRM 6 who have enrolled in degree program.

Schedule out further Summer 2020 is later in July as the ESD is booked up.

Advisory board meets 3 times – before HELP week, before conference, before Law conference  
Advisory can grade from home now and don't have to take time that week to be in attendance.

Pay for speakers from eastern WA to encourage more participation.

Kurt encouraged a 5 year plan to see what enhancements might add value to the program.

Would like to see some professional development for classified administrators, supervisors, managers – the current boot camp does not meet the niche.

Suggestion M, T, W one strand; W, Th, F another strand with Wednesday overlap

More training for office staff not in administrative staff. Do's Don'ts What is HR "New to HR"

Lunch

Resume meeting at 1 pm

Treasurer's report: Lisa Turner

Reported net revenue \$194,309.85

Board meeting expenses will go up then we will not see any additional expenses for this year:

\$197,593.70

We are operating at a loss, which we predicted

Question: Has there been a transfer for the Randy Hathaway Fellowship? 10K is not a set amount, we transfer what is needed. We have a need for some of the processes to be in writing.

Why do we roll over expenses from year-to-year? Jennifer said that is the way we have always done it.

Revenue before stipend and revenue after stipend – can we list this way (Sure)

Journal entries can be done to reflect the actual year.

\$675 is the S275 manual

Region costs: Each region receives \$500 to use for meeting expenses. To date the expense column shows what has been turned in. Need to educate regions on the use of the money. What is the money intended for?

This is the first year we are actually showing a loss but we have wanted to spend down.

Looked at Balance Sheet and Total Liabilities and Equity \$382,624.11

Need to have reasonable reserves as a nonprofit. We have been budgeting planned loss.

Net income – does not reflect what is coming in year-to-date.

Audit report – Debbie Leighton

Did not have audit the first year Jennifer Tottenham was here. Therefore it is double in length this year. 14-15; 15-16. Overall things looked good for 14-15. Betsy Hunter, Deb Leighton – both former treasurers did the audit

**Recommendations:**

Concerns expressed about contracted CPA. Equip not on a depreciation schedule, revision on taxes because of that for last 2 yrs. Robin did not have nonprofit experience so board paid for some consulting to learn about it. She has not completed our last year taxes and an extension was requested. Audit concert: don't think she is providing the service we need. Suggest we change CPA as it puts our organization at risk. Talked with Jennifer about completeing an online course on quick book so our treasurer and Jennifer can look at real time revenue and expense.

Some inconsistency on the profit and loss report. Some regions collected money for region baskets, turned in to Jennifer Tottenham and then distributed back out. Recommend that if the region collects, they should spend it and not run it through our books. Region 4 had a checking account but that acct had to go away.

Fellowship Award – some suggestions have to be made for updating.

Debbie Leighton entertained the idea of new CPA - Should have experience in nonprofit. Kurt made recommendation of Williams and Nulle, recommended by Desha Furin in Anacortes WA

Questions around: Is price point or cost a consideration? Will they bill within the budget year? Itemized bill?

Consider cost, performance over time, references

Audit the books for the past 2 yrs.

Find some ways to look at our books differently, could be jeopardizing our non profit status

Should have a quarterly review

WSPA audit is different from financial audit.

Accountant is at-will , can change any time.

What board action is required to empower president to hire an accountant.

**Motion to have president seek a new CPA that specializes in nonprofit, set down responsibilities Lisa Turner made the motioned and Cathi Price 2<sup>nd</sup> Motion passed unanimously**

Mentor Proposal – Kurt

Board members read through the proposal. Jane asked if the region rep would be responsible for matching mentors.

Kurt talked about the various classified employees in his office and took the initiative in his surrounding area for a sub expert, executive assts, exec directors, etc. Honor those that are doing the work as a mentor.

Could someone get mentoring if they are not HR professionals such as the asst supt ?

On a small level, maybe we should be starting with boot camp.

Connie stated she would not be interested in having to track and be responsible for spending more time when

Professional responsibility.

Can a mentor be a mentor for more than one person and how would that work into our auditing, 1099 etc.

Lisa T – loved the idea not sure about the functionality. I would like to create a way to sit with them like a lunch buddy. Have to have someone to facilitate an activity.

Janet suggested we start with a list of volunteer mentors from each region who are willing to serve as a mentor and new people in the business can contact WSPA for information.

Debbie Carter – I think it is my profession responsibility to mentor those in this profession. I don't know that 6 hours for \$300 is what is necessary. How do we do a structure program but what is the need and how do we provide the correct support.

Kurt asked the question – when we get new people, how do we notify new members of the resources to contact. How do they connect with region rep.

What is WSPA onboarding. Meet and Greet. Scavenger hunt

Program and Calendar Review - Curtis

\*Draft calendar – July on schedule for HELP. July 9 advisory meeting at DoubleTree.

\*S-275 training – done with WASBO each year – have not finalized training. Are we going to offer it and if not are we offering the manual. Has not been updated for 2 years. There have been webinars. ESD 171 does the S275 so we might be able to tap into them as a trainer. Tina Thompson – Connie Tina Konsmo, Charlene Edwards, Lora Sargent (possible next year) Meredith Colvin, Kelly Sherry. Lindsey in Tumwater

Mid-September would be a good time to calendar since August is too soon this year. Wait on legislature information, S275 manual needs to be updated.

Is the week before the law conference too late? Week of October 2<sup>nd</sup>?

One on site and video tape for 2<sup>nd</sup> one on west side? Contact information if questions.

Sherrie Evans said she is willing to do a webinar and we could ask her to do the advance class.

Jennifer asked who will contact the potential trainers.

Connie will contact Tina Thompson

\$1500 stipend;

Name(s) of board members to update

Dates

Name of presenters: Connie S is checking with Tina and Kim is checking with Spokane.

Jennifer will contact Doubletree in South Center; ESD in Spokane October 2, 3, 5

Need two dates in Tukwila for the viewing of video

Do we want to have a joint conference with WASBO, Curtis will work with WASBO

\*Employee misconduct and investigations – should we offer again – Yes

Both sides of state – Yes

Dates are in November 3 Tukwila; 17 Spokane

January bargaining – continuing? Curtis will work with Porter Foster for a date. Avoid holiday and ERNN conference Preference was earlier in the month.

Offer member price for everyone member and non member.

Topics may be the same as last year with some updates. Bring different people to get more people trained. Usually bargaining with different groups.

Board meeting on Sunday before law conference and annual conference.

Career Fair

Timing of it? Too early?

Oregon is having their April 3

Keep the price at \$20 for registration

Offered the meal for vendors – value added – Auburn had an issue with the food service as they had someone who brought their own food and they were not allowed to sit at the tables. Jennifer will talk with the T Dome

Board Retreat June 7, 8 2018

POG – available to purchase, needs to be updated, requests have come in, stand alone, region meeting, webinar

Was in Ellensburg, warped into HELP

POG is updated per Debbie Carter

POG is offered free with membership. How do members get access? Marilyn is new and she had no idea about POG.

Could offer in spring HELP session.

Pre-conference subject?

Randy Hathaway Fellowship Award – district membership additional applied

District said they give the membership to administrators and not necessarily to their office staff

Therefore, additional are not eligible

Table the pricing and talk it under budget after break.

Two items Meredith Colvin

Clark Newbar in Seattle with Paggett

Budget proposal 2017-18

Question: Law Conference member \$300 non-member \$400; Early bird m \$250 non-member \$325

Tina Turner – do we have a membership goal?

Current location - we are at capacity.

Curtis stated that not all 300+ districts have at least one person at the law conference.

HELP cost – why so high. Deters smaller districts. Facilities, food, doubletree services, ESD, City U access, speaker cost.

Suggestions for marketing:

Why not offer more Randy Hathaway Scholarships? Can't get people to apply

What are we giving them for their dollars.

New member packet – benefits

Extend membership to any non-member – free membership for the year when they register for any conference; they are getting a one time free membership or free conference. Law bargaining, annual boot camp HELP participants

**Motion to accept – Connie Sheridan Cathi Price 2<sup>nd</sup> Motion passed unanimously**

Compensation for our employees –

Curtis Leonard -

Jennifer Tottingham

Jane Rausch

Debbie Carter – conducted performance eval with Curtis and Jennifer. Recommendation to talk about compensation

Curtis has been asked and accepted continuing – Curtis has done a lot this year moving our purpose mission vision with other organizations: TPEP WASA Ernn board member connected with ESDs behind the scenes work

He helped Jennifer in transitioning in - her 2<sup>nd</sup> year complete in July. Curtis had to learn alongside of Jennifer with the absence of Chris Callaham. Established some communication tools.

Talked about cost of living adjustment – 2% for Curtis last year, no recommendation for Jennifer Tottenham as she was new and started at the outgoing secretary wage. Recommendation for Curtis – cost of living but additional % for the additional work Curtis has done. 4% increase \$69,680

Want to support her financial competence and knowledge, need base knowledge to know right question to ask. Accounting 101 – she has enrolled and quick books. She appears to be at a proficient level in her position. She is also very committed to this organization. Recommendation to compensation: 1.5% cost of living plus pay for the accounting and quick book. \$53,795 plus cost of courses.

Questions:

Does Jennifer have any other work commitments? No

No established 40 hr work week; works out of her home; time fluctuates based on events going on.

Going a midyear eval conference so they have time to reflect on the information.

October and Feb with Jennifer to see how comfortable she is getting with training.

Cathi Price motioned to accept proposed recommendation/proposal for the increase of 1.5% for Jennifer and 4% for Curtis Debbie Leighton amended the motion to add line item for the cost of courses for Jennifer Tottenham not to exceed ? \$3475 to bottom line

2<sup>nd</sup> by Connie Sheridan

Unanimous yea

Day 2

Not present: Connie Sheridan

Curtis – recognition since 2006 11 years will not be at Sleeping Lady next year

School Law Conference – Curtis

Theme: Getting it Right

Feedback: Write on the pad, please write on pad list of topic you would like to see and those you don't want to see again.

Comments: Lisa stated that it would be helpful to have the reception space more inviting to someone who does not know many folks so not always inviting.

Suggested making an announcement of who is new so other can reach out to them; table topic; ribbon on their tag as first attendee

Annual conference: Denise and Chelle

Venue: Clearwater Resort and Casino, on site visit the end of June

Theme: WSPA Olympic – strength through unity (Olympic year)

Save the date card

Baskets could be sports or countries

Have people for committee

Gift bags will be clear

Nathan Adrienne – Olympic athlete from Bremerton Speaker

Breakouts – self care option for each breakout, how to leave it at the door

Ideas of topics to use or not use; speakers

Suggestion for breakout topic on self-care: EAP – what is it and why use it?

Lessons learned – paint and sip and comedian when over well; room identification; separating vendors from rooms, too crowded; Vest were identifiable; gifts for presenters; technology support was invaluable; key note Superintendent from area;

Need to confirm and sign contract, meeting in different locations throughout the region for planning

Questions: preconference? Day three?

Tuesday night banquet and recognition – want people to stay but if I have to stay Tuesday night I want session to go to sessions. Those that travel a distance – want the trip worthwhile

Hard to predict what are the big sessions – need to build in capacity; at least a variety

Tables in breakout rooms in preferred. Register for session in advance; Kahoot survey.

Vendor space – is it close, how much room,

2019 – Tri-City WSPA Conference Region 2 north/south

2020 – Region 6 Semiahmoo (nothing to do in the evening for on your own activity, isolated)

Legislative – hired Lee Goeke to keep update on what is going on. He is a Liaison. Liaison vs Lobbyist. We have not had a full or part time lobbyist for WSPA What is our role Do we want to look into this further Lee is not the guy who is interested He provides information of what is going on. Other large organizations have a lobbyist. We are a more mom/pop organization. Kurt suggested that we couple with rate increase.

Lee at 10K and lobbyist of 5x more. Rationale for increase to help support this organization. Shaun – survey our members to see what they think. Get emails about “what is our position?” We have not been involved politically. Some organization share a lobbyist. We should have a person who is involved with multiple org who share our interests. First: gather information and understand the rate increase. \$25 x 600 members would be \$15K. Currently paying Lee \$10K. Ask how much of a rate increase would you support. Need to vote on at next general business meeting. So at least a year out. Don’t need a liaison and a lobbyist. Lobbyist does not necessarily send out information to the group. May need both but depends on the lobbyist.

Survey before law conference

Information presented at general membership meeting

What rate increase would be support

Is anyone interested

Reminder about information Lee just sent out

What issues are concerns Debbie Leighton – endorsement changes, in May email went out to HR Elementary ed endorsement PE fitness/health endorsement Music as well; Will have to report as out of endorsement now. Lisa Turner sent an email and final determination will be made this fall about the change. Board will not hear until Sept. Send a letter attention PESB Send letter from out board and also instruct other district to send one also. David Brenna David Kinnanan Propose Curtis and Kurt draft a letter to PESB on behalf of WSPA regarding endorsement issues



Send out to other school district superintendent and ESDs to encourage their voice on the issue  
Value added for membership

Leave for substitutes – no way for sub to report leave. Who manages the data. Monetary impact on the district. They can take it for an hour. Do you have to be assigned for a job in order to access sub sick leave. Problematic.

Impacting bargaining with PSE – minimum wage increase. The gap is closing because they may already be making more than minimum. Treating paras like teachers; want planning.

Budget Proposal – showing changes from Thursday's review and suggested changes

Quick Book \$768 add another \$1000 to supplies or technology. Is that the price of multiple users?

There is a multi-user fee.

New line item is Ex Asst PD

Adjustment to ex dir contract and ex asst contract

Date at top 17-18

Effective September 1 2017

Training can begin before September

Motion to accept Debbie carter 2<sup>nd</sup> Debbie Leighton

Bylaw review – Curtis stated there are things in the by-laws that were put in many years ago that we do not do. Has to go to member

Article 3 - last sentence All board members

Jennifer will put changes into the document so members can see the changes and send out to membership at the end of September if not before the end of June.

Board discussion and action items – Curtis

Early bird – most people are registeri g early discussion to just have early bird. No, want the incentive.

Marketing and expanding: get to objective of WSPA to be a resource for all district in the state. Want to provide some direction for marketing efforts.

Receive list of district within the region - ESD should have a list. Work with jennifer to identify who are not members. Jennifer will create in a shared drive. Goal would be to send message to include them into organization. Link to website (become a member) here is what we offer. Highlights conferences and conferences, course offerings, Help, who to contact/mentors, Top topics and who to call in the region (regional resource directory) etc. Do this in the fall. Action: Curtis and Jennifer will collaborate on this issue. Visit districts for smaller districts.

All meeting schedules are not on the website.

S275 – names of individuals and game plan for action items:

Jennifer is going to set the date, time room; Connie will contact Tina Thompson and Sherry Evans.

Curtis will contact WASBO. Board will update the manual.

East side: Stephanie Drake and Jean Sander Kim contacting them.

West side: Meredith Colberg, Tina Konsmo, Charlene Edwards. Cathi Price contacting  
Request presenters update the information of the S275 materials.

Randy Hathaway – Designated by region, 2 slots each; 12 each year. Send out a reminder.  
Option 1 - change form so clear that you have to be a member not just the district member  
Option 2 - district member more than one year – if they are not personally a member they are not eligible.  
Option 3 – if no paid member then additional HR staff could apply  
Change the structure of district member  
Discussion: we might be trying to solve a problem that does not affect more than a couple district.  
No additional action taken on this item

Legist liaison/lobbying/dues increase:  
Bylaws – send out to presidents after updated  
Send out by email for vote

Kurt and Curtis working on letter to PESB  
Law conference Curtis  
Annual conference – region 6

HELP – one time only membership (year 1)

Fall meetings – keep it light, social, and inclusive.  
Suggestion- start later on day 2 to end by noon.  
Annual retreat closed at 11:05

Swag -

**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [kschonberg@ohsd.net](mailto:kschonberg@ohsd.net); [scarey@fpschools.org](mailto:scarey@fpschools.org); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [jhodson@fwps.org](mailto:jhodson@fwps.org); [turner.l@wenatcheeschools.org](mailto:turner.l@wenatcheeschools.org); [jane.rausch@rsdmail.org](mailto:jane.rausch@rsdmail.org); [kimha@spokaneschools.org](mailto:kimha@spokaneschools.org); [crail.h@wenatcheeschools.org](mailto:crail.h@wenatcheeschools.org); [tneidhold@psd1.org](mailto:tneidhold@psd1.org); [marilyn.boerke@camas.wednet.edu](mailto:marilyn.boerke@camas.wednet.edu); [cathibp@msn.com](mailto:cathibp@msn.com); [dlong@nthurston.k12.wa.us](mailto:dlong@nthurston.k12.wa.us); [denise.kennedy@bremertonschools.org](mailto:denise.kennedy@bremertonschools.org); [chellel@ckschools.org](mailto:chellel@ckschools.org); [cs Sheridan@asd103.org](mailto:cs Sheridan@asd103.org); [jason\\_thompson@msvl.k12.wa.us](mailto:jason_thompson@msvl.k12.wa.us); [cleonard@wsps.net](mailto:cleonard@wsps.net)  
**Subject:** WSPA June Board minutes  
**Date:** Sunday, October 15, 2017 8:49:00 PM  
**Attachments:** [Board Minutes JUNE RETREAT 2017.docx](#)

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Hello everyone,

Thank you for attending the board meeting this evening. Your input is valuable to the organization and your time is appreciated. Thank you!

The minutes of the June retreat are attached for your review. Please let me know of any corrections or question.

Thank you,

Jennifer

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**From:** admin@wsps.net  
**Sent:** Thursday, October 12, 2017 7:22 PM  
**To:** 'kschonberg@ohsd.net'; 'scarey@fpschools.org' <scarey@fpschools.org>; 'carterd@edmonds.wednet.edu' <carterd@edmonds.wednet.edu>; 'jhodson@fwps.org' <jhodson@fwps.org>; 'turner.l@wenatcheeschools.org' <turner.l@wenatcheeschools.org>; 'jane.rausch@rsdmail.org' <jane.rausch@rsdmail.org>; 'kimha@spokaneschools.org' <kimha@spokaneschools.org>; 'crail.h@wenatcheeschools.org' <crail.h@wenatcheeschools.org>; 'tneidhold@psd1.org' <tneidhold@psd1.org>; 'marilyn.boerke@camas.wednet.edu' <marilyn.boerke@camas.wednet.edu>; 'cathibp@msn.com' <cathibp@msn.com>; 'dlong@nthurston.k12.wa.us' <dlong@nthurston.k12.wa.us>; 'denise.kennedy@bremertonschools.org' <denise.kennedy@bremertonschools.org>; 'chellel@ckschools.org' <chellel@ckschools.org>; 'cs Sheridan@asd103.org' <cs Sheridan@asd103.org>; 'jason\_thompson@msvl.k12.wa.us' <jason\_thompson@msvl.k12.wa.us>; cleonard@wsps.net  
**Subject:** Reminder: WSPA October Board Meeting 10/15/17

Dear Board Members,

We look forward to seeing each of you next week at our Board meeting and the School Law Conference.

### WSPA Board Meeting

- Sunday, October 15
- 7:00 pm – dinner on your own
- DoubleTree by Hilton at Southcenter – Paradise Room

**Please review the following housing/travel information and do not hesitate to let me know if you have any questions. Thank you!**

- WSPA will cover the cost of your lodging for Sunday, October 15. I will coordinate with the DoubleTree to have your Sunday room charges moved to our master account.
- Reimbursement forms will be made available for your mileage expenses and Sunday night meal.
  - Please note that you will be required to provide an itemized receipt for your meal and that we are unable to reimburse for alcoholic beverages. Please check with your server to ensure you receive an itemized receipt and not just a copy of your credit/debit charge. Please and thank you!

Please let me know if you have any questions or if I may be of any further assistance.

Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspa.net/>



WSPA Board Retreat  
Sleeping Lady Resort  
June 2017

Meeting opened at 9:35 by Debbie Carter, outgoing president

Present: Debbie Carter, outgoing president, Edmonds SD; Kurt Schonberg, incoming president, Oak Harbor SD; Cathi Price co-rep region 4; Janet Hodson, incoming secretary, Federal Way SD; Valerie Burkhauser, outgoing secretary, Auburn SD; Jason Tompson, co-rep region 6; Connie Sheridan, co-rep region 6; Jennifer Tottenham, WSPA Coordinator, Lisa Turner, WSPA treasurer Wenatchee SD; Kim Harmon, co-rep region 1; Jane Rauch, co-rep region 1; Chelle Lente, co-rep region 5; co rep Denise Kennedy – co-rep region 5; Marilyn Boerke, region 3 Camas SD; Shaun Carey, president-elect; Curtis Leonard, executive director WSPA, Debbie Leighton, past-president, Toni Neidhold, co-rep region 6 south Pasco SD; Dawn Long, co-rep region 4

Welcome – Debbie Carter

Passed the torch from to incoming president Kurt Schonberg, Oak Harbor SD. Kurt introduced himself and asked everyone to give a brief introduction followed by a yearly review of each region and/or program.

Curtis Leonard, Executive Director – Year in Review

Spent the year connecting with other organizations WASA, WASBO – Business; National AASPA, ERNN (Employee Relations Negotiation Network) bargaining support for superintendents, TPEP/HR trainings 6-7 times; making sure we know who our colleagues are and that they know about WSPA and what we provide to employees.

Region Reports:

- Region 6 – Connie/Jason –Edmonds to Blaine ESD 189 – Proposed having admin staff and classified staff meetings so that everyone is not out at the same time. They were intentional about what was presented at their region meetings; did their best to schedule around conferences and workshops. Encouraged new employees to join in. They feel area they are lacking in is training for classified admin. They don't provide all the PD necessary to deal with HR issues. Met at the ESD this year – close knit region so have good communication through email and have good attendance at workshops. Their region will get together for bargaining too.
- Region 5 – Chelle/Denise – Peninsula area ESD 114 - This year they offered employee assistance stress toolkit – not a great presenter but great discussion after she left; they did a book study - Five languages of Appreciation in the Workplace. Curtis presented on social media and public education and we invited principals to attend – good open dialogue. Pt Townsend – trying to travel both ends of the region presenting a variety of agenda topics and finding out what is going on in each district and what are the challenges. Betsy Reed (attorney) presented on reasonable accommodations - excellent workshop. Spent time talking about the upcoming conference. Offered and Starbucks Amazon gift card drawing to anyone who responded to inquiry about alternative routes to education, fingerprinting w/OSPI, WSPCI conversion, sick leave for all employees.

- Region 4 – Cathi/Shawn North Thurston to Renton ESD 113 & 121. Had a minimum of 3 meetings. Most recent presentation on archiving records – Archivist from OSPI: Electronic records, vendor use, archiving requirements, Puyallup is dedicated to electronic records and can provide insight into the process. Franklin Pierce is also looking at electronic records but is moving a little slower. Speaker did a nice job but dry wit, not the most engaging speaker. Had a presentation by Curtis on Satanic clubs – where they are coming from, why are they around. Updates on TPEP Cheryl Lidon; Maria Flores PESB teacher certification. Dawn Long is new incoming co-rep; Cathi Price will continue one more year; Stacia Dorman - secretary,
- Region 3 Marilyn – Lower Columbia River ESD 112. Hosted state WSPA conference; had a question about how regions do meetings; are they quarterly? Looking at the archivist who presented at conference to come and present at a meeting; other options were FMLA, PESB certification.
- Region 2 South Toni - Ipanco Central WA ESD 105 & 123. 5 meetings - missed a couple due to weather. Presentations on leaves, complicated leaves, L w/o Pay; Curtis presented legal updates; David Kinneman – certification. Looking for legislative updates to update para certification.
- Region 2 North Heather – Central WA ESD 171 We met one time in fall – well attended. Need to do some recruitment of WSPA members. New gal in Ellensburg – inquired about information. Has not had focus on the region as we hoped with the split. Although we are split, we are one region and some will attend either/or. Eastmont, Wenatchee, Omak, Moses Lake participate and the others need some heavy recruiting to introduce them to why they should be coming to meetings. Still need another year to see if splitting works for them. Maybe can leverage the WASA/WSPA connection. Heather is region 2 rep. for next year.
- Region 1 Jane/Kim Inland Empire ESD 191 5 meetings – got some ideas from conference – much better attendance due to bargaining this year. Topics on coaches; transgender - Curtis; nonrenewal of provision teachers; light duty; code of professional conduct when to report to OSPI – Catherine Slaegle. Employee misconduct Curtis and Rick Kaiser pretty good attendance, is there any feedback? Having meeting at restaurant was a good idea; good year

#### Secretary Report

2 corrections – Kurt and Darrell (HELP) Region 3 not 2

Approved minutes – Lisa; motioned; Shawn Carey 2<sup>nd</sup>

#### Attendance at Retreat:

Co-reps – outgoing do not attend retreat – continuing and incoming do attend, assignments are staggered so there are not two new region reps at the same time.

Outgoing executive board member attends the retreat.

Voting – only have one vote per region

What about region 2 one or two votes; both get to vote

## Membership update

Increase in membership – we currently have the most members ever. How do we get the word out to smaller districts who are not currently participating? Executive assistant training for small superintendent run districts. Marketing issue. Questioned whether membership dues are cost prohibitive - \$1100 up to 10 memberships and allows anyone in the organization to attend conference at member price; free membership to HELP boot camp (question will be will they renew when not in HELP)

Other memberships: There are 40 Administrator who are not HR - will report back if they stay on.

Do we want to see change in membership dues? Currently \$125

Discussion: 5 yrs ago said should increase – we have not increased over that time;

2 competing ideas. We are a great value. Dues significantly lower than our competitors. We are currently trying to spend down our money (budget overage). WASA \$880 WASBO \$600

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Boot Camp July 10-12 all presenters lined up

Help 1 Mandatory training, Shelly Holt

Help 3 OSPI Equity and Civil Right, Title IV transgender issues

Registration for HELP is up from last year

H1 14

H2 9

H3 5

Bootc 21

½ day 11

Help III will come back for the Thur night event. Gordy Linse coming back to talk on Restoring Your Joy and retaining it throughout the year.

Caprice Hollins – Race Relations in 21<sup>st</sup> century

Three sponsors this year \$200 toward the event. Be there on Tuesday. Vendor table.

No speaker for summer 2018 – any suggestions on big topics

Shaun – trauma informed practices – working with students with impacted background

Advisory meeting on the 9<sup>th</sup> and will ask for suggestions there too

Updated brochures – handed out at last board meeting Sent out to all districts and ESDs. Any feedback will be helpful.

Word of mouth and positive feedback – more help recipients contacting her. Rigor is different which the participants appreciated. Getting back the credit possibility.

Melissa Becham 3 WSPA taking classes for SHRM 6 who have enrolled in degree program.

Schedule out further Summer 2020 is later in July as the ESD is booked up.

Advisory board meets 3 times – before HELP week, before conference, before Law conference  
Advisory can grade from home now and don't have to take time that week to be in attendance.

Pay for speakers from eastern WA to encourage more participation.

Kurt encouraged a 5 year plan to see what enhancements might add value to the program.

Would like to see some professional development for classified administrators, supervisors, managers – the current boot camp does not meet the niche.

Suggestion M, T, W one strand; W, Th, F another strand with Wednesday overlap

More training for office staff not in administrative staff. Do's Don'ts What is HR "New to HR"

Lunch

Resume meeting at 1 pm

Treasurer's report: Lisa Turner

Reported net revenue \$194,309.85

Board meeting expenses will go up then we will not see any additional expenses for this year:  
\$197,593.70

We are operating at a loss, which we predicted

Question: Has there been a transfer for the Randy Hathaway Fellowship? 10K is not a set amount, we transfer what is needed. We have a need for some of the processes to be in writing.

Why do we roll over expenses from year-to-year? Jennifer said that is the way we have always done it.

Revenue before stipend and revenue after stipend – can we list this way (Sure)

Journal entries can be done to reflect the actual year.

\$675 is the S275 manual

Region costs: Each region receives \$500 to use for meeting expenses. To date the expense column shows what has been turned in. Need to educate regions on the use of the money. What is the money intended for?

This is the first year we are actually showing a loss but we have wanted to spend down.

Looked at Balance Sheet and Total Liabilities and Equity \$382,624.11

Need to have reasonable reserves as a nonprofit. We have been budgeting planned loss.

Net income – does not reflect what is coming in year-to-date.

Audit report – Debbie Leighton

Did not have audit the first year Jennifer Tottenham was here. Therefore it is double in length this year. 14-15; 15-16. Overall things looked good for 14-15. Betsy Hunter, Deb Leighton – both former treasurers did the audit

**Recommendations:**

Concerns expressed about contracted CPA. Equip not on a depreciation schedule, revision on taxes because of that for last 2 yrs. Robin did not have nonprofit experience so board paid for some consulting to learn about it. She has not completed our last year taxes and an extension was requested. Audit concert: don't think she is providing the service we need. Suggest we change CPA as it puts our organization at risk. Talked with Jennifer about completeing an online course on quick book so our treasurer and Jennifer can look at real time revenue and expense.



Some inconsistency on the profit and loss report. Some regions collected money for region baskets, turned in to Jennifer Tottenham and then distributed back out. Recommend that if the region collects, they should spend it and not run it through our books. Region 4 had a checking account but that acct had to go away.

Fellowship Award – some suggestions have to be made for updating.

Debbie Leighton entertained the idea of new CPA - Should have experience in nonprofit. Kurt made recommendation of Williams and Nulle, recommended by Desha Furin in Anacortes WA

Questions around: Is price point or cost a consideration? Will they bill within the budget year? Itemized bill?

Consider cost, performance over time, references

Audit the books for the past 2 yrs.

Find some ways to look at our books differently, could be jeopardizing our non profit status

Should have a quarterly review

WSPA audit is different from financial audit.

Accountant is at-will , can change any time.

What board action is required to empower president to hire an accountant.

**Motion to have president seek a new CPA that specializes in nonprofit, set down responsibilities Lisa Turner made the motioned and Cathi Price 2<sup>nd</sup> Motion passed unanimously**

Mentor Proposal – Kurt

Board members read through the proposal. Jane asked if the region rep would be responsible for matching mentors.

Kurt talked about the various classified employees in his office and took the initiative in his surrounding area for a sub expert, executive assts, exec directors, etc. Honor those that are doing the work as a mentor.

Could someone get mentoring if they are not HR professionals such as the asst supt ?

On a small level, maybe we should be starting with boot camp.

Connie stated she would not be interested in having to track and be responsible for spending more time when

Professional responsibility.

Can a mentor be a mentor for more than one person and how would that work into our auditing, 1099 etc.

Lisa T – loved the idea not sure about the functionality. I would like to create a way to sit with them like a lunch buddy. Have to have someone to facilitate an activity.

Janet suggested we start with a list of volunteer mentors from each region who are willing to serve as a mentor and new people in the business can contact WSPA for information.

Debbie Carter – I think it is my profession responsibility to mentor those in this profession. I don't know that 6 hours for \$300 is what is necessary. How do we do a structure program but what is the need and how do we provide the correct support.

Kurt asked the question – when we get new people, how do we notify new members of the resources to contact. How do they connect with region rep.

What is WSPA onboarding. Meet and Greet. Scavenger hunt

Program and Calendar Review - Curtis

\*Draft calendar – July on schedule for HELP. July 9 advisory meeting at DoubleTree.

\*S-275 training – done with WASBO each year – have not finalized training. Are we going to offer it and if not are we offering the manual. Has not been updated for 2 years. There have been webinars. ESD 171 does the S275 so we might be able to tap into them as a trainer. Tina Thompson – Connie Tina Konsmo, Charlene Edwards, Lora Sargent (possible next year) Meredith Colvin, Kelly Sherry. Lindsey in Tumwater

Mid-September would be a good time to calendar since August is too soon this year. Wait on legislature information, S275 manual needs to be updated.

Is the week before the law conference too late? Week of October 2<sup>nd</sup>?

One on site and video tape for 2<sup>nd</sup> one on west side? Contact information if questions.

Sherrie Evans said she is willing to do a webinar and we could ask her to do the advance class.

Jennifer asked who will contact the potential trainers.

Connie will contact Tina Thompson

\$1500 stipend;

Name(s) of board members to update

Dates

Name of presenters: Connie S is checking with Tina and Kim is checking with Spokane.

Jennifer will contact Doubletree in South Center; ESD in Spokane October 2, 3, 5

Need two dates in Tukwila for the viewing of video

Do we want to have a joint conference with WASBO, Curtis will work with WASBO

\*Employee misconduct and investigations – should we offer again – Yes

Both sides of state – Yes

Dates are in November 3 Tukwila; 17 Spokane

January bargaining – continuing? Curtis will work with Porter Foster for a date. Avoid holiday and ERNN conference Preference was earlier in the month.

Offer member price for everyone member and non member.

Topics may be the same as last year with some updates. Bring different people to get more people trained. Usually bargaining with different groups.

Board meeting on Sunday before law conference and annual conference.

Career Fair

Timing of it? Too early?

Oregon is having their April 3

Keep the price at \$20 for registration

Offered the meal for vendors – value added – Auburn had an issue with the food service as they had someone who brought their own food and they were not allowed to sit at the tables. Jennifer will talk with the T Dome

Board Retreat June 7, 8 2018

POG – available to purchase, needs to be updated, requests have come in, stand alone, region meeting, webinar

Was in Ellensburg, warped into HELP

POG is updated per Debbie Carter

POG is offered free with membership. How do members get access? Marilyn is new and she had no idea about POG.

Could offer in spring HELP session.

Pre-conference subject?

Randy Hathaway Fellowship Award – district membership additional applied

District said they give the membership to administrators and not necessarily to their office staff

Therefore, additional are not eligible

Table the pricing and talk it under budget after break.

Two items Meredith Colvin

Clark Newbar in Seattle with Paggett

Budget proposal 2017-18

Question: Law Conference member \$300 non-member \$400; Early bird m \$250 non-member \$325

Tina Turner – do we have a membership goal?

Current location - we are at capacity.

Curtis stated that not all 300+ districts have at least one person at the law conference.

HELP cost – why so high. Deters smaller districts. Facilities, food, doubletree services, ESD, City U access, speaker cost.

Suggestions for marketing:

Why not offer more Randy Hathaway Scholarships? Can't get people to apply

What are we giving them for their dollars.

New member packet – benefits

Extend membership to any non-member – free membership for the year when they register for any conference; they are getting a one time free membership or free conference. Law bargaining, annual boot camp HELP participants

**Motion to accept – Connie Sheridan Cathi Price 2<sup>nd</sup> Motion passed unanimously**

Compensation for our employees –

Curtis Leonard -

Jennifer Tottingham

Jane Rausch

Debbie Carter – conducted performance eval with Curtis and Jennifer. Recommendation to talk about compensation

Curtis has been asked and accepted continuing – Curtis has done a lot this year moving our purpose mission vision with other organizations: TPEP WASA Ernn board member connected with ESDs behind the scenes work

He helped Jennifer in transitioning in - her 2<sup>nd</sup> year complete in July. Curtis had to learn alongside of Jennifer with the absence of Chris Callaham. Established some communication tools.

Talked about cost of living adjustment – 2% for Curtis last year, no recommendation for Jennifer Tottenham as she was new and started at the outgoing secretary wage. Recommendation for Curtis – cost of living but additional % for the additional work Curtis has done. 4% increase \$69,680

Want to support her financial competence and knowledge, need base knowledge to know right question to ask. Accounting 101 – she has enrolled and quick books. She appears to be at a proficient level in her position. She is also very committed to this organization. Recommendation to compensation: 1.5% cost of living plus pay for the accounting and quick book. \$53,795 plus cost of courses.

Questions:

Does Jennifer have any other work commitments? No

No established 40 hr work week; works out of her home; time fluctuates based on events going on.

Going a midyear eval conference so they have time to reflect on the information.

October and Feb with Jennifer to see how comfortable she is getting with training.

Cathi Price motioned to accept proposed recommendation/proposal for the increase of 1.5% for Jennifer and 4% for Curtis Debbie Leighton amended the motion to add line item for the cost of courses for Jennifer Tottingham not to exceed ? \$3475 to bottom line

2<sup>nd</sup> by Connie Sheridan

Unanimous yea

Day 2

Not present: Connie Sheridan

Curtis – recognition since 2006 11 years will not be at Sleeping Lady next year

School Law Conference – Curtis

Theme: Getting it Right

Feedback: Write on the pad, please write on pad list of topic you would like to see and those you don't want to see again.

Comments: Lisa stated that it would be helpful to have the reception space more inviting to someone who does not know many folks so not always inviting.

Suggested making an announcement of who is new so other can reach out to them; table topic; ribbon on their tag as first attendee

Annual conference: Denise and Chelle

Venue: Clearwater Resort and Casino, on site visit the end of June

Theme: WSPA Olympic – strength through unity (Olympic year)

Save the date card

Baskets could be sports or countries

Have people for committee

Gift bags will be clear

Nathan Adrienne – Olympic athlete from Bremerton Speaker

Breakouts – self care option for each breakout, how to leave it at the door

Ideas of topics to use or not use; speakers

Suggestion for breakout topic on self-care: EAP – what is it and why use it?

Lessons learned – paint and sip and comedian when over well; room identification; separating vendors from rooms, too crowded; Vest were identifiable; gifts for presenters; technology support was invaluable; key note Superintendent from area;

Need to confirm and sign contract, meeting in different locations throughout the region for planning

Questions: preconference? Day three?

Tuesday night banquet and recognition – want people to stay but if I have to stay Tuesday night I want session to go to sessions. Those that travel a distance – want the trip worthwhile

Hard to predict what are the big sessions – need to build in capacity; at least a variety

Tables in breakout rooms in preferred. Register for session in advance; Kahoot survey.

Vendor space – is it close, how much room,

2019 – Tri-City WSPA Conference Region 2 north/south

2020 – Region 6 Semiahmoo (nothing to do in the evening for on your own activity, isolated)

Legislative – hired Lee Goeke to keep update on what is going on. He is a Liaison. Liaison vs Lobbyist. We have not had a full or part time lobbyist for WSPA What is our role Do we want to look into this further Lee is not the guy who is interested He provides information of what is going on. Other large organizations have a lobbyist. We are a more mom/pop organization. Kurt suggested that we couple with rate increase.

Lee at 10K and lobbyist of 5x more. Rationale for increase to help support this organization. Shaun – survey our members to see what they think. Get emails about “what is our position?” We have not been involved politically. Some organization share a lobbyist. We should have a person who is involved with multiple org who share our interests. First: gather information and understand the rate increase. \$25 x 600 members would be \$15K. Currently paying Lee \$10K. Ask how much of a rate increase would you support. Need to vote on at next general business meeting. So at least a year out. Don’t need a liaison and a lobbyist. Lobbyist does not necessarily send out information to the group. May need both but depends on the lobbyist.

Survey before law conference

Information presented at general membership meeting

What rate increase would be support

Is anyone interested

Reminder about information Lee just sent out

What issues are concerns Debbie Leighton – endorsement changes, in May email went out to HR Elementary ed endorsement PE fitness/health endorsement Music as well; Will have to report as out of endorsement now. Lisa Turner sent an email and final determination will be made this fall about the change. Board will not hear until Sept. Send a letter attention PESB Send letter from out board and also instruct other district to send one also. David Brenna David Kinnanan Propose Curtis and Kurt draft a letter to PESB on behalf of WSPA regarding endorsement issues

Send out to other school district superintendent and ESDs to encourage their voice on the issue  
Value added for membership

Leave for substitutes – no way for sub to report leave. Who manages the data. Monetary impact on the district. They can take it for an hour. Do you have to be assigned for a job in order to access sub sick leave. Problematic.

Impacting bargaining with PSE – minimum wage increase. The gap is closing because they may already be making more than minimum. Treating paras like teachers; want planning.

Budget Proposal – showing changes from Thursday's review and suggested changes

Quick Book \$768 add another \$1000 to supplies or technology. Is that the price of multiple users?

There is a multi-user fee.

New line item is Ex Asst PD

Adjustment to ex dir contract and ex asst contract

Date at top 17-18

Effective September 1 2017

Training can begin before September

Motion to accept Debbie carter 2<sup>nd</sup> Debbie Leighton

Bylaw review – Curtis stated there are things in the by-laws that were put in many years ago that we do not do. Has to go to member

Article 3 - last sentence All board members

Jennifer will put changes into the document so members can see the changes and send out to membership at the end of September if not before the end of June.

Board discussion and action items – Curtis

Early bird – most people are registeri g early discussion to just have early bird. No, want the incentive.

Marketing and expanding: get to objective of WSPA to be a resource for all district in the state. Want to provide some direction for marketing efforts.

Receive list of district within the region - ESD should have a list. Work with jennifer to identify who are not members. Jennifer will create in a shared drive. Goal would be to send message to include them into organization. Link to website (become a member) here is what we offer. Highlights conferences and conferences, course offerings, Help, who to contact/mentors, Top topics and who to call in the region (regional resource directory) etc. Do this in the fall. Action: Curtis and Jennifer will collaborate on this issue. Visit districts for smaller districts.

All meeting schedules are not on the website.

S275 – names of individuals and game plan for action items:

Jennifer is going to set the date, time room; Connie will contact Tina Thompson and Sherry Evans.

Curtis will contact WASBO. Board will update the manual.

East side: Stephanie Drake and Jean Sander Kim contacting them.

West side: Meredith Colberg, Tina Konsmo, Charlene Edwards. Cathi Price contacting  
Request presenters update the information of the S275 materials.

Randy Hathaway – Designated by region, 2 slots each; 12 each year. Send out a reminder.  
Option 1 - change form so clear that you have to be a member not just the district member  
Option 2 - district member more than one year – if they are not personally a member they are not eligible.  
Option 3 – if no paid member then additional HR staff could apply  
Change the structure of district member  
Discussion: we might be trying to solve a problem that does not affect more than a couple district.  
No additional action taken on this item

Legist liaison/lobbying/dues increase:  
Bylaws – send out to presidents after updated  
Send out by email for vote

Kurt and Curtis working on letter to PESB  
Law conference Curtis  
Annual conference – region 6

HELP – one time only membership (year 1)

Fall meetings – keep it light, social, and inclusive.  
Suggestion- start later on day 2 to end by noon.  
Annual retreat closed at 11:05

Swag -

**From:** [Susan Partain](#) on behalf of [Susan Partain <spartain@fwps.org>](#)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** RE: Fall HELP Writing Workshop Registration - October 2017 Form Submitted  
**Date:** Monday, October 16, 2017 4:00:48 PM

---

Please change my registration to the Session II – Human Resources Legal Writing Workshop.

*Susan Partain*

Federal Way Public Schools  
Performance & Compliance Specialist, Human Resources  
33330 8<sup>th</sup> Ave South  
Federal Way, WA 98003-6325  
[spartain@fwps.org](mailto:spartain@fwps.org)  
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**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Monday, October 16, 2017 12:57 PM  
**To:** Susan Partain <spartain@fwps.org>  
**Subject:** Fall HELP Writing Workshop Registration - October 2017 Form Submitted

Susan,

Thank you for registering yourself to attend the Fall HELP Writing Skills for Human Resources workshop.

This is your receipt for your registration.

Your information provided is as follows:

District: Federal Way Public Schools

Registrant Name: Susan Partain

Receipt Date: 10/16/2017 15:57:02



Receipt ID: 12552781

Total Payment Amount: \$150.00

If you chose the "Invoice Me" option you will receive your invoice through separate email.  
Once received please submit to your accounting department for payment.

Thank you for your registration,

Washington School Personnel Association

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**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [jane.rausch@rsdmail.org](mailto:jane.rausch@rsdmail.org); [jrausch@wsps.net](mailto:jrausch@wsps.net); [Susan Partain](#)  
**Subject:** FW: Fall HELP Writing Workshop Registration - October 2017 Form Submitted  
**Date:** Tuesday, October 17, 2017 8:58:28 AM

---

Thank you, Susan. We will make that adjustment to your registration.

We look forward to seeing you next week!

Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wsps.net/>



---

**From:** Susan Partain [<mailto:spartain@fwps.org>]  
**Sent:** Monday, October 16, 2017 4:01 PM  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** RE: Fall HELP Writing Workshop Registration - October 2017 Form Submitted

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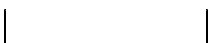
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**From:** [Susan Partain](#) on behalf of [Susan Partain <spartain@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: Fall HELP Writing Workshop Registration - October 2017 Form Submitted  
**Date:** Tuesday, October 17, 2017 8:59:31 AM

---

Thank you very much. I appreciate your quick response.

Have a good day!

*Susan Partain*

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**Sent:** Tuesday, October 17, 2017 8:58 AM  
**To:** [jane.rausch@rsdmail.org](mailto:jane.rausch@rsdmail.org); [jrausch@wspa.net](mailto:jrausch@wspa.net); Susan Partain <[spartain@fwps.org](mailto:spartain@fwps.org)>  
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Jennifer

*Jennifer Tottenham*

Program Coordinator  
Washington School Personnel Association  
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**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** School Law Conference: thank you, survey, and clock hours/CLE's  
**Date:** Tuesday, October 17, 2017 1:26:07 PM  
**Attachments:** [2017 Law Conference Clock Hour Form.pdf](#)

---

Hello,

Thank you for your attendance at the School Law Conference. We appreciate that you took time out of your busy schedule to join us for two days of learning, conversation, and collaboration. We hope you will choose to join us again next year. We ask that you please take a moment to complete our conference survey so that we can be sure to make our next event just as meaningful and relevant.

**The conference survey may be found online at:** <https://www.surveymonkey.com/r/SchLaw2017>

**For those of you who signed in for clock hours,** the clock hour form is attached for you to complete and to keep for your records.

**For those of you who signed in for CLE credits,** your information is being submitted to WSBA.

Again, thank you for joining us at the School Law Conference. Don't forget to save the date for our Annual Conference, February 26-28, 2018 at the beautiful Suquamish Clearwater Resort in Suquamish, Washington . Conference details and registration will be coming soon!

Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wsps.net/>







PO Box 1600 ● Anacortes, Washington 98221 ● 360-825-1415

## WASHINGTON STATE CLOCK HOUR REGISTRATION FORM


Use this form to verify your attendance at an approved clock hour offering outlined in Section II below. This form must be retained by the individual as verification of attendance. It is the individual's responsibility to maintain accurate records for compliance with certification regulations. DO NOT USE THIS FORM IF YOU ARE RECEIVING COLLEGE CREDIT FOR THIS PROGRAM.

**PARTICIPANTS MUST SIGN THE CLOCK HOUR ATTENDANCE LIST IN ORDER TO RECEIVE CLOCK HOURS.**

Section 1 - Information - Participant			Please Print and Use Pen	
Legal Name (Last, First, Middle)			Maiden or Former Name	
Date of Birth (m,d,y)	Social Security No. (optional)	Washington Certificate No.	(optional) <input type="checkbox"/> Female <input type="checkbox"/> Male	
Home Address (Street, City, State, Zip Code)			Telephone Numbers	
			Home	
			Business	

Section II - Clock Hour Provider		
Clock Hour Class Title: <b>2017 WSPA WSRMP School Law Conference</b>		Name of Instructors: <b>Various</b>
Total Number of Clock Hours Available <b>11.5</b>	First Day of Class/Offering <b>10/16/2017</b>	Last Day of Class/Offering <b>10/17/2017</b>
Sponsoring Provider Name (Agency Granting Clock Hours) <b>Washington School Personnel Association</b>		Business Telephone Number <b>360-825-1415</b>
Provider Address <b>PO Box 1600, Anacortes, Washington, 98221</b>		
Sponsoring Provider Contact Person <b>Jennifer Tottenham, Program Coordinator</b>		Telephone Number <b>360-825-1415</b>

Section III - Affidavit of Participant	
<p>I, _____, swear/affirm that I earned _____ clock hours for actual attendance at the above Clock Hour Class Title. I am not applying for college/university credit for this program. I also certify (declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The intentional misrepresentation of a material fact in this form subjects the holder to revocation of his/her certificate pursuant to Chapter 181-85 WAC.</p>	
Original Signature of Participant	Date

Section IV - Clock Hour Provider - Verification	
<p>When signed by the approved class sponsor or instructor, this form serves as a transcript or letter documenting eligible credits as required by WAC 392-121-280(3).</p>	
	<p>10/17/2017</p>
Original Signature of Class Sponsor/Instructor	Date

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** WSPA board minutes 10.15.17  
**Date:** Tuesday, October 17, 2017 8:17:51 PM  
**Attachments:** [WSPA Board Meeting 10.15.17.docx](#)

---

Hi Jennifer

I am sending this to you first to review before sending out. Specifically review the treasurer's report, Accountant report, and POG. Thanks.

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

WSPA Board Meeting  
Tukwila WA  
October 15, 2017

Open meeting at 7 pm

**Welcome and Introductions – Kurt Schonberg**

Debby Carter, Cathi Price,  
Marilyn Boerke, Shaun Carey, Connie Sheridan, Jennifer Tottenham, Lisa Turner, Jane Rausch, Dawn Long, Janet Hodson, Debby Carter Cathi Price, Curtis Leonard, Denise Kennedy, Chelle Lente, Toni Neidhold, Kim Harmon

**Regional Updates**

**Region 2 North vacancy:** Don't want to give up on the split region, even though Lisa doesn't know if there is interest. Have not been working on getting it filled. Curtis stated with Heather coming off, not much done. Leanne Olson, Vicki Trainer are possible candidates. In the hopes to inspire interest in WSPA, Jennifer could send a little care package, one page highlight of WSPA, OSPI certification is in the need category. Additionally, Curtis could come out and try to get feel for interest from the participants. Need to get a rep asap, goal for this week. Will meet with districts or set up a meeting.

**Region 2 South– Toni:** stated had one meeting, open topic discussion, well attended in Richland. OSPI November, trying to get Curtis on the agenda.

**Region 1 – Jane:** Had first meeting, largest attendance, location: pie place, WSPA membership up in the region. Certification Updates, Curtis doing legislative updates, records retention, bargaining roundtables, TPEP, reasonable accommodations.

**Region 3 – Marilyn –** No meetings yet. Reasonable accommodation at next meeting, family leaves, Lee Goeke legislative update, 3 meetings this year at ESD 112. Alternative routes

**Region 4 Cathi and Dawn -** First meeting had 52 in attendance OSPI certification, PESB New Human Resources school district HR. Alternative routes, paraeducator training, grants. January 10 next meeting - Hoping to have meeting of legislative updates. Other set meetings: March 15, May 17. Revisit electronic records retention, still a high interest. Last meeting will be held in Lacey/Olympia area. The draw will be lunch provided.

**Region 5 – Denise/Chelle -** holding the conference this year. Clearwater Casino 21 people on the team HB 1115 & 1341 para standards, planning, reconnecting after the summer, talked about committees, meeting every month until the last month or so. Nov 20<sup>th</sup> next meeting on conference.

**Region 6 – Connie/Jason** 4 meetings scheduled. Trauma in the work place; over 20 attended. Curtis to do classified training, Nov 9; March - Chuck Lind no topic yet. May 10 - end of year hot topics. Region is really present. ESD is catching up with new leadership, more present.

**Secretary Report – Janet Hodson**

Minutes from Sleeping Lady Board meeting July 2017 were sent late electronically.

The board will hold on accepting the minutes as reported until members have a chance to review online.

Debby Carter Motion to hold on accepting minutes until reviewed; Marilyn Boerke second Motion carried.

**Membership update – Jennifer Tottenham**

613 members - sending emails to expired members, associate members down by 4

District memberships up 3, Promotional memberships up 8; new HELP and boot camp members, law conference 21 non-member registrations

Boot camp and new HELP attendees receive 1 year membership as part of the their cost

**Treasurer's Report - Lisa Turner**

Revenue and expenses lower than expected

Wanting to spend down

**Accountant review – Jennifer Tottenham**

Will have a full report at Feb

Preparing 990

Auditing electronic books – financial review (not an audit)

Providing corrections of errors

Plan was to go to quick books online – Patty said the functionality is not the same.

Preference is the desktop version – upload the information to secure site

Done by annual conference

Part of question is there a question in 2015?

Excise tax – does accountant have an opinion – need confirmation of whether we need to pay them

**Conference and Program updates – Curtis Leonard**

Reviewed calendar on the last page of agenda

Calendar and Conference updates

Full house for S275 in Tukwila

Spokane S275 was in the 30 range for attendance

Presenters found 2 changes in notebook, can open up for sale next week (Jennifer T)

Need to look at reviews

Need to confirm bargaining workshop in January

Career fair dates are confirmed for March 2018

Schedule for annual conference – board meeting on Sunday before conference 2/25-28/2018

We might want to educate on access and not content – Lisa is willing to present, just needs to change.

Kim Harmon stated Spokane is redoing the entire content – but would want someone else look over the content. Curtis will review.

Law conference is at 260 including risk pool folks –at the highest capacity  
At current location, if we continue to grow and we are outgrowing this venue (So Center)  
Keep eye open for feeling; crowded; need to see if we need to move hotels  
Jennifer stated the hotel wants confirmation on dates next year. Running up against NASPA, hotel asking if we want to hold dates for next year  
Course offerings were based on suggestions from Sleeping Lady  
Relevant topics for districts  
Materials online  
Shaun asked: Who is the target audience – Curtis - joint collaboration  
HR but risk pool co-sponsored so risk management folks attend  
Different components – can draw a wide range of folks from HR, Business, Supts, Asst. Supt, Risk mgmt.  
Should talk more on this topic at Sleeping Lady 2018

#### **Annual Conference update – Denise Kennedy**

Confirmed committee leads  
Theme is Strength in Unity  
Variety of ideas for presentations, gender identity, emergency sub training, para training, alternative routes, social media; trauma for students and staff, social/emotional health of staff  
WSPA google drive, WISPC – skyward update; certification 101 (OSPI),  
Food will be fabulous  
What support is needed – Jennifer will attend meeting on the 20<sup>th</sup>, Denise wants to make sure they are going in the right direction.

#### **HELP update – Jane Rausch**

37 help  
37 boot camp  
68% of help doing portfolios; learning experience using blackboard from City U  
13 participants completed the year and four graduates  
Fall session – Writing 16 non help participants  
Spring help – April 23 Lorraine Wilson  
Help 2018-19 July 9-13 Classified admin boot camp for 2 days M&O transportation NS  
Steve Grubb ½ day training how to transition from employee to supervisor  
Paul Clay HR 101 from classified standpoint  
3 day is \$495  
2 day is \$375 classified boot camp  
Motion Cathi price  
Second Shaun Carey  
Passed

Galen Emanuel \$7500 key note speaker for kick off to HELP week  
Focus on teaming  
Any other suggestions?

**POG update - Jennifer Tottenham**

POG – Lisa Turner stated it needs a lot of updating – might be better to have intro to WSPA, HELP instead of all the legislative information. In current format, it did not seem relevant; no child left behind, legislative stuff is outdated.

Discussion about how it is used, what should be in the book

Jennifer gets daily request from districts for the POG

Suggested that they offer as WSPA member resource

Training list review

Kim Harmon needs someone to review the POG

Kim said she can work with Shelley Holt in Spokane

**Discussion - member needs specific to bargaining**

Curtis Leonard - bargaining coming up in January

What additional supports do districts need

WEA has resources prepping their team and District does not. Who does the legwork for districts so we can be on the same playing field?

Annual conference should have a session or roundtable about bargaining

We know PSE is thinking 'we saw what the teacher's got so we are coming for ours'

Add a strand to the classified boot camp regarding bargaining

Common strategy - districts do not have one. It would be nice to have a model that all districts use.

Guidance on unfair labor bargaining.

Legislative Liaison – we are not set up for this year. Lee Goeke still unsure.

Call for a motion to adjourn

Deb Carter motion to adjourn

Jane Rausch second

Adjourned 8:30

**From:** [Brianne King](#) on behalf of [Brianne King <Brianne@wasbo.org>](#)  
**To:** [Alan Burke](#); [Bill Keim](#); [Brianne King](#); [Cal Brodie](#); [Corine Pennington](#); [Curtis Leonard \(cleonard@wspa.net\)](#); [Dan Steele](#); [Dana Anderson](#); [Darcy Weisner](#); [David Bond](#); [Doug A. Matson](#); [Duggan Harman](#); [Frank Ashby](#); [Frank Hewins](#); [Gary Cohn](#); [Gary Kipp](#); [Gavin Hottman](#); [Greg Lynch](#); [Heidi Hietpas](#); [Jan Hutton](#); [Jason Franklin](#); [Jeff Moore](#); [Jennifer Farmer](#); [Jennifer M. Priddy](#); [Jessica Vavrus](#); [Jim Frey](#); [John Bash](#); [John Welch](#); [JoLynn Berge](#); [Kate Davis](#); [Kevin Chase \(kevin.chase@esd105.org\)](#); [Kim Brodie \(kbrodie@fwps.org\)](#); [Kim Scott](#); [Larry Francois](#); [Linda McDermott](#); [Lisa Dawn-Fisher](#); [Marie Telecky](#); [Marla Miller](#); [Melissa de Vita](#); [Michael Dunn](#); [Michael Merlino](#); [Michael Nelson](#); "Michelle Matakas"; [Michelle Price](#); [Mike Brophy](#); [Mitch Denning](#); [Monica Hunsaker](#); [Rich Puryear](#); [Rosalind Medina](#); [Roz Thompson](#); [Ruth Russell](#); [Sally McLean](#); [Scott Izutsu](#); [Seever, Cathie](#); [Shelley Redinger](#); [Sheryl Moore](#); [Stephen Nielsen](#); [Steve Webb](#); [Susan Smith Leland](#); [T.J. Kelly](#); [Teresa Main](#); [Tim Garchow](#); [Tim Merlino](#); [Tim Yeomans](#); [tvenable@methow.org](#); [Vic Roberts](#)  
**Subject:** FW: Levy Election Guidance  
**Date:** Thursday, October 19, 2017 3:47:54 PM  
**Attachments:** [SEADOCS-#51642720-v1- FinalEHB2242WhitePaper.pdf](#)

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Local Funding Workgroup Members:

You will find attached a Levy Elections Guidance document provided by Foster Pepper PLLC. Bill Keim from WASA shared the document and we wanted to pass it on to you.

Have a great afternoon!

Thank you,

***Brianne King, CSBO  
Executive Director***

*WASBO*

Washington Association of School Business Officials  
(360) 528-2025 office  
(253) 985-0875 cell

---

**From:** Bill Keim [mailto:[bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org)]  
**Sent:** Thursday, October 19, 2017 2:49 PM  
**To:** Bill Keim <[bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org)>  
**Cc:** Execs <[Execs@wasa-oly.org](mailto:Execs@wasa-oly.org)>; Tim Garchow ([T.Garchow@wssda.org](mailto:T.Garchow@wssda.org)) <[T.Garchow@wssda.org](mailto:T.Garchow@wssda.org)>; Brianne King <[Brianne@wasbo.org](mailto:Brianne@wasbo.org)>; Vavrus, Jessica (WSSDA) ([J.Vavrus@wssda.org](mailto:J.Vavrus@wssda.org)) <[J.Vavrus@wssda.org](mailto:J.Vavrus@wssda.org)>  
**Subject:** Levy Election Guidance

Hello Again Superintendents,

Given the changes made to local levies by EHB 2242, there has been lots of discussion at the regional superintendent meetings about how to calculate your request and how to craft ballot language. In a recent conversation with the Director of the State Elections Office, it was confirmed that to me that each county determines how school districts can proceed with those issues. Given that fact, we think you will find the attached White Paper from Foster Pepper PLLC very helpful. The White Paper was drafted to share with all the county prosecuting attorneys in advance of the approval process

for February levy elections. Our thanks to Jim McNeill for allowing us to share this with you.

I'm only sending this email to superintendents, but please feel free to forward it to your board and leadership team as appropriate.

*Bill*

Dr. Bill Keim

Executive Director | WASA | 825 Fifth Avenue SE, Olympia 98501

tel 360.489.3651 | fax 360.352.2043 | [bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org) | [wasa-oly.org](http://wasa-oly.org)

*wasa*





*October 18, 2017*

# EHB 2242 & School District Levy Propositions

## Background: School District Levy Lids

Under Article VII, Section 2 of the Washington Constitution and RCW 84.52.053 and 84.52.054, school districts may, upon voter approval, impose excess property tax levies for various general fund purposes. Beginning in 1979, the Washington Legislature has limited the levy amount school districts may collect through general fund excess property tax levies under the so-called “levy lid law.” Historically, the Legislature has set the school district levy lid as a percentage of each district’s basic education allocation funding from the State, which was originally set at 10%, increased to 20% in 1987 and increased again to 24% in 1994. The Legislature also “grandfathered” in certain districts at higher levy lid limits and, from time to time, has made other adjustments to education funding laws that affect the levy lid.

Sometimes, the levy lid law would reduce a school district’s levy below the amount its voters approved. This is commonly referred to as “rollback.” If the legally available dollar amount at the time of the levy was lower than the amount specified in the ballot proposition, the amount of the levy as well as the levy rate was rolled back to the maximum amount authorized by the then-applicable levy lid law.

## New Levy Lid Formula

On July 6, 2017, the Governor signed into law Engrossed House Bill 2242 (“EHB 2242”), which, among other changes, modifies how the levy lid will be calculated beginning with taxes levied for collection in 2019. Instead of setting the levy lid as a percentage of each district’s basic education allocation, the maximum general fund levy will be the lesser of \$2,500 per pupil (increased using IPD for inflation beginning in 2020) or \$1.50 per \$1,000 of assessed property value. As with prior levy lids, RCW 84.52.0531 outlines the process for deriving a district’s maximum levy amount under the new formula.

## New Restrictions on Levy Revenues for “Enrichment”

EHB 2242 also imposes restrictions on the use of general fund levy revenues. Beginning on September 1, 2019, local revenues (including those from general fund levies) may be expended only for documented and demonstrated “enrichment” of the State’s statutory program of basic education. These so-called enrichment activities include, but are not limited to, instruction, student services, operations and other similar educational programs and operations activities. Although EHB 2242 uses the new term “enrichment,” permitted expenditures include programs and services that have historically been funded by general fund levies.

## Ballot Proposition Statue and “Rollback” Remain Unchanged

EHB 2242 did not change the format of excess levy ballot propositions, as required under RCW 84.52.054. Propositions submitting school district general fund levies to the voters are required to set forth for each year (1) the annual tax levy amount in terms of dollars and (2) an estimate of the dollar rate of tax levy that will be required to produce that dollar amount. RCW 84.52.054. The ballot proposition statute does not require propositions to list or describe any limitations upon the rate, amount or purposes of the taxes proposed to be levied.

The new law also does not change the traditional “rollback” process. Under EHB 2242, it therefore continues to be possible that a school district’s levy will be rolled back to the maximum amount authorized by the levy lid in effect at the time of the levy (which may or may not be based on the current \$1.50 per \$1,000 rate limitation or the \$2,500 per pupil limitation).

October 18, 2017

## EHB 2242 & School District Levy Propositions

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### School District Ballot Propositions Going Forward

Historically, school districts have not described the potential effects of the levy lid law in their ballot propositions or in the district resolutions submitting such ballot propositions to the voters. Because EHB 2242 has not changed the ballot proposition statute, many school districts will continue to submit ballot propositions to the voters that do not reference the new levy lid formula or EHB 2242's provisions with respect to "enrichment" activities.

However, other districts may choose to reference EHB 2242. County prosecutors and auditors should therefore anticipate school district ballot propositions and authorizing resolutions with the following provisions, all of which may be included *or excluded* in each district's discretion under EHB 2242:

**"Enrichment"** – Historically, general fund levies were often termed "maintenance and operations levies." A district may determine that its voters will not properly associate the term "enrichment" with the educational programs and operations activities that were historically funded by its "maintenance and operations" levies and that continue to be authorized under EHB 2242. Some districts may therefore use ballot titles like "educational programs and operations levy" or simply "general fund levy." Others may use the title "enrichment levy."

**"Maintenance"** – A district may determine that its voters will associate the term "maintenance" with activities that remain authorized under EHB 2242, for example, the maintenance of certain educational programs. In other circumstances, a district may determine that its voters will associate the term "maintenance" with regular facility upkeep that might not be authorized under EHB 2242. In either circumstance, a district's prior ballot propositions and its experience with its voters will be instructive.

**\$2,500 per pupil amount limitation** – Historically, districts have not referenced the levy lid law or "rollback" in their ballot propositions or authorizing resolutions, which until 2019 will continue to be set at a percentage of each district's basic education allocation funding from the State. A district may determine to continue this practice in its levy resolutions going forward.

**\$1.50 per \$1,000 rate limitation** – Similar to the \$2,500 per pupil limitation and consistent with its prior general fund levy resolutions, a district may determine that the \$1.50 per \$1,000 levy lid limitation need not be described going forward.

**Estimated levy rates above \$1.50 per \$1,000** – EHB 2242 does not prohibit listing higher estimated rates in ballot propositions. In anticipation of potential changes to assessed valuations, student populations or even the levy lid law itself, like the 1987 and 1994 increases, some districts may seek voter approval for levy amounts in excess of projected collections under current EHB 2242 formulas. In these circumstances, a district might seek voter approval for a levy amount that would produce an estimated levy rate in excess of \$1.50 per \$1,000, for example a district could seek approval for an estimated \$3.00 per \$1,000 or higher. Notwithstanding voter approval for a higher estimated rate, the district's levy could still be rolled back to then-applicable statutory limitations in consultation with the county assessor's office.

Please contact [Jim McNeill](mailto:jim.mcneill@foster.com) at [jim.mcneill@foster.com](mailto:jim.mcneill@foster.com) / 800.995.5902 or Lee Marchisio at [lee.marchisio@foster.com](mailto:lee.marchisio@foster.com) / 206.447.6264, if you have questions.

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For more information about Foster Pepper or to register for other firm communications, visit [www.foster.com](http://www.foster.com).

*October 18, 2017*

## EHB 2242 & School District Levy Propositions

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This publication is for informational purposes only and does not contain or convey legal advice.

**From:** [Jane Rausch](#) on behalf of [Jane Rausch <jane.rausch@rsdmail.org>](mailto:jane.rausch@rsdmail.org)  
**To:** [Connie Sheridan](#); [Debby Carter](#); [Ellyn Papenfuse](#); [Janet Gavigan](#); [Janet Hodson](#); [Jennifer Tottenham](#); [JoAn Steiner](#); [Kelly Garza](#); [Linda Krininger](#); [Lori McStay](#); [Sonja Brown](#); [Toni Neidhold](#)  
**Subject:** Advisory Meetings Minutes  
**Date:** Monday, October 23, 2017 1:04:25 PM  
**Attachments:** [Unsupported File Types Alert.txt](#)

---

All:

Please find attached the minutes from last Sunday's advisory minutes. If possible, please let me know of any changes by Wednesday, at which point I'll be sending the minutes to the Board.

As a reminder, our next Advisory meeting will be Sunday, February 25, prior to the annual conference. We will have a follow up session where HELP participants can come ask questions on their reports while we work on grading.

Thank you again to those who were able to attend!

--

Jane Rausch  
Human Resources Director  
Riverside School District  
34515 N. Newport Hwy.  
Chattaroy, WA 99003  
(509) 464-8208 phone  
(509) 464-8209 fax

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**From:** [admin@wspace.net](mailto:admin@wspace.net)  
**To:** [admin@wspace.net](mailto:admin@wspace.net); [jrausch@wspace.net](mailto:jrausch@wspace.net)  
**Subject:** HELP Fall Writing Workshop: Thank you, survey, and clock hours  
**Date:** Monday, October 23, 2017 2:40:22 PM  
**Attachments:** [HELP Fall Writing Workshop Clock Hours OCT 2017.pdf](#)

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Hello,

Thank you for attending the HELP Fall Writing Workshop. We hope you found it to be a productive day.

We encourage you to complete a short survey about your experience. The input you provide is critical to our future planning. The survey may be found online at:

<https://www.surveymonkey.com/r/HELPFALL2017>

The clock hour form for this event is attached for your records.

Please save the date for our HELP Spring Workshop on April 23, 2018. We look forward to seeing you there!

Thank you,

Jane Rausch, HELP Coordinator  
Jennifer Tottenham, WSPA Coordinator

*Jennifer Tottenham*

Program Coordinator  
Washington School Personnel Association  
PO Box 1600 Anacortes, Washington 98221  
Phone: 360-825-1415/Fax: 253-736-0333  
<http://www.wspa.net/>





PO Box 1600 ● Anacortes, Washington 98221 ● 360-825-1415

## WASHINGTON STATE CLOCK HOUR REGISTRATION FORM

Use this form to verify your attendance at an approved clock hour offering outlined in Section II below. This form must be retained by the individual as verification of attendance. It is the individual's responsibility to maintain accurate records for compliance with certification regulations. DO NOT USE THIS FORM IF YOU ARE RECEIVING COLLEGE CREDIT FOR THIS PROGRAM.

**PARTICIPANTS MUST SIGN THE CLOCK HOUR ATTENDANCE LIST IN ORDER TO RECEIVE CLOCK HOURS.**

Section 1 - Information - Participant			Please Print and Use Pen	
Legal Name (Last, First, Middle)			Maiden or Former Name	
Date of Birth (m,d,y)	Social Security No. (optional)	Washington Certificate No.	(optional) <input type="checkbox"/> Female <input type="checkbox"/> Male	
Home Address (Street, City, State, Zip Code)			Telephone Numbers	
			Home	
			Business	

Section II - Clock Hour Provider		
Clock Hour Class Title: <b>Writing Skills for Human Resources</b>		Name of Instructors: <b>Debra Tito, Amie Brandmire, Timothy Reynolds, Don Austin</b>
Total Number of Clock Hours Available <b>5</b>	First Day of Class/Offering <b>10/23/2017</b>	Last Day of Class/Offering <b>10/23/2017</b>
Sponsoring Provider Name (Agency Granting Clock Hours) <b>Washington School Personnel Association</b>		Business Telephone Number <b>360-825-1415</b>
Provider Address <b>PO Box 1600, Anacortes, Washington, 98221</b>		
Sponsoring Provider Contact Person <b>Jennifer Tottenham, Program Coordinator</b>		Telephone Number <b>360-825-1415</b>

Section III - Affidavit of Participant	
<p>I, _____, swear/affirm that I earned _____ clock hours for actual attendance at the above Clock Hour Class Title. I am not applying for college/university credit for this program. I also certify (declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The intentional misrepresentation of a material fact in this form subjects the holder to revocation of his/her certificate pursuant to Chapter 181-85 WAC.</p>	
Original Signature of Participant	Date

Section IV - Clock Hour Provider - Verification	
<p>When signed by the approved class sponsor or instructor, this form serves as a transcript or letter documenting eligible credits as required by WAC 392-121-280(3).</p>	
Original Signature of Class Sponsor/Instructor	Date

This form should be retained by the holder for possible dispute (WAC 181-85-085)

001384

**From:** [Jennifer Hymer](#) on behalf of [Jennifer Hymer <jhymer@fwps.org>](#)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** Automatic reply: HELP Fall Writing Workshop: Thank you, survey, and clock hours  
**Date:** Monday, October 23, 2017 2:40:24 PM

---

I will be out of the office Monday October 23rd at a District training. If you need assistance prior to my return, please contact Chris Patten at [cpatten@fwps.org](mailto:cpatten@fwps.org). Please know that I will respond to all emails upon my return Tuesday morning. Thank you.

Jennifer Hymer

Human Resources

**From:** [Jennifer Wojciechowski](#) on behalf of [Jennifer Wojciechowski <jwojciec@fwps.org>](#)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** Automatic reply: HELP Fall Writing Workshop: Thank you, survey, and clock hours  
**Date:** Monday, October 23, 2017 2:40:25 PM

---

I am out of the office Monday, October 23, 2017.

I will have intermittent access to email.

For immediate help, please call the HR Help Desk at (253)945-2073, or email at [hr@fwps.org](mailto:hr@fwps.org).

Thank you,

*Jennifer*

Jennifer Wojciechowski  
School Support Coordinator  
Human Resources  
Federal Way Public Schools  
(253 )945-2022 Phone  
(253) 941-7576 Fax



**From:** [Jo An Steiner](#) on behalf of [Jo An Steiner <jsteinerv@yahoo.com>](#)  
**To:** [Jane Rausch](#); [Connie Sheridan](#); [Debby Carter](#); [Ellyn Papenfuse](#); [Janet Gavigan](#); [Janet Hodson](#); [Jennifer Tottenham](#); [Kelly Garza](#); [Linda Krininger](#); [Lori McStay](#); [Sonja Brown](#); [Toni Neidhold](#)  
**Subject:** Re: Advisory Meetings Minutes  
**Date:** Tuesday, October 24, 2017 8:37:59 AM

---

Nice work Jane and Advisory team!

JoAn

[Sent from Yahoo Mail for iPhone](#)

On Monday, October 23, 2017, 1:03 PM, Jane Rausch <[jane.rausch@rsdmail.org](mailto:jane.rausch@rsdmail.org)> wrote:

All:

Please find attached the minutes from last Sunday's advisory minutes. If possible, please let me know of any changes by Wednesday, at which point I'll be sending the minutes to the Board.

As a reminder, our next Advisory meeting will be Sunday, February 25, prior to the annual conference. We will have a follow up session where HELP participants can come ask questions on their reports while we work on grading.

Thank you again to those who were able to attend!

--

Jane Rausch  
Human Resources Director  
Riverside School District  
34515 N. Newport Hwy.  
Chattaroy, WA 99003  
[\(509\) 464-8208](tel:(509)464-8208) phone  
[\(509\) 464-8209](tel:(509)464-8209) fax

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**From:** [Kelly Wittman](#) on behalf of [Kelly Wittman <kwittman@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: Now available: S-275 Personnel Reporting Manual  
**Date:** Wednesday, October 25, 2017 8:29:11 AM

---

Hi Jennifer,

I'm curious about the S275 manual. We've always just printed it from OSPI's web site. Is there something new this year that we would need to purchase a copy? Please let me know. Thank you!

Kelly Wittman  
Compensation Specialist  
Human Resources  
253-945-2024  
[kwittman@fwps.org](mailto:kwittman@fwps.org)

[Click here to learn about FWPS Career Opportunities](#)



---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Wednesday, October 25, 2017 6:02 AM  
**To:** Kelly Wittman <kwittman@fwps.org>  
**Subject:** Now available: S-275 Personnel Reporting Manual

Hello WSPA members,

The updated S-275 Personnel Reporting Manual is now available for purchase. We are offering the manual in two formats:

- Spiral-bound, hardcopy edition
- PDF electronic version

The purchase price is \$75.00

[Please click here to purchase](#) the S-275 Personnel Reporting Manual.

Thank you,

Washington School Personnel Association

---

This email was sent to [kwittman@fwps.org](mailto:kwittman@fwps.org) by [admin@wspsa.net](mailto:admin@wspsa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

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**From:** [jrausch@wspace.net](mailto:jrausch@wspace.net)  
**To:** [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [kellyg@wapatosd.org](mailto:kellyg@wapatosd.org); [gavigan@riverview.wednet.edu](mailto:gavigan@riverview.wednet.edu); [jhodson@fwps.org](mailto:jhodson@fwps.org); [lkrining@cloverpark.k12.wa.us](mailto:lkrining@cloverpark.k12.wa.us); [lmestay@cloverpark.k12.wa.us](mailto:lmestay@cloverpark.k12.wa.us); [TNeidhold@psd1.org](mailto:TNeidhold@psd1.org); [ellyn.papenfuse@vansd.org](mailto:ellyn.papenfuse@vansd.org); [cs Sheridan@asd103.org](mailto:cs Sheridan@asd103.org); [jsteinernv@yahoo.com](mailto:jsteinernv@yahoo.com)  
**Subject:** Summer Keynote  
**Date:** Thursday, October 26, 2017 11:04:42 AM  
**Attachments:** [image001.png](#)

---

All:

I am soliciting your feedback on the below regarding a keynote presentation this summer. Please let me know your thoughts and whether you feel this would attract an audience and be well received.

Thank you.

Jane

---

**From:** FORREST GRIEK <[fgriek@Tacoma.K12.Wa.US](mailto:fgriek@Tacoma.K12.Wa.US)>  
**Sent:** Tuesday, October 24, 2017 4:04 PM  
**To:** [jrausch@wspace.net](mailto:jrausch@wspace.net)  
**Cc:** LISA NOLAN  
**Subject:** RE: Question

Hi Jane,

Thank you for reaching out to me. I would be happy to help. You may have heard that we recently launched the Whole Educator Initiative in Tacoma Public Schools, which speaks directly to employee health and wellness. It really has become a game changer for the culture in some of our buildings. Myself or Dr. Lisa Nolan, HR Assistant Superintendent may be the right person to kick off HELP and Boot Camp. Let me know if/how we can support you and WSPA.

Regards,

[Forrest Griek, Ed.D.](#)  
Director of Labor Relations & Whole Educator Support  
Human Resources  
p: 253.571.1246 | f: 253.571.1158  
[www.TacomaWholeEducator.org](http://www.TacomaWholeEducator.org)



Support for the



**From:** [jrausch@wsps.net](mailto:jrausch@wsps.net)  
**To:** [KURT SCHONBERG \(via Google Sheets\)](#); [scarey@fpschools.org](mailto:scarey@fpschools.org); [turner.l@wenatcheeschools.org](mailto:turner.l@wenatcheeschools.org); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [jhodson@fwps.org](mailto:jhodson@fwps.org); [cleonard@wsps.net](mailto:cleonard@wsps.net)  
**Cc:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** HELP Advisory Minutes  
**Date:** Thursday, October 26, 2017 11:53:43 AM  
**Attachments:** [AdvisoryMeetingMinutes10-15-2017.docm](#)

---

All-

Please see attached minutes from our HELP Advisory Committee Meeting on October 15th.

Thank you.

Jane Rausch  
HELP Coordinator

October 15, 2017

## HELP Advisory Committee Meeting

Present: Jane Rausch, Connie Sheridan, Janet Gavigan, Ellyn Papenfuse, , Jennifer Tottenham, Kelly Garza

- Jane shared a recap of Summer HELP. We had 37 HELP participants and 37 Boot Camp participants. Feedback from participants was positive regarding the classes and presenters. We had four graduates from HELP III, and 13 overall from the 2016-2017 participants who completed the portfolios.
- Fall HELP Session – October 23, 2017
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    - HELP I – Basics of Human Resources  
Debra Tito (Renton School District) and Amy Brandmire (Puyallup School District)
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Tim Reynolds, Porter Foster Rorick, LLP
    - HELP III – Workplace Investigations and documentation  
Don Austin, Patteron Buchanan Fobes Leitch & Kalzer, Inc., P.S.
    - WSPA members invited to attend for a registration fee of \$150
      - 19 Registered (as of 10.16.16)
        - (5) Basics of Human Resources
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        - (8) Workplace Investigations and documentation
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    - Lorraine Wilson, Porter, Foster and Rorick  
FLSA/CastleRock
    - HELP III Presentations – 4 presentations/7 presenters
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Evaluations or Hiring Process
      - Joyce Wilson:  
Ethical Leadership or What does HR do for you?
      - Janet Paeth and Carrie Joy:  
Conflict in the Workplace
      - Julie Dodd and Jennifer York:  
Screening and Hiring Process
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- There were several last minute submissions of reports for the 2016-2017 participants, so a discussion ensued on changing the last day of submission. It was decided that reports will be due the last student day of Summer HELP, with the final cut-off day for changes being July 31<sup>st</sup>. Jane will send to the advisory members the handout of APA formatting. Additionally, Jane will be sending more frequent email reminders to HELP participants on suggestions and reminders to complete their reports. Jennifer suggested creating a calendar schedule for 2017-2018 participants to help them in their planning.
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Puget Sound ESD
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Classified Administrator Soft Skills
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          - How to address workplace conflict
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          - Supervision
          - Communicating expectations
          - Transitioning from co-worker to supervisor
          - Fostering relations with staff
        - Day 2: HR 101, Paul Clay, Attorney, Stevens, Clay & Manix
          - HR 101: An Overview of School Human Resource Leadership Responsibilities for the Classified Administrator
- Date/Time of next advisory meeting:
- February 25, 2018



**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net)  
**Subject:** FW: HELP Advisory Minutes  
**Date:** Thursday, October 26, 2017 11:59:57 AM  
**Attachments:** [Unsupported File Types Alert.txt](#)

---

Hi Jane

I am unable to open the attachment with the minutes.

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net) [mailto:[jrausch@wspsa.net](mailto:jrausch@wspsa.net)]  
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**To:** KURT SCHONBERG (via Google Sheets) <[drive-shares-noreply@google.com](mailto:drive-shares-noreply@google.com)>;  
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Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>; [cleonard@wspsa.net](mailto:cleonard@wspsa.net)  
**Cc:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** HELP Advisory Minutes

All-

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Thank you.

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HELP Coordinator

**From:** [jrausch@wsps.net](mailto:jrausch@wsps.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** Re: HELP Advisory Minutes  
**Date:** Thursday, October 26, 2017 2:34:40 PM  
**Attachments:** [AdvisoryMeetingMinutes10-15-2017.docm](#)

---

Okay; I'll try again. Let me know if it doesn't work.

---

**From:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Sent:** Thursday, October 26, 2017 11:59:56 AM  
**To:** [jrausch@wsps.net](mailto:jrausch@wsps.net)  
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253.945.2020  
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          - HR 101: An Overview of School Human Resource Leadership Responsibilities for the Classified Administrator
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**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**Subject:** RE: HELP Advisory Minutes  
**Date:** Thursday, October 26, 2017 5:20:21 PM

---

Nope, I cannot open it. What type of document is it?

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [jrausch@wspa.net](mailto:jrausch@wspa.net) [mailto:[jrausch@wspa.net](mailto:jrausch@wspa.net)]  
**Sent:** Thursday, October 26, 2017 2:35 PM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** Re: HELP Advisory Minutes

Okay; I'll try again. Let me know if it doesn't work.

---

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**Sent:** Thursday, October 26, 2017 11:59:56 AM  
**To:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
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Hi Jane  
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253.945.2020  
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**Sent:** Thursday, October 26, 2017 11:54 AM  
**To:** KURT SCHONBERG (via Google Sheets) <[drive-shares-noreply@google.com](mailto:drive-shares-noreply@google.com)>;  
[scarey@fpschools.org](mailto:scarey@fpschools.org); [turner.l@wenatcheeschools.org](mailto:turner.l@wenatcheeschools.org); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); Janet  
Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>; [cleonard@wspa.net](mailto:cleonard@wspa.net)  
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Thank you.

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HELP Coordinator

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**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** Re: HELP Advisory Minutes  
**Date:** Thursday, October 26, 2017 5:25:28 PM

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word

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**From:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Sent:** Thursday, October 26, 2017 5:20:21 PM  
**To:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net)  
**Subject:** RE: HELP Advisory Minutes

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253.945.2020  
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[scarey@fpschools.org](mailto:scarey@fpschools.org); [turner.l@wenatcheeschools.org](mailto:turner.l@wenatcheeschools.org); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); Janet  
Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>; [cleonard@wspsa.net](mailto:cleonard@wspsa.net)

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**To:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**Subject:** RE: HELP Advisory Minutes  
**Date:** Thursday, October 26, 2017 5:29:05 PM

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No, it comes up as an unsupported text document.

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [jrausch@wspa.net](mailto:jrausch@wspa.net) [mailto:[jrausch@wspa.net](mailto:jrausch@wspa.net)]  
**Sent:** Thursday, October 26, 2017 5:25 PM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
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word

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Thank you.

Jane Rausch  
HELP Coordinator

**From:** [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)  
**To:** [CynthiaMcVeigh@sjisd.wednet.edu](#)  
**Cc:** [cleonard@wspsa.net](#)  
**Subject:** FW: MEMBER REQUEST  
**Date:** Friday, October 27, 2017 9:01:22 AM

---

Transportation Manager - \$76,000-\$90,000  
Executive Administrative Asst to the Superintendent - \$69,000-\$82,000  
Payroll Clerk – n/a

**Tara T. Lofton**

Human Resources Employee Relations  
& Legal Assistant Specialist

253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)

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---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Friday, October 27, 2017 8:50 AM  
**To:** Tara Lofton <tlofton@fwps.org>  
**Subject:** MEMBER REQUEST

Another request:

Cynthia Luna McVeigh from San Juan Island School District is requesting salary info for the following non-represented positions:

Executive Secretary to the Superintendent

Payroll/Fiscal Clerk

Transportation Manager

Please send your responses directly to: [CynthiaMcVeigh@sjisd.wednet.edu](mailto:CynthiaMcVeigh@sjisd.wednet.edu)

Also, cc your responses to: [cleonard@wspsa.net](mailto:cleonard@wspsa.net)

Thanks,

Curtis

---

This email was sent to [tlofton@fwps.org](mailto:tlofton@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

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**From:** [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)  
**To:** [cleonard@wspsa.net](mailto:cleonard@wspsa.net)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, October 27, 2017 9:07:42 AM

---

Our district does not, but we are interested in what you find. I think we have some PARAs that handle discipline rooms, but we don't have a specific filled position.

**Tara T. Lofton**

Human Resources Employee Relations

& Legal Assistant Specialist

253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)

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**Sent:** Friday, October 27, 2017 8:57 AM  
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Last request of the week!

Angi Schreiber from Taholah School District is looking for a job description for a classified employee that deals with discipline issues. I looked through some Behavior Specialist but they all seem to require a Bachelor's. Does anyone have a job description that would fit a *classified* employee who deals with discipline?

Please send your responses directly to: [aschreiber@taholah.org](mailto:aschreiber@taholah.org)

Also, cc your responses to: [cleonard@wspsa.net](mailto:cleonard@wspsa.net)

Thanks,

Curtis

---

This email was sent to [tlofton@fwps.org](mailto:tlofton@fwps.org) by [cleonard@wspsa.net](mailto:cleonard@wspsa.net)

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United States

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**From:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** Re: HELP Advisory Minutes  
**Date:** Friday, October 27, 2017 9:53:13 AM  
**Attachments:** [AdvisoryMeetingMinutes10-15-2017.docx](#)

---

Okay! Let's try again!

---

**From:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Sent:** Thursday, October 26, 2017 5:29:05 PM  
**To:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net)  
**Subject:** RE: HELP Advisory Minutes

No, it comes up as an unsupported text document.

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

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**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** Re: HELP Advisory Minutes

word

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**Subject:** Re: HELP Advisory Minutes

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**Sent:** Thursday, October 26, 2017 11:59:56 AM  
**To:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net)  
**Subject:** FW: HELP Advisory Minutes

Hi Jane

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**Sent:** Thursday, October 26, 2017 11:54 AM  
**To:** KURT SCHONBERG (via Google Sheets) <[drive-shares-noreply@google.com](mailto:drive-shares-noreply@google.com)>;  
[scarey@fpschools.org](mailto:scarey@fpschools.org); [turner.l@wenatcheeschools.org](mailto:turner.l@wenatcheeschools.org); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); Janet  
Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>; [cleonard@wspsa.net](mailto:cleonard@wspsa.net)  
**Cc:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** HELP Advisory Minutes

All-

Please see attached minutes from our HELP Advisory Committee Meeting on October 15th.

Thank you.

Jane Rausch  
HELP Coordinator



October 15, 2017

## HELP Advisory Committee Meeting

Present: Jane Rausch, Connie Sheridan, Janet Gavigan, Ellyn Papenfuse, , Jennifer Tottenham, Kelly Garza

- Jane shared a recap of Summer HELP. We had 37 HELP participants and 37 Boot Camp participants. Feedback from participants was positive regarding the classes and presenters. We had four graduates from HELP III, and 13 overall from the 2016-2017 participants who completed the portfolios.
- Fall HELP Session – October 23, 2017
  - Writing courses
    - HELP I – Basics of Human Resources  
Debra Tito (Renton School District) and Amy Brandmire (Puyallup School District)
    - HELP II – Legal Writing for Human Resources  
Tim Reynolds, Porter Foster Rorick, LLP
    - HELP III – Workplace Investigations and documentation  
Don Austin, Patteron Buchanan Fobes Leitch & Kalzer, Inc., P.S.
    - WSPA members invited to attend for a registration fee of \$150
      - 19 Registered (as of 10.16.16)
        - (5) Basics of Human Resources
        - (6) Legal Writing for Human Resources
        - (8) Workplace Investigations and documentation
- Spring HELP Session – April 13, 2018
  - Speakers/Presenters/Topics
    - Lorraine Wilson, Porter, Foster and Rorick  
FLSA/CastleRock
    - HELP III Presentations – 4 presentations/7 presenters
      - DeeDee Buckingham and Jennifer Hymer:  
Evaluations or Hiring Process
      - Joyce Wilson:  
Ethical Leadership or What does HR do for you?
      - Janet Paeth and Carrie Joy:  
Conflict in the Workplace
      - Julie Dodd and Jennifer York:  
Screening and Hiring Process
  - Due to the feedback from last year's participants, we will have the HELP II participants sit in on the HELP III presentations. We will have four presentations by seven participants. Scoring sheets will be handed out to everyone observing, but only the grading advisory members will be providing the feedback.

- Advisory members requested having Melissa at CityU conduct a webinar to review the process for grading on BlackBoard.
- There were several last minute submissions of reports for the 2016-2017 participants, so a discussion ensued on changing the last day of submission. It was decided that reports will be due the last student day of Summer HELP, with the final cut-off day for changes being July 31<sup>st</sup>. Jane will send to the advisory members the handout of APA formatting. Additionally, Jane will be sending more frequent email reminders to HELP participants on suggestions and reminders to complete their reports. Jennifer suggested creating a calendar schedule for 2017-2018 participants to help them in their planning.
- The Advisory Committee will meet the Sunday before the Annual Conference (February 25) and Summer HELP (July 8) to review reports. This will give advisory members the opportunity to collaborate on grading, and allow participants to stop by to ask questions and seek guidance on their report writing.
- Summer HELP Session – July 9-13, 2018  
Puget Sound ESD
  - Jane contacted Galen Emanuele with ShiftYes, but he is charging \$7500. Connie suggested putting it out the Board to see if they have suggestions.
  - Gory Linse will be presenting at the Thursday evening banquet on “Curious Compassion.”
  - NEW FOR 2017-2018
    - Classified Boot Camp- targeted audience will be supervisors in food service, custodial, maintenance, and transportation
      - Presenters:
        - Day 1: Steve Grubb, Chief Talent Office, Highline Schools  
Classified Administrator Soft Skills
          - Boundaries
          - How to address workplace conflict
          - How to communicate when going from co-worker to supervisor
          - Supervision
          - Communicating expectations
          - Transitioning from co-worker to supervisor
          - Fostering relations with staff
        - Day 2: HR 101, Paul Clay, Attorney, Stevens, Clay & Manix
          - HR 101: An Overview of School Human Resource Leadership Responsibilities for the Classified Administrator
- Date/Time of next advisory meeting:
- February 25, 2018

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [jrausch@wspa.net](#)  
**Subject:** RE: HELP Advisory Minutes  
**Date:** Friday, October 27, 2017 9:56:17 AM

---

Yes, this works. Thank you.

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](#)

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**Sent:** Friday, October 27, 2017 9:53 AM  
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**Subject:** Re: HELP Advisory Minutes

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**Subject:** RE: HELP Advisory Minutes

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**Sent:** Thursday, October 26, 2017 11:54 AM  
**To:** KURT SCHONBERG (via Google Sheets) <[drive-shares-noreply@google.com](mailto:drive-shares-noreply@google.com)>;  
[scarey@fpschools.org](mailto:scarey@fpschools.org); [turner.l@wenatcheeschools.org](mailto:turner.l@wenatcheeschools.org); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); Janet  
Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>; [cleonard@wspsa.net](mailto:cleonard@wspsa.net)  
**Cc:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** HELP Advisory Minutes

All-

Please see attached minutes from our HELP Advisory Committee Meeting on October 15th.

Thank you.

Jane Rausch  
HELP Coordinator

**From:** [CJ Carter](#) on behalf of [CJ Carter <cjcarter@fwps.org>](#)  
**To:** [csheridan@asd103.org](mailto:csheridan@asd103.org)  
**Cc:** [cleonard@wspa.net](mailto:cleonard@wspa.net)  
**Subject:** 10/30/17-MEMBER REQUEST  
**Date:** Monday, October 30, 2017 6:36:02 AM

---

**Good morning Connie and Curtis!**

**The Federal Way School District does not provide our guest employees an email through our district. We do give each of them FWSD photo ID badges (we just started that last school year). They were super pleased with that!**

**We do offer our guest employees access to Continuous Learning/Training at no cost and no cost for the clock hours they will receive for completing the training. For our certificated guest employees, after completing a minimum of 35-clock hours of extra training (we provide the list of training classes they are able to select from) they will then get a \$15.00 per day pay raise. They are not required to take any other training annually to keep up that rate of pay. Great incentive to most certificated guest employees ~ No emails, but other great incentives. CJ Carter**

**From:** [wspa@memberclicks-mail.net](mailto:wspa@memberclicks-mail.net) [<mailto:wspa@memberclicks-mail.net>]  
**Sent:** Friday, October 27, 2017 8:45 AM  
**Subject:** MEMBER REQUEST

Another request:

Connie Sheridan from Anacortes School District is asking about the type of access you provide to guest teachers. Do you provide an email address? Access to student records? Any FERPA concerns?

Please send your responses directly to: [csheridan@asd103.org](mailto:csheridan@asd103.org)

Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

---

This email was sent to [tlofton@fwps.org](mailto:tlofton@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

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United States

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**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** FW: WSPA board minutes 10.15.17  
**Date:** Monday, October 30, 2017 8:43:05 AM  
**Attachments:** [WSPA Board Meeting 10.15.17.docx](#)

---

Jennifer

I am wondering if you have had a chance to review the minutes so we can send them out to the board?

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

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**Sent:** Tuesday, October 17, 2017 8:18 PM  
**To:** 'admin@wspa.net' <admin@wspa.net>  
**Subject:** WSPA board minutes 10.15.17

Hi Jennifer

I am sending this to you first to review before sending out. Specifically review the treasurer's report, Accountant report, and POG. Thanks.

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

WSPA Board Meeting  
Tukwila WA  
October 15, 2017

Open meeting at 7 pm

**Welcome and Introductions – Kurt Schonberg**

Debby Carter, Cathi Price,  
Marilyn Boerke, Shaun Carey, Connie Sheridan, Jennifer Tottenham, Lisa Turner, Jane Rausch, Dawn Long, Janet Hodson, Debby Carter Cathi Price, Curtis Leonard, Denise Kennedy, Chelle Lente, Toni Neidhold, Kim Harmon

**Regional Updates**

**Region 2 North vacancy:** Don't want to give up on the split region, even though Lisa doesn't know if there is interest. Have not been working on getting it filled. Curtis stated with Heather coming off, not much done. Leanne Olson, Vicki Trainer are possible candidates. In the hopes to inspire interest in WSPA, Jennifer could send a little care package, one page highlight of WSPA, OSPI certification is in the need category. Additionally, Curtis could come out and try to get feel for interest from the participants. Need to get a rep asap, goal for this week. Will meet with districts or set up a meeting.

**Region 2 South– Toni:** stated had one meeting, open topic discussion, well attended in Richland. OSPI November, trying to get Curtis on the agenda.

**Region 1 – Jane:** Had first meeting, largest attendance, location: pie place, WSPA membership up in the region. Certification Updates, Curtis doing legislative updates, records retention, bargaining roundtables, TPEP, reasonable accommodations.

**Region 3 – Marilyn –** No meetings yet. Reasonable accommodation at next meeting, family leaves, Lee Goeke legislative update, 3 meetings this year at ESD 112. Alternative routes

**Region 4 Cathi and Dawn -** First meeting had 52 in attendance OSPI certification, PESB New Human Resources school district HR. Alternative routes, paraeducator training, grants. January 10 next meeting - Hoping to have meeting of legislative updates. Other set meetings: March 15, May 17. Revisit electronic records retention, still a high interest. Last meeting will be held in Lacey/Olympia area. The draw will be lunch provided.

**Region 5 – Denise/Chelle -** holding the conference this year. Clearwater Casino 21 people on the team HB 1115 & 1341 para standards, planning, reconnecting after the summer, talked about committees, meeting every month until the last month or so. Nov 20<sup>th</sup> next meeting on conference.

**Region 6 – Connie/Jason** 4 meetings scheduled. Trauma in the work place; over 20 attended. Curtis to do classified training, Nov 9; March - Chuck Lind no topic yet. May 10 - end of year hot topics. Region is really present. ESD is catching up with new leadership, more present.

**Secretary Report – Janet Hodson**

Minutes from Sleeping Lady Board meeting July 2017 were sent late electronically.

The board will hold on accepting the minutes as reported until members have a chance to review online.

Debby Carter Motion to hold on accepting minutes until reviewed; Marilyn Boerke second Motion carried.

**Membership update – Jennifer Tottenham**

613 members - sending emails to expired members, associate members down by 4

District memberships up 3, Promotional memberships up 8; new HELP and boot camp members, law conference 21 non-member registrations

Boot camp and new HELP attendees receive 1 year membership as part of the their cost

**Treasurer's Report - Lisa Turner**

Revenue and expenses lower than expected

Wanting to spend down

**Accountant review – Jennifer Tottenham**

Will have a full report at Feb

Preparing 990

Auditing electronic books – financial review (not an audit)

Providing corrections of errors

Plan was to go to quick books online – Patty said the functionality is not the same.

Preference is the desktop version – upload the information to secure site

Done by annual conference

Part of question is there a question in 2015?

Excise tax – does accountant have an opinion – need confirmation of whether we need to pay them

**Conference and Program updates – Curtis Leonard**

Reviewed calendar on the last page of agenda

Calendar and Conference updates

Full house for S275 in Tukwila

Spokane S275 was in the 30 range for attendance

Presenters found 2 changes in notebook, can open up for sale next week (Jennifer T)

Need to look at reviews

Need to confirm bargaining workshop in January

Career fair dates are confirmed for March 2018

Schedule for annual conference – board meeting on Sunday before conference 2/25-28/2018

We might want to educate on access and not content – Lisa is willing to present, just needs to change.

Kim Harmon stated Spokane is redoing the entire content – but would want someone else look over the content. Curtis will review.



Law conference is at 260 including risk pool folks –at the highest capacity  
At current location, if we continue to grow and we are outgrowing this venue (So Center)  
Keep eye open for feeling; crowded; need to see if we need to move hotels  
Jennifer stated the hotel wants confirmation on dates next year. Running up against NASPA, hotel asking if we want to hold dates for next year  
Course offerings were based on suggestions from Sleeping Lady  
Relevant topics for districts  
Materials online  
Shaun asked: Who is the target audience – Curtis - joint collaboration  
HR but risk pool co-sponsored so risk management folks attend  
Different components – can draw a wide range of folks from HR, Business, Supts, Asst. Supt, Risk mgmt.  
Should talk more on this topic at Sleeping Lady 2018

### **Annual Conference update – Denise Kennedy**

Confirmed committee leads  
Theme is Strength in Unity  
Variety of ideas for presentations, gender identity, emergency sub training, para training, alternative routes, social media; trauma for students and staff, social/emotional health of staff  
WSPA google drive, WISPC – skyward update; certification 101 (OSPI),  
Food will be fabulous  
What support is needed – Jennifer will attend meeting on the 20<sup>th</sup>, Denise wants to make sure they are going in the right direction.

### **HELP update – Jane Rausch**

37 help  
37 boot camp  
68% of help doing portfolios; learning experience using blackboard from City U  
13 participants completed the year and four graduates  
Fall session – Writing 16 non help participants  
Spring help – April 23 Lorraine Wilson  
Help 2018-19 July 9-13 Classified admin boot camp for 2 days M&O transportation NS  
Steve Grubb ½ day training how to transition from employee to supervisor  
Paul Clay HR 101 from classified standpoint  
3 day is \$495  
2 day is \$375 classified boot camp  
Motion Cathi price  
Second Shaun Carey  
Passed

Galen Emanuel \$7500 key note speaker for kick off to HELP week  
Focus on teaming  
Any other suggestions?

**POG update - Jennifer Tottenham**

POG – Lisa Turner stated it needs a lot of updating – might be better to have intro to WSPA, HELP instead of all the legislative information. In current format, it did not seem relevant; no child left behind, legislative stuff is outdated.

Discussion about how it is used, what should be in the book

Jennifer gets daily request from districts for the POG

Suggested that they offer as WSPA member resource

Training list review

Kim Harmon needs someone to review the POG

Kim said she can work with Shelley Holt in Spokane

**Discussion - member needs specific to bargaining**

Curtis Leonard - bargaining coming up in January

What additional supports do districts need

WEA has resources prepping their team and District does not. Who does the legwork for districts so we can be on the same playing field?

Annual conference should have a session or roundtable about bargaining

We know PSE is thinking 'we saw what the teacher's got so we are coming for ours'

Add a strand to the classified boot camp regarding bargaining

Common strategy - districts do not have one. It would be nice to have a model that all districts use.

Guidance on unfair labor bargaining.

Legislative Liaison – we are not set up for this year. Lee Goeke still unsure.

Call for a motion to adjourn

Deb Carter motion to adjourn

Jane Rausch second

Adjourned 8:30

**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** Re: WSPA board minutes 10.15.17  
**Date:** Monday, October 30, 2017 10:02:27 AM

---

Hi Janet,

I shared them with Curtis and the presidents last week and have not received any notes. I will share with the board.

Thank you,

Jennifer

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Jennifer

I am wondering if you have had a chance to review the minutes so we can send them out to the board?

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253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

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**Sent:** Tuesday, October 17, 2017 8:18 PM  
**To:** '[admin@wsps.net](mailto:admin@wsps.net)' <[admin@wsps.net](mailto:admin@wsps.net)>  
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**To:** [admin@wspa.net](#)  
**Subject:** RE: WSPA board minutes 10.15.17  
**Date:** Monday, October 30, 2017 10:05:24 AM

---

Ok. Thanks.

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Federal Way Public Schools  
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**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [kschonberg@ohsd.net](mailto:kschonberg@ohsd.net); [scarey@fpschools.org](mailto:scarey@fpschools.org); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [jhodson@fwps.org](mailto:jhodson@fwps.org); [turner.l@wenatcheeschools.org](mailto:turner.l@wenatcheeschools.org); [jane.rausch@rsdmail.org](mailto:jane.rausch@rsdmail.org); [kimha@spokaneschools.org](mailto:kimha@spokaneschools.org); [crail.h@wenatcheeschools.org](mailto:crail.h@wenatcheeschools.org); [tneidhold@psd1.org](mailto:tneidhold@psd1.org); [marilyn.boerke@camas.wednet.edu](mailto:marilyn.boerke@camas.wednet.edu); [cathibp@msn.com](mailto:cathibp@msn.com); [dlong@nthurston.k12.wa.us](mailto:dlong@nthurston.k12.wa.us); [denise.kennedy@bremertonschools.org](mailto:denise.kennedy@bremertonschools.org); [chellel@ckschools.org](mailto:chellel@ckschools.org); [cs Sheridan@asd103.org](mailto:cs Sheridan@asd103.org); [jason\\_thompson@msvl.k12.wa.us](mailto:jason_thompson@msvl.k12.wa.us); [cleonard@wsps.net](mailto:cleonard@wsps.net)  
**Subject:** WSPA Board Meeting Minutes: October 2017  
**Date:** Tuesday, October 31, 2017 10:12:58 AM  
**Attachments:** [Board Meeting Minutes OCT 2017.docx](#)

---

Hello everyone,

Thank you for attending the October WSPA Board meeting. Your time and input is appreciated and valued. Thank you!

The minutes from this meeting are attached for your review. These minutes will be formally approved at our February meeting.

Please save the date for our next meeting:

**WSPA Board Meeting – Annual Conference**

- Sunday, February 25, 2018
- Suquamish Clearwater Resort
- Time: TBD – this will be an evening meeting. We will do our best to accommodate the pre-conference and any evening social activities. I will send a confirmed time ASAP.

Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wsps.net/>



WSPA Board Meeting  
Tukwila WA  
October 15, 2017

Open meeting at 7 pm

**Welcome and Introductions – Kurt Schonberg**

Debby Carter, Cathi Price,  
Marilyn Boerke, Shaun Carey, Connie Sheridan, Jennifer Tottenham, Lisa Turner, Jane Rausch, Dawn Long, Janet Hodson, Debby Carter Cathi Price, Curtis Leonard, Denise Kennedy, Chelle Lente, Toni Neidhold, Kim Harmon

**Regional Updates**

**Region 2 North vacancy:** Don't want to give up on the split region, even though Lisa doesn't know if there is interest. Have not been working on getting it filled. Curtis stated with Heather coming off, not much done. Leanne Olson, Vicki Trainer are possible candidates. In the hopes to inspire interest in WSPA, Jennifer could send a little care package, one page highlight of WSPA, OSPI certification is in the need category. Additionally, Curtis could come out and try to get feel for interest from the participants. Need to get a rep asap, goal for this week. Will meet with districts or set up a meeting.

**Region 2 South– Toni:** stated had one meeting, open topic discussion, well attended in Richland. OSPI November, trying to get Curtis on the agenda.

**Region 1 – Jane:** Had first meeting, largest attendance, location: pie place, WSPA membership up in the region. Certification Updates, Curtis doing legislative updates, records retention, bargaining roundtables, TPEP, reasonable accommodations.

**Region 3 – Marilyn –** No meetings yet. Reasonable accommodation at next meeting, family leaves, Lee Goeke legislative update, 3 meetings this year at ESD 112. Alternative routes

**Region 4 Cathi and Dawn -** First meeting had 52 in attendance OSPI certification, PESB New Human Resources school district HR. Alternative routes, paraeducator training, grants. January 10 next meeting - Hoping to have meeting of legislative updates. Other set meetings: March 15, May 17. Revisit electronic records retention, still a high interest. Last meeting will be held in Lacey/Olympia area. The draw will be lunch provided.

**Region 5 – Denise/Chelle -** holding the conference this year. Clearwater Casino 21 people on the team HB 1115 & 1341 para standards, planning, reconnecting after the summer, talked about committees, meeting every month until the last month or so. Nov 20<sup>th</sup> next meeting on conference.

**Region 6 – Connie/Jason** 4 meetings scheduled. Trauma in the work place; over 20 attended. Curtis to do classified training, Nov 9; March - Chuck Lind no topic yet. May 10 - end of year hot topics. Region is really present. ESD is catching up with new leadership, more present.

**Secretary Report – Janet Hodson**

Minutes from Sleeping Lady Board meeting July 2017 were sent late electronically.

The board will hold on accepting the minutes as reported until members have a chance to review online.

Debby Carter Motion to hold on accepting minutes until reviewed; Marilyn Boerke second Motion carried.

**Membership update – Jennifer Tottenham**

613 members - sending emails to expired members, associate members down by 4

District memberships up 3, Promotional memberships up 8; new HELP and boot camp members, law conference 21 non-member registrations

Boot camp and new HELP attendees receive 1 year membership as part of the their cost

**Treasurer's Report - Lisa Turner**

Revenue and expenses lower than expected

Wanting to spend down

**Accountant review – Jennifer Tottenham**

Will have a full report at Feb

Preparing 990

Auditing electronic books – financial review (not an audit)

Providing corrections of errors

Plan was to go to quick books online – Patty said the functionality is not the same.

Preference is the desktop version – upload the information to secure site

Done by annual conference

Part of question is there a question in 2015?

Excise tax – does accountant have an opinion – need confirmation of whether we need to pay them

**Conference and Program updates – Curtis Leonard**

Reviewed calendar on the last page of agenda

Calendar and Conference updates

Full house for S275 in Tukwila

Spokane S275 was in the 30 range for attendance

Presenters found 2 changes in notebook, can open up for sale next week (Jennifer T)

Need to look at reviews

Need to confirm bargaining workshop in January

Career fair dates are confirmed for March 2018

Schedule for annual conference – board meeting on Sunday before conference 2/25-28/2018

We might want to educate on access and not content – Lisa is willing to present, just needs to change.

Kim Harmon stated Spokane is redoing the entire content – but would want someone else look over the content. Curtis will review.



Law conference is at 260 including risk pool folks –at the highest capacity  
At current location, if we continue to grow and we are outgrowing this venue (So Center)  
Keep eye open for feeling; crowded; need to see if we need to move hotels  
Jennifer stated the hotel wants confirmation on dates next year. Running up against NASPA, hotel asking if we want to hold dates for next year  
Course offerings were based on suggestions from Sleeping Lady  
Relevant topics for districts  
Materials online  
Shaun asked: Who is the target audience – Curtis - joint collaboration  
HR but risk pool co-sponsored so risk management folks attend  
Different components – can draw a wide range of folks from HR, Business, Supts, Asst. Supt, Risk mgmt.  
Should talk more on this topic at Sleeping Lady 2018

### **Annual Conference update – Denise Kennedy**

Confirmed committee leads  
Theme is Strength in Unity  
Variety of ideas for presentations, gender identity, emergency sub training, para training, alternative routes, social media; trauma for students and staff, social/emotional health of staff  
WSPA google drive, WISPC – skyward update; certification 101 (OSPI),  
Food will be fabulous  
What support is needed – Jennifer will attend meeting on the 20<sup>th</sup>, Denise wants to make sure they are going in the right direction.

### **HELP update – Jane Rausch**

37 help  
37 boot camp  
68% of help doing portfolios; learning experience using blackboard from City U  
13 participants completed the year and four graduates  
Fall session – Writing 16 non help participants  
Spring help – April 23 Lorraine Wilson  
Help 2018-19 July 9-13 Classified admin boot camp for 2 days M&O transportation NS  
Steve Grubb ½ day training how to transition from employee to supervisor  
Paul Clay HR 101 from classified standpoint  
3 day is \$495  
2 day is \$375 classified boot camp  
Motion Cathi price  
Second Shaun Carey  
Passed

Galen Emanuel \$7500 key note speaker for kick off to HELP week  
Focus on teaming  
Any other suggestions?

**POG update - Jennifer Tottenham**

POG – Lisa Turner stated it needs a lot of updating – might be better to have intro to WSPA, HELP instead of all the legislative information. In current format, it did not seem relevant; no child left behind, legislative stuff is outdated.

Discussion about how it is used, what should be in the book

Jennifer gets daily request from districts for the POG

Suggested that they offer as WSPA member resource

Training list review

Kim Harmon needs someone to review the POG

Kim said she can work with Shelley Holt in Spokane

**Discussion - member needs specific to bargaining**

Curtis Leonard - bargaining coming up in January

What additional supports do districts need

WEA has resources prepping their team and District does not. Who does the legwork for districts so we can be on the same playing field?

Annual conference should have a session or roundtable about bargaining

We know PSE is thinking 'we saw what the teacher's got so we are coming for ours'

Add a strand to the classified boot camp regarding bargaining

Common strategy - districts do not have one. It would be nice to have a model that all districts use.

Guidance on unfair labor bargaining.

Legislative Liaison – we are not set up for this year. Lee Goeke still unsure.

Call for a motion to adjourn

Deb Carter motion to adjourn

Jane Rausch second

Adjourned 8:30

**From:** [admin@wspa.net](mailto:admin@wspa.net)  
**To:** [Kelly Wittman](#)  
**Subject:** Re: Now available: S-275 Personnel Reporting Manual  
**Date:** Tuesday, October 31, 2017 2:08:46 PM

---

Hi Kelly,

I cannot speak to the OSPI version, but the manual we are offering was just updated by our S-275 trainers for 2017.

I am sure the OSPI manual has all of the information needed, just a matter of delivery preference. We have members who find it a simpler format and others that prefer the OSPI format!

Thank you,

Jennifer

On Oct 25, 2017, at 8:29 AM, Kelly Wittman <[kwittman@fwps.org](mailto:kwittman@fwps.org)> wrote:

Hi Jennifer,

I'm curious about the S275 manual. We've always just printed it from OSPI's web site. Is there something new this year that we would need to purchase a copy? Please let me know. Thank you!

Kelly Wittman  
Compensation Specialist  
Human Resources  
253-945-2024  
[kwittman@fwps.org](mailto:kwittman@fwps.org)

[Click here to learn about FWPS Career Opportunities](#)

<image001.jpg>

---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [<mailto:waspa@memberclicks-mail.net>]  
**Sent:** Wednesday, October 25, 2017 6:02 AM  
**To:** Kelly Wittman <[kwittman@fwps.org](mailto:kwittman@fwps.org)>  
**Subject:** Now available: S-275 Personnel Reporting Manual

Hello WSPA members,

The updated S-275 Personnel Reporting Manual is now available for purchase.

We are offering the manual in two formats:

- Spiral-bound, hardcopy edition
- PDF electronic version

The purchase price is \$75.00

[Please click here to purchase](#) the S-275 Personnel Reporting Manual.

Thank you,

Washington School Personnel Association

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This email was sent to [kwittman@fwps.org](mailto:kwittman@fwps.org) by [admin@wspa.net](mailto:admin@wspa.net)

Washington School Personnel Association • PO Box 1600, Anacortes,  
Washington 98221, United States

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[<image003.jpg>](#)

[<~WRD000.jpg>](#)

**From:** [Kelly Garza](#) on behalf of [Kelly Garza <KellyG@wapatosd.org>](#)  
**To:** [jrausch@wspsa.net](#); [sonjabrown@sequim.k12.wa.us](#); [carterd@edmonds.wednet.edu](#); [gaviganj@riverview.wednet.edu](#); [jhodson@fwps.org](#); [lkrining@cloverpark.k12.wa.us](#); [lmcstay@cloverpark.k12.wa.us](#); [TNeidhold@psd1.org](#); [ellyn.papenfuse@vansd.org](#); [csheridan@asd103.org](#); [jsteinernv@yahoo.com](#)  
**Subject:** RE: Summer Keynote  
**Date:** Wednesday, November 1, 2017 8:29:25 AM  
**Attachments:** [image001.png](#)

---

Hi Jane,

With the high number of employee absences these days and the headaches in finding quality subs (certificated or classified), this Whole Educator Initiative addressing employee health and wellness may provide Districts with ideas and solutions that would promote and improve employee attendance. I am eager to learn more about Tacoma's initiative.

Kelly

---

**From:** [jrausch@wspsa.net](#) [mailto:[jrausch@wspsa.net](#)]  
**Sent:** Thursday, October 26, 2017 11:05 AM  
**To:** [sonjabrown@sequim.k12.wa.us](#); [carterd@edmonds.wednet.edu](#); Kelly Garza; [gaviganj@riverview.wednet.edu](#); [jhodson@fwps.org](#); [lkrining@cloverpark.k12.wa.us](#); [lmcstay@cloverpark.k12.wa.us](#); [TNeidhold@psd1.org](#); [ellyn.papenfuse@vansd.org](#); [csheridan@asd103.org](#); [jsteinernv@yahoo.com](#)  
**Subject:** Summer Keynote

All:

I am soliciting your feedback on the below regarding a keynote presentation this summer. Please let me know your thoughts and whether you feel this would attract an audience and be well received.

Thank you.

Jane

---

**From:** FORREST GRIEK <[fgriek@Tacoma.K12.Wa.US](#)>  
**Sent:** Tuesday, October 24, 2017 4:04 PM  
**To:** [jrausch@wspsa.net](#)  
**Cc:** LISA NOLAN  
**Subject:** RE: Question

Hi Jane,

Thank you for reaching out to me. I would be happy to help. You may have heard that we recently launched the Whole Educator Initiative in Tacoma Public Schools, which speaks directly to employee health and wellness. It really has become a game changer for the culture in some of our buildings. Myself or Dr. Lisa Nolan, HR Assistant Superintendent may be the right person to kick off HELP and Boot Camp. Let me know if/how we can support you and WSPA.

Regards,

Forrest Griek, Ed.D.

Director of Labor Relations & Whole Educator Support

Human Resources

p: 253.571.1246 | f: 253.571.1158

[www.TacomaWholeEducator.org](http://www.TacomaWholeEducator.org)



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=

**From:** [Ellyn Papenfuse](#) on behalf of [Ellyn Papenfuse <Ellyn.Papenfuse@vansd.org>](#)  
**To:** [Connie Sheridan](#); [Linda Krininger](#); [Lori McStay](#); [carterd@edmonds.wednet.edu](#); [Janet-Hodson -ESC](#); [TNeidhold@psd1.org](#); [gaviganj@riverview.wednet.edu](#); [sonjabrown@sequim.k12.wa.us](#); [kellyg@wapatosd.org](#); [jrausch@wspace.net](#); [jsteinernv@yahoo.com](#)  
**Subject:** RE: Summer Keynote  
**Date:** Wednesday, November 1, 2017 8:58:57 AM  
**Attachments:** [IMAGE.png](#)

---

Good morning!

I also support having Tacoma present their Whole Educator Support program at Boot Camp. We're certainly seeing a lot more absences across our work groups so finding a solution without inventing the wheel sounds like a win/win to me.

Ellyn Papenfuse  
Senior Human Resources Specialist  
Vancouver Public Schools  
Phone: 360.313.1089

**Vancouver Public Schools**

 Please consider whether it is necessary to print this email

>>> Kelly Garza <[KellyG@wapatosd.org](mailto:KellyG@wapatosd.org)> 11/1/2017 8:27 AM >>>  
Hi Jane,

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Kelly

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**From:** [jrausch@wspace.net](mailto:jrausch@wspace.net) [mailto:[jrausch@wspace.net](mailto:jrausch@wspace.net)]  
**Sent:** Thursday, October 26, 2017 11:05 AM  
**To:** [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); Kelly Garza; [gaviganj@riverview.wednet.edu](mailto:gaviganj@riverview.wednet.edu); [jhodson@fwps.org](mailto:jhodson@fwps.org); [lkrining@cloverpark.k12.wa.us](mailto:lkrining@cloverpark.k12.wa.us); [lmestay@cloverpark.k12.wa.us](mailto:lmestay@cloverpark.k12.wa.us); [TNeidhold@psd1.org](mailto:TNeidhold@psd1.org); [ellyn.papenfuse@vansd.org](mailto:ellyn.papenfuse@vansd.org); [cs Sheridan@asd103.org](mailto:cs Sheridan@asd103.org); [jsteinernv@yahoo.com](mailto:jsteinernv@yahoo.com)  
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Regards,

[Forrest Griek, Ed.D.](#)

Director of Labor Relations & Whole Educator Support

Human Resources

p: 253.571.1246 | f: 253.571.1158

[www.TacomaWholeEducator.org](http://www.TacomaWholeEducator.org)





**From:** [Jo An Steiner](#) on behalf of [Jo An Steiner <jsteinernv@yahoo.com>](#)  
**To:** [Ellyn Papenfuse](#); [Connie Sheridan](#); [Linda Krininger](#); [Lori McStay](#); [carterd@edmonds.wednet.edu](#); [Janet-Hodson - ESC](#); [TNeidhold@psd1.org](#); [gaviganj@riverview.wednet.edu](#); [sonjabrown@sequim.k12.wa.us](#); [kellyg@wapatosd.org](#); [jrausch@wspa.net](#)  
**Subject:** Re: Summer Keynote  
**Date:** Wednesday, November 1, 2017 9:43:50 PM  
**Attachments:** [datauri-file.png](#)  
[IMAGE.png](#)

---

Hello,

I think if this is presented as an innovative wellness program that has proven to reduce employee absenteeism, it will be a draw for people.

JoAn

---

**From:** Ellyn Papenfuse <Ellyn.Papenfuse@vansd.org>  
**To:** Connie Sheridan <csheridan@asd103.org>; Linda Krininger <lkrining@cloverpark.k12.wa.us>; Lori McStay <lmestay@cloverpark.k12.wa.us>; carterd@edmonds.wednet.edu; Janet-Hodson -ESC <jhodson@fwps.org>; "TNeidhold@psd1.org" <TNeidhold@psd1.org>; gaviganj@riverview.wednet.edu; sonjabrown@sequim.k12.wa.us; "kellyg@wapatosd.org" <kellyg@wapatosd.org>; "jrausch@wspa.net" <jrausch@wspa.net>; "jsteinernv@yahoo.com" <jsteinernv@yahoo.com>  
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Phone: 360.313.1089



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Regards,

**Forrest Griek, Ed.D.**  
**Director of Labor Relations & Whole Educator Support**  
Human Resources  
p: 253.571.1246 | f: 253.571.1158  
[www.TacomaWholeEducator.org](http://www.TacomaWholeEducator.org)



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**whole**  
**educator**

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**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [scabigting@steilacoom.k12.wa.us](mailto:scabigting@steilacoom.k12.wa.us)  
**Cc:** [cleonard@wspsa.net](mailto:cleonard@wspsa.net)  
**Subject:** paid internships  
**Date:** Thursday, November 2, 2017 1:54:30 PM

---

FWPS does do paid internships for psychs. It comes out of the SpEd budget. They review applications in the spring for the following school year.

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

**From:** [Cabigting, Sue](#) on behalf of [Cabigting, Sue <scabigting@steilacoom.k12.wa.us>](#)  
**To:** [Janet Hodson](#)  
**Cc:** [cleonard@wspsa.net](#)  
**Subject:** RE: paid internships  
**Date:** Friday, November 3, 2017 8:23:57 AM

---

thank you kindly

---

**From:** Janet Hodson <jhodson@fwps.org>  
**Sent:** Thursday, November 2, 2017 1:54 PM  
**To:** Cabigting, Sue  
**Cc:** cleonard@wspsa.net  
**Subject:** paid internships

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Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
jhodson@fwps.org

**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Cc:** [cleonard@wsps.net](mailto:cleonard@wsps.net); [Rick Kaiser](#)  
**Subject:** Employee Discipline and Misconduct Investigations Workshop: thank you, presentation, clock hours, and survey  
**Date:** Friday, November 3, 2017 12:11:38 PM  
**Attachments:** [Employee Investigations and Misconduct.pptx](#)  
[Employee Misconduct Clock Hours NOV 3 2017 TUKWILA.pdf](#)

---

Hello,

Thank you for your attendance at the Employee Discipline and Misconduct Investigations Workshop. We hope you found it to be a productive day. The workshop presentation is attached for your reference.

We encourage you to complete a short survey about your experience. The input you provide is critical to our future planning. The survey may be found online at:

<https://www.surveymonkey.com/r/EMPMISC2017>

The clock hour form for this event is attached for your records.

Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wsps.net/>



# Employee Investigations and Discipline

Curtis Leonard, Rick Kaiser

WSPA

Law Offices of Richard H. Kaiser

# Certificated School Employees

- *RCW 28A.405.100* and *RCW 28A.405.210*; governs nonrenewal of certificated staff.
- *RCW 28A.405.300*; discharge or adverse affect of certificated staff.
- *RCW 28A.405.310*; contains hearing process.
- *RCW 28A.405.100*; requires the adoption of criteria and procedures for evaluation of certificated staff.
- *RCW 28A.405.220*; provisional employees.



# Classified School Employees

- No statute for non-renewal of classified employees.
- Due process rights may be created by:
  - Collective Bargaining Agreement
  - Board Policy
- Generally requires “just cause.”

# Progressive Discipline

- Letter of direction
  - Generally not considered “discipline”
- Verbal reprimand
- Written reprimand
- Suspension without pay
- Termination

# Management Rights Clause

- *It is agreed that the statutory, customary and usual rights, powers, functions, and authority of management are vested in management officials of the District. Without in any way limiting the generality of the foregoing, this will include rights in accordance with applicable laws and regulations and the provisions of this Agreement to direct the work force, the right to hire, promote, retain, transfer, and assign employees in positions; the right to suspend, discharge, demote or take other disciplinary action against employees, the right to determine and apply discipline based on the severity of the conduct; and the right to release employees from duties because of lack of work or for other legitimate reasons. The District will retain the right to maintain efficiency of the District operation by determining the methods, the means, and the personnel by which such operation is conducted.*

# Acceleration Clause

- *Generally, all discipline will be progressive, notwithstanding, in cases of misconduct, the District reserves the right to determine the consequences based on the severity of the conduct.*

# Letter of Direction vs. Discipline

- What is the purpose of the letter?
- Is a copy of the letter placed in the employee's personnel file?

# Letter of Direction

- Providing ongoing direction to an employee is an important component of supervision. Typically, letters of direction are not considered discipline, although a letter of direction might serve as a basis for future discipline.
- Direction might be provided verbally, in a letter or an email. This direction helps show that the employee had notice of a given rule or policy.
- These letters might not be in the employee's personnel file, but in a building and/or supervisor file.

# Letter of Discipline

- Clear statement of the facts of the case
- Statement of the rules/policies violated by the employee
  - Include previous acts of misconduct and efforts to remediate
- Discussion how the misconduct violated the rules and created an impact on the employee's ability to the job
- Specific directives that the employee must follow in order to remediate
- Recite consequences for failure to remediate

# Just Cause

- Virtually all collective bargaining agreements provide that the employer may discipline the employee only for “just cause.”
- In an attempt to define this term, Arbitrator Carroll Daughetry enumerated seven questions related to “just cause” in *Grief Brother Cooperage Corp. (1964)*.



# Seven Tests of Just Cause

- 1) Was the employee adequately warned of the consequences of his conduct?
- 2) Was the employer's rule or order reasonably related to efficient and safe operations?
- 3) Did management investigate before administering the discipline?
- 4) Was the investigation fair and objective?

# Seven Tests

- 5) Did the investigation produce substantial evidence or proof of guilt?
- 6) Were the rules, orders and penalties applied evenhandedly and without discrimination?
- 7) Was the penalty reasonably related to the seriousness of the offenses and the past record?

# Seven Tests

- Daughtery demanded an affirmative answer to each questions before he would find an employer's decision to be “just.”
- Routinely used by arbitrators.
- Often criticized, but serves as an introduction to “just cause.”

# Investigation Process



- **QUESTION #1 - What is alleged to have been violated?**
  - Federal Law, State Statute, Board Policy, Practices
- **QUESTION #2 - Who shall investigate?**  
Building, HR, Outside?
  - Keep in mind that anyone who conducts an investigation becomes a potential witness regarding the investigation and its adequacy.
  - Am I Experienced? Credible? Objective?
  - Will investigator establish immediate rapport

# Determine if Board Policy Applies

- Has the complaint alleged a violation of
  - #5011, Discrimination/sexual harassment
  - #3207, Harassment, Intimidation, Bullying
- Is the complaint based on membership in a protected class?
- Provide a copy of the policy

- **QUESTION #3 - Is it necessary to contact:**
  - Human Resources
  - Parents of students
  - Union
  - Law Enforcement/CPS
  - Insurance Company
  - Outside Attorney

- **QUESTION #4 – Does an employee need to be placed on leave?**
  - Computers, keys, access to building



- **QUESTION #5 – Have we secured any evidence?**
  - Computer evidence, surveillance
  - Witness statements

# Timely Investigation

- **QUESTION #6 – Are we complying with required timelines.**
- *The superintendent or his/her designee shall respond in writing to the complaining party within (30) calendar days following receipt of the complaint by the school district. **Board Policy 5011P***

# Timely Investigation

- *Within two (2) school days after receiving the Incident Reporting Form, the school designee will notify the families of the students involved that a complaint was received and direct families to the District's policy and procedure on harassment, intimidation, and bullying.*
- *The investigation will be completed as soon as practicable but generally no later than five (5) school days from the initial complaint or report.*  
**Board Policy 3207P.**

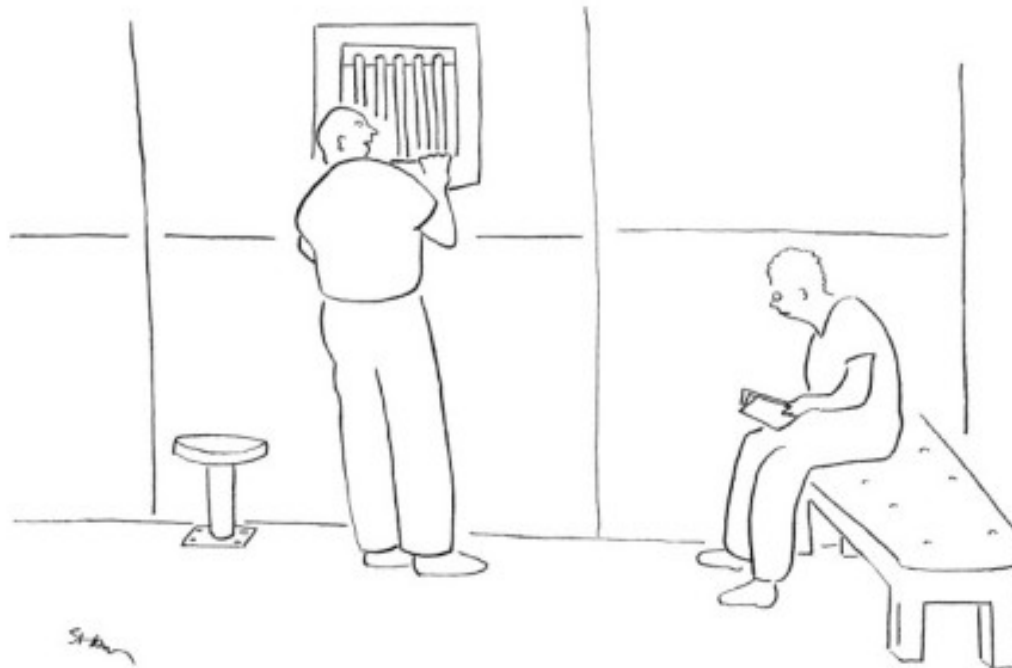
# Timely Investigation

- *No later than two (2) school days after the investigation has been completed and submitted to the compliance officer, the principal or designee shall respond in writing or in person to the parent/guardian of the complainant and the alleged aggressor stating:*
  - *The results of the investigation*
  - *Whether the allegations were found to be factual*
  - *Whether there was a violation of policy*
  - *The process to file an appeal*

**Board Policy 3207P**

# Paid Administrative Leave

We pay you because we have to



*"So how long is your extended administrative leave?"*

# Factors to Determine Admin Leave

Administrative leave is not appropriate simply because an investigation is occurring. If you're thinking of putting the accused employee on leave weigh the above concerns carefully against the following factors:

- (1) The scope and severity of the offense,
- (2) The likely penalty imposed if the allegations are true
- (3) The reliability of the initial report
- (4) The danger of immediate reoffense,
- (5) The danger of interference with the investigation.

Be sure you are basing your decision to put someone on leave due to direct evidence (i.e. don't rely on hearsay—talk to the direct witnesses first). Far too often the initial report you receive of misconduct bears little resemblance to what the witnesses will actually attest to.

# Decision to Place on Leave

- Is an investigation necessary?
  - Disputed information, multiple witnesses, determine a pattern of misconduct
- Does the alleged misconduct involve the safety and or supervision of children?
  - CPS and/or law enforcement if necessary
- Any indication that employee cannot carry out the functions of their job?
  - Shows impaired judgment



# Discussion Examples

- Allegation that teacher is abusing sick leave, contrary to the provisions of the collective bargaining agreement. Place on paid administrative leave?

# Discussion Examples

- One-on-one para-educator assisting a medically fragile youth takes a personal phone call while transporting the student to a portable. After ending the conversation, she leaves the student on the sidewalk to quickly get something out of her car. Principal finds the student outside and alone.

# Discussion Examples

- Student alleges that a teacher touched his arm while escorting him to the office. Teacher placed his hand on the student's shoulder. Parent wants the teacher fired.
- Now assume that while escorting the student, teacher grabbed and squeezed the student's arm and quickly shook him to get his attention.

# Discussion Examples

- Student reports that he is having a physical relationship with a high school drama teacher
  - You know the teacher personally and KNOW that this cannot be true. Now what?
  - Now, assume allegation comes from a student who has made a false allegation about 4 other staff members this year. Now what?
  - The student recants his statement. Now what?

# Sample Leave Letter

- Statement of action
  - *You are hereby placed on paid administrative leave until further notice. The reason for this action is that certain matters involving your conduct related to \_\_\_\_\_ must be looked into.*
- Notice of investigation
  - *The District will conduct an investigation into your conduct.*

# Sample Leave

- Directives
  - Confidentiality
    - Refrain from any discussions that may be construed as compromising the investigation, or potential to intimidate witnesses.
  - No Contact
    - With any involved/interested witnesses (and their family members?)
    - No presence at school or school related events
      - Instruction to return keys
  - Availability
    - Made available for District investigation

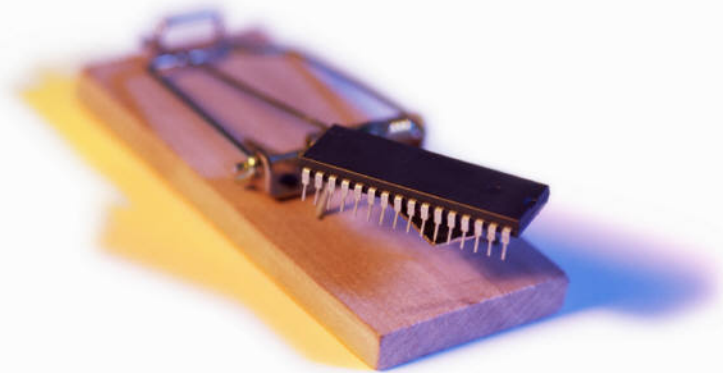
# Investigation How To



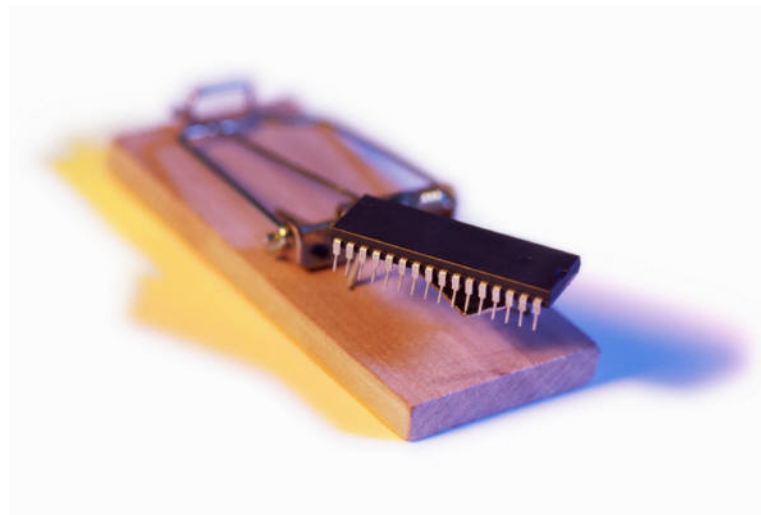
- Always:
  - Explain your role.
  - Retaliation Issues.
  - Give the witness permission to correct you.
  - Give the witness permission to contact you.
  - Direct the witness to be truthful and forthcoming.
    - Including hearsay.
    - Things you don't ask about.



*Failing to review applicable policies with complainant and alleged offender.*



*Failing to review training  
history and content.*



## *Failing to create ground rules for the interview.*

- The employer directs the course of the inquiry.
- The employer can ask a question more than once!
- Or, ask it in alternative ways!
- There is no “right” to caucus when a question is pending!
- The rep. can object to ambiguous, misleading, or harassing questions.
- The rep. can clarify answers at the end of the interview.

*Bottom line:*

*When do you want the  
information? Now or 2 years  
into a lawsuit?*

*Failing to have the witness  
quantify her or his  
experiences.*

- Failing to review email accounts/internet history.
- Failing to check for surveillance video.
- Failing to review personnel files.
- Failing to direct witnesses to produce all writings.

*Failing to go to the scene of  
the alleged conduct before  
interviewing the material  
witnesses.*

# Game Calls

Focusing on **OUTCOME** versus  
**PROCESS!**



# Discipline



# Weingarten Rights

- Weingarten rights – the right of employees to have union representation at investigatory interviews. **NLRB v. J. Weingarten, Inc., 420 US 251 (1975).**
  - An investigatory interview occurs when a supervisor questions an employee to obtain information which could be used **as a basis for discipline**
    - *Employee's* reasonable belief
    - Beware of investigatory interviews disguised as informal conversations

# Loudermill Meetings

- A Loudermill hearing is part of the “due process” requirement that must be provided to a government employee prior to removing or impacting the employment property right.
- Prior to the hearing, the employee must be given a Loudermill letter
  - Specific written notice of the charges and an explanation of the employer’s evidence so that the employee can respond.

# Loudermill v. Board of Education

- In *Loudermill v. Cleveland Board of Education* (1985), the Supreme Court held that employees with a property interest in their jobs are entitled to certain due process rights prior to termination, suspension or demotion.
  - Rights include:
    - Oral or written notice of the charges against them
    - An explanation of the employer's evidence
    - An opportunity to respond to the proposed action

# Loudermill

- Notify the employee well in advance of the date and time of the meeting to afford the opportunity for representation.
- The notice should include the specific reasons the proposed disciplinary action is being recommended, the range of discipline being considered, and the fact that this is the employee's opportunity to provide information.
- Conduct a thorough investigation prior to the meeting.
- Have 2 managers present. One to ask questions, one to take notes.
- Do not allow the union representative to interfere with the meeting.

# Loudermill

- Do not interrogate the employee.
- Ask clarifying questions.
- Avoid bargaining with the union about the proposed discipline.
- Witnesses are not required.
- Follow-up on any information presented by the employee that is new prior to making the final disciplinary decision.
- Take your time in making this decision.

# General Rules - Discharge

- RCW 28A.400.300 – school board shall “Employ for not more than one year, and for sufficient cause discharge all certificated and classified employees.”
- “Sufficient cause” is generally synonymous with “just cause” or “cause.”

# Flagrant Conduct

- If the teacher's conduct has been flagrant, there is sufficient cause to terminate as a matter of law.
  - Sexually exploitive
  - Physical Abuse
- If the conduct is flagrant, the district can terminate without applying the test from *Clarke*, or considering the *Hoagland* factors.



# Non-Flagrant Conduct - *Clarke* Test

- In all non-flagrant cases, the District needs to prove that the misconduct occurred and that:
  - (1) it is not remediable; and
  - (2) it materially and substantially affects the teacher's performances; or
  - (3) lacks any educational aspect or legitimate professional purpose.

# Sufficient Cause

- Teaching/classroom deficiencies that are reasonable correctible do not constitute sufficient cause for discharge, unless the applicable notice and probationary procedures under Washington law have been followed.

# Hoagland Factors

- *Hoagland v. Mount Vernon School District*, 95 Wn. 2d 424 (1981). Case involving a teacher convicted of possessing a stolen motorcycle.
- These factors help determine the “impact” of the misconduct on the teacher’s job.

# Hoagland Factors

- The age and maturity of the students;
- The likelihood the teacher's conduct will have adversely affected students or other teachers;
- The degree of the anticipated adversity;
- The proximity or remoteness in time of the conduct;
- The extenuating or aggravating circumstances surrounding the conduct;
- The likelihood the conduct may be repeated;
- The motives underlying the conduct; and
- Whether the conduct will have a chilling effect on the rights of the teachers.

# Hoagland Factors

- Not all eight facts will be applicable in every teacher discharge case, and furthermore, these factors are not necessarily applicable when the cause for dismissal is the teacher's improper performance of his contractual job duties.

# HR Takeaways

- Properly document employee discipline, using progressive discipline
- A record of progressive discipline helps prove that the conduct is not remediable
- Show impact of the conduct on the employee's position

# Probable Cause Letters

- Statement of purpose:
  - *“The purpose of this letter is provide you with notice that probable cause exists for terminating your employment in the \_\_\_\_\_ school district, pursuant to RCW 28A.405.300.”*
- Clear statement of the facts of the case, based on the district’s investigation
  - Concentrate on previous incidents of misconduct, attempts to remediate and use of progressive discipline.
  - Recite the results from the Loudermill meeting
  - Provide investigation findings

# Probable Cause Letters

- Discussion how the misconduct violated the rules and created an impact on the employee's ability to the job
  - List each specific charge and indicate how it violated policies/professional standards
- Appeal rights
  - *Pursuant to RCW 28A.405.300, you have certain appeal rights related to the determination to terminate your employment. You may invoke these rights by filing a written request within (10) days immediately following your receipt of this letter with \_\_\_\_\_.*



# Sample Cases

- In *Mott v. Endicott Sch. Dist.*, 105 Wn.2d 199 (1986), a teacher's repeated striking of his students in the genitals was found to be sufficient cause for discharge.
- The Court rejected the teacher's claim that the failure of the district to specifically instruct him not to strike students in the genitals barred his subsequent discharge is "so patently unacceptable that the school district was entitled to discharge the teacher for his actions in this case regardless of prior warning."

# Sample Cases

- In *Sargent v. Selah Sch. Dist.*, 23 Wn. App. 916 (1979), the court rejected the teacher's argument that his prior incidents of improper discipline could not be considered in determining whether there was sufficient cause to discharge.
- Pattern of unacceptable disciplinary practices, tipping students out of their chairs and striking students with a ruler.
- Teacher received prior warnings.
- The court stated that "sufficient cause for discharge to be evaluated in light of the teacher's record as a whole, which may be said to demonstrate a continuing pattern of unacceptable teaching practices."

# Sample Cases

- In *Coupeville Sch. Dist. No. 204 v. Vivian*, 36 Wn.App 728 (1984), the Court upheld the termination of a high school teacher who knowingly permitted a current and former students (minors), to drink alcohol at his home after school hours.
- The Court reviewed the *Hoagland* factors and affirmed the termination.



PO Box 1600 ● Anacortes, Washington 98221 ● 360-825-1415

## WASHINGTON STATE CLOCK HOUR REGISTRATION FORM


Use this form to verify your attendance at an approved clock hour offering outlined in Section II below. This form must be retained by the individual as verification of attendance. It is the individual's responsibility to maintain accurate records for compliance with certification regulations. DO NOT USE THIS FORM IF YOU ARE RECEIVING COLLEGE CREDIT FOR THIS PROGRAM.

**PARTICIPANTS MUST SIGN THE CLOCK HOUR ATTENDANCE LIST IN ORDER TO RECEIVE CLOCK HOURS.**

Section 1 - Information - Participant			Please Print and Use Pen	
Legal Name (Last, First, Middle)			Maiden or Former Name	
Date of Birth (m,d,y)	Social Security No. (optional)	Washington Certificate No.	(optional) <input type="checkbox"/> Female <input type="checkbox"/> Male	
Home Address (Street, City, State, Zip Code)			Telephone Numbers	
			Home	
			Business	

Section II - Clock Hour Provider			
Clock Hour Class Title: <b>Employee Discipline and Misconduct Investigations Training</b>		Name of Instructors: <b>Curtis Leonard and Rick Kaiser</b>	
Total Number of Clock Hours Available <b>5</b>	First Day of Class/Offering <b>11/3/2017</b>	Last Day of Class/Offering <b>11/3/2017</b>	
Sponsoring Provider Name (Agency Granting Clock Hours) <b>Washington School Personnel Association</b>		Business Telephone Number <b>360-825-1415</b>	
Provider Address <b>PO Box 1600, Anacortes, Washington, 98221</b>			
Sponsoring Provider Contact Person <b>Jennifer Tottenham, Program Coordinator</b>		Telephone Number <b>360-825-1415</b>	

Section III - Affidavit of Participant	
<p>I, _____, swear/affirm that I earned _____ clock hours for actual attendance at the above Clock Hour Class Title. I am not applying for college/university credit for this program. I also certify (declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The intentional misrepresentation of a material fact in this form subjects the holder to revocation of his/her certificate pursuant to Chapter 181-85 WAC.</p>	
Original Signature of Participant	Date

Section IV - Clock Hour Provider - Verification	
<p>When signed by the approved class sponsor or instructor, this form serves as a transcript or letter documenting eligible credits as required by WAC 392-121-280(3).</p>	
	<u>11/3/2017</u>
Original Signature of Class Sponsor/Instructor	Date

**From:** [Megan Ristine](#) on behalf of [Megan Ristine <mristine@fwps.org>](#)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** Student and Demographic Forecaster  
**Date:** Monday, November 6, 2017 9:44:15 AM

---

Please update our closing date to 11.13.2017 for our Student and Demographic Forecaster job.

Please let me know if you need anything else.

Regards,  
Megan

Megan Ristine  
School Support Coordinator  
Federal Way Public Schools  
253-945-2028  
Follow us on Twitter: @FWPSCareers  
[Click here to learn about FWPS Career Opportunities](#)



**From:** [Liz McFarland](#) on behalf of [Liz McFarland <lmcfarla@fwps.org>](#)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** RE: Additional members  
**Date:** Tuesday, November 7, 2017 7:32:15 AM

---

Hi Jennifer –

As of next Monday, I'll be working in Business Services. Jennifer Hymer will be taking over my position, so eventually we'll fill her spot – either you can keep me on there for now, or leave a spot open.

Tara Lofton is probably the best person to manage the memberships, going forward.

Thank you for all of your patience with me! I'll very much miss my WSPA friends ☹

Liz

---

**From:** admin@wspsa.net [mailto:admin@wspsa.net]  
**Sent:** Wednesday, August 2, 2017 3:36 PM  
**To:** Liz McFarland <lmcfarla@fwps.org>  
**Subject:** RE: Additional members

Not a pain at all, that is why I am here – to help! I think we have you all taken care of. Please let me know if you need any additional updates.

Updated list of district members:

1. You
2. Chris Patten
3. Dan Dizon
4. Janet Hodson
5. Jennifer Berg
6. Jennifer Hymer
7. Jennifer Wojciechowski
8. Kelly Sherry
9. David Brower
10. Tony Frascione

Additional member status:

1. CJ Carter
2. Mark Davidson
3. Susan Partain
4. Tara Lofton

New memberships/individual

1. Megan Ristine - invoice attached for individual membership. If you decide you would like to

keep her at additional status, just let me know and I can cancel the invoice.

2. Diane Holt - she received a one year membership for being a Boot Camp attendee. All taken care of!

Thank you, Liz.

Have a great afternoon,

Jennifer

---

**From:** Liz McFarland [<mailto:lmcfarla@fwps.org>]

**Sent:** Tuesday, August 01, 2017 10:54 AM

**To:** [admin@wspsa.net](mailto:admin@wspsa.net)

**Subject:** RE: Additional members

Ugh. Sorry we're such a pain!

Yes, please swap out Mark/David and Susan/Tony

Let's add Megan and Diane as individual members – leaving CJ, Mark, and Susan as “additional”

You can add the invoice to my profile and I will pay by credit card online next time I log in.

---

**From:** [admin@wspsa.net](mailto:admin@wspsa.net) [<mailto:admin@wspsa.net>]

**Sent:** Tuesday, August 1, 2017 10:46 AM

**To:** Liz McFarland <[lmcfarla@fwps.org](mailto:lmcfarla@fwps.org)>

**Subject:** RE: Additional members

Hi Liz,

If you wish the others to be listed as “addtionals” there is no charge. They will not receive member emails, but they will receive discounted registrations to events, etc. Do you want me to process full memberships for the following, or additional status? The only issue that could come into play is that they would not be eligible to apply for WSPA scholarships.

Additional or individual memberships (\$125) – please confirm which option:

- Diane Holt
- Megan Ristine
- CJ Carter

I am happy to swap people out for you – please confirm and I will take it from there!

- Mark Davidson moves to additional status and is replaced with David Brower as a district member
- Susan Partain moves to additional status and is replaced with Tony Frascione

Thank you, Liz. Have a great day!

Best,

jennifer

---

**From:** Liz McFarland [<mailto:lmcfarla@fwps.org>]

**Sent:** Tuesday, August 01, 2017 8:26 AM

**To:** [admin@wspa.net](mailto:admin@wspa.net)

**Subject:** Additional members

Hi Jennifer,

I hope your summer has been going well ☺

I just renewed our district membership for 10 of us, but we have additional members who need to be renewed:

David Brower  
Diane Holt  
Megan Ristine  
Tony Frascione  
CJ Carter

I wish I would have thought of this before I submitted the renewal – because I would have replaced Mark Davidson with David Brower (David is our chief HR officer, and Mark is retiring in a year) and Susan Partain (who is not very active) with Tony Frascione. Are you able to do that? If you need more information please let me know.

Then, I need to pay for the extras (other than CJ, Susan, and Mark – who can be listed as “additional”).

Let me know if I am missing something on the website that will let me do that ☺

THANK YOU!

Liz

Liz McFarland  
Human Resources and Systems Manager  
Federal Way Public Schools  
253-945-2021  
Follow us on Twitter: @FWPSCareers  
[Click here to learn about FWPS Career Opportunities](#)





**From:** [admin@wspa.net](mailto:admin@wspa.net)  
**To:** [Liz McFarland](#)  
**Subject:** RE: Additional members  
**Date:** Wednesday, November 8, 2017 1:04:48 PM

---

Liz,

Congratulations! I will leave you on the list for now and Tara/Jennifer can just let me know when the position is filled. I will make Tara the primary member.

I wish you the best, but I will miss having you at WSPA events. I hope you enjoy your new role!

Thank you,

Jennifer

---

**From:** Liz McFarland [mailto:[lmcfarla@fwps.org](mailto:lmcfarla@fwps.org)]  
**Sent:** Tuesday, November 07, 2017 7:32 AM  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: Additional members

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Liz

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jennifer

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Liz

Liz McFarland

Human Resources and Systems Manager

Federal Way Public Schools

253-945-2021

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[Click here to learn about FWPS Career Opportunities](#)



**From:** [Paige Scroger <Paige@wasbo.org>](mailto:Paige@wasbo.org)

**To:** 植恭 援; 牂牁湮 桧枯; 儉祥摯敦; 洛城敵佳深堵柿猪; 鈞瓊穢 湮慮慚 . 汨湮慮慚着勾 敵=; 懷陳效敬; 懷慮 摯  
枋渾; 懷搆°敢穢敵; 懷窠+湮摯; 漱杵 湮窠慰; 肅 侵慰; 桿 侵慰; 獨楷效偶牆; 切獨偶牆; 愁壯 湮忙出; 湯穢慚  
穢枝; 裊摩睡 枋晚湮枝; 駁壯 枋晚湮枝; 敲渾 晦枝; 湮泚偶牆偶慚; 湯穀暇慚; 慰瑤摯<sup>poi</sup>摩效; 枋渾 來片; 愁穀  
牂刺; =牀: 樞敢敵慨梯湮穢飲 猗桃窠敵; 穢瘳 整態; 敲枋 湮袖漱; 枋汶扎湮漱; 猗 湮漱; 往牆場; 穢拳慚<sup>to</sup>披  
恭森<sup>to</sup>汲慚; 正敬敵 穢慚; 枋棒梗 睡 慚穢; 瑯逢敢桿<sup>to</sup>擊穢; 穢潤偶牆°牲愴; 瑯拋刺; 景淩穢睦 樞稍扫 . 敦摯  
; 梧稍 敢森; 敢穢佳敢汶枋森; 從慚慚 恭敢披; 湯穢教敵枋森; 湮汲敘敵枋森; 湮出敵枋森; 瑯嚶駁<sup>to</sup>穢穢敘; 枋  
挪; 湯敵桿°恭慚; 恭敢穢刪桿<sup>to</sup>; 湯穢語枯+淩; 湮場 擊穢慚淩; 壯敘牽佳枋棍; 敦慚淩 慚緒淮; 湮湮敢<sup>rsi</sup>穢森  
; 敢汶揮敢穢穢; =牀 汰淩抵敢穀慚穢湯穢敢治 . 敲渾 汨枋柜; 枋柿櫟敵°敢汶柜; 植聊 w枋瘴敢; 景瑤穢4瑯  
; 牀 淩瑤油敢地淩穢; 湯語教穢; 湮汲敘穢; 淩捲穢穢; 榆 慚敵敵; 湮汶 \_\_\_\_; 擊慚敵<sup>rsi</sup>瑯淩堅雀; 枋敢 穢穢  
穢淩; 醜桿聊 慚穢; 瑯逢敢桿°牲枝; 景淩 穢 敢湮敢湮瑤時; 刈 敵慚; 敲慚佳淩淩; 敢淩拋桃; 瑯敢淩; 猗  
牀 穢据 慨穢抵; 湮淩余淩; 癰汲慚 敢汶枋森; 淩

**Subject:** Local Funding Workgroup (LFWG) Priorities Draft Document

---

Please review the attached Local Funding Workgroup (LFWG) Priorities Draft Document created by the LFWG Guiding Team.

You can share your comments and/or suggestions via e-mail to WASBO: cancel your registration at any time.

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [cleonard@wspa.net](mailto:cleonard@wspa.net)  
**Subject:** Question for Friday WSPA Request  
**Date:** Friday, November 10, 2017 11:47:42 AM

---

When determining Leave Share eligibility, what illness, injury, impairment or physical/mental condition do you consider extraordinary or severe? Some examples:

- 1) Cancer
- 2) Foot surgery
- 3) Life long condition such as migraines, MS, parkinson's

Do you categorize by elective surgery, non-elective?

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

**From:** [Manal Tirhi](#) on behalf of [Manal Tirhi <mtirhi@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** WSPA Membership  
**Date:** Wednesday, November 15, 2017 8:14:39 AM

---

Hi Jennifer,

I need to remove one of our employee's that is registered with WSPA that is no longer employed here. If you can let me know what I need to do to get that process going.

Thank you,

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools

253-945-2072

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**From:** [admin@wspa.net](mailto:admin@wspa.net)  
**To:** [Manal Tirhi](#)  
**Subject:** RE: WSPA Membership  
**Date:** Wednesday, November 15, 2017 3:20:25 PM

---

Hello Manal,

I can take care of that for you – please just let me know who needs to be removed and if there is a replacement hired, we can add them to the account.

I will just need the name, email, and job title of the new employee.

Thank you,

Jennifer

---

**From:** Manal Tirhi [mailto:[mtirhi@fwps.org](mailto:mtirhi@fwps.org)]  
**Sent:** Wednesday, November 15, 2017 8:15 AM  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** WSPA Membership

Hi Jennifer,

I need to remove one of our employee's that is registered with WSPA that is no longer employed here. If you can let me know what I need to do to get that process going.

Thank you,

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools  
253-945-2072

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**From:** [Manal Tirhi](#) on behalf of [Manal Tirhi <mtirhi@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: WSPA Membership  
**Date:** Wednesday, November 15, 2017 3:35:05 PM

---

Jennifer Berg is no longer employed here and we do not have a replacement yet. Once we do, I will notify you.

Thank you for all your help!

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools

253-945-2072

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---

**From:** [admin@wspa.net](mailto:admin@wspa.net) [mailto:[admin@wspa.net](mailto:admin@wspa.net)]  
**Sent:** Wednesday, November 15, 2017 3:20 PM  
**To:** Manal Tirhi <[mtirhi@fwps.org](mailto:mtirhi@fwps.org)>  
**Subject:** RE: WSPA Membership

Hello Manal,

I can take care of that for you – please just let me know who needs to be removed and if there is a replacement hired, we can add them to the account.

I will just need the name, email, and job title of the new employee.

Thank you,

Jennifer

---

**From:** Manal Tirhi [<mailto:mtirhi@fwps.org>]  
**Sent:** Wednesday, November 15, 2017 8:15 AM  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** WSPA Membership

Hi Jennifer,

I need to remove one of our employee's that is registered with WSPA that is no longer employed here. If you can let me know what I need to do to get that process going.

Thank you,

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools

253-945-2072

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**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [Manal Tirhi](#)  
**Subject:** RE: WSPA Membership  
**Date:** Thursday, November 16, 2017 9:42:04 AM

---

Thank you. I have deactivated the account for Jennifer Berg. When you have a replacement, please just let me know.

Thank you,

Jennifer

---

**From:** Manal Tirhi [mailto:mtirhi@fwps.org]  
**Sent:** Wednesday, November 15, 2017 3:35 PM  
**To:** admin@wsps.net  
**Subject:** RE: WSPA Membership

Jennifer Berg is no longer employed here and we do not have a replacement yet. Once we do, I will notify you.

Thank you for all your help!

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools  
253-945-2072

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[Click here to learn about FWPS Career Opportunities](#)



---

**From:** [admin@wsps.net](mailto:admin@wsps.net) [mailto:admin@wsps.net]  
**Sent:** Wednesday, November 15, 2017 3:20 PM  
**To:** Manal Tirhi <[mtirhi@fwps.org](mailto:mtirhi@fwps.org)>  
**Subject:** RE: WSPA Membership

Hello Manal,

I can take care of that for you – please just let me know who needs to be removed and if there is a replacement hired, we can add them to the account.

I will just need the name, email, and job title of the new employee.

Thank you,

Jennifer

---

**From:** Manal Tirhi [<mailto:mtirhi@fwps.org>]

**Sent:** Wednesday, November 15, 2017 8:15 AM

**To:** [admin@wspsa.net](mailto:admin@wspsa.net)

**Subject:** WSPA Membership

Hi Jennifer,

I need to remove one of our employee's that is registered with WSPA that is no longer employed here. If you can let me know what I need to do to get that process going.

Thank you,

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools

253-945-2072

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**From:** [Susan Partain](#) on behalf of [Susan Partain <spartain@fwps.org>](#)  
**To:** [cleonard@wspsa.net](mailto:cleonard@wspsa.net)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, November 17, 2017 11:27:41 AM

---

If they are covered under FMLA (worked 1,250 hours in the last 12 months) then they are entitled to 12 weeks of leave. We require that sick leave is used but under FMLA if they do not have leave they are still entitled to take the 12 weeks as unpaid.

The same applies under Washington State Pregnancy Disability (if not qualified for FMLA) they must use any sick leave.

Hope this helps.  
Susan

*Susan Partain*

Federal Way Public Schools  
Performance & Compliance Specialist, Human Resources  
33330 8<sup>th</sup> Ave South  
Federal Way, WA 98003-6325  
[spartain@fwps.org](mailto:spartain@fwps.org)  
253-945-2025  
253-941-7576, fax

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---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [<mailto:waspa@memberclicks-mail.net>]  
**Sent:** Friday, November 17, 2017 11:23 AM  
**To:** Susan Partain <[spartain@fwps.org](mailto:spartain@fwps.org)>  
**Subject:** MEMBER REQUEST

Hello WSPA members. A few requests for your consideration! Thanks..

Gena Lont from Quilcene is asking does your districts offer paid maternity/paternity leave that does not come off of sick leave? If so, how much time does your district allow them?

Please send your responses directly to: [glont@qsd48.org](mailto:glont@qsd48.org)

Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

---

This email was sent to [spartain@fwps.org](mailto:spartain@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

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United States

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|

**From:** [KELLY WEBSTER](#) on behalf of [KELLY WEBSTER <KWEBSTE@Tacoma.K12.Wa.US>](#)  
**To:** [jhodson@fwps.org](#)  
**Cc:** [cleonard@wspa.net](#); [DENICE HALL](#); [LISA NOLAN](#)  
**Subject:** TPS response  
**Date:** Friday, November 17, 2017 11:44:42 AM  
**Attachments:** [image001.png](#)

---

This has been a tricky one for us as well. So far our practice has been that if the medical provider is certifying on the request that the condition meets their definition of severe, extraordinary, life-threatening, the district would not be able to defend denying shared leave. Additionally, we don't have a specific shared leave policy in place, so that adds to our inability to defend a denial.

Please share the responses you receive. Thank you!

**Kelly Webster**

HR Director

Human Resources, Operations

p: 253.571.1064 | f: 253.571.1453

[kwebste@tacoma.k12.wa.us](mailto:kwebste@tacoma.k12.wa.us)

[www.Tacomaschools.org](http://www.Tacomaschools.org)



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**From:** [Daniel Lee](#) on behalf of [Daniel Lee <dlee@lwsd.wednet.edu>](#)  
**To:** [jhodson@fwps.org](#)  
**Cc:** [cleonard@wspsa.net](#)  
**Subject:** Leave Share Eligibility  
**Date:** Friday, November 17, 2017 12:09:05 PM

---

I'm not sure if this answers your question, but since Leave Share is voluntary and only impacts the members that give it, we form a committee made up of members of the bargaining group, usually president and another officer, and they make the decision whether to pose it to staff or not. Someone from HR is in the meeting just to verify that it went through the process.

Our PSE group has denied requests due to lack of severity and frequency of absences. Our LEA group has made the decision to approve all requests that generally meet the category you mention.

Daniel Lee  
Director of H.R. and Administrative Services  
Lakewood School District

**From:** [Barbara Puhl](#) on behalf of [Barbara Puhl <barbara\\_puhl@enumclaw.wednet.edu>](#)  
**To:** [jhodson@fwps.org](#)  
**Cc:** [CLEONARD@wspa.net](#)  
**Subject:** Fwd: MEMBER REQUEST  
**Date:** Friday, November 17, 2017 12:11:16 PM  
**Attachments:** [Recipient Elig Reg.doc](#)  
[Shared Leave-Donor form.doc](#)  
[Shared Lv-Recipient.doc](#)

---

FMLA qualifying serious health conditions (except maternity); all of the above qualify; elective or non-elective is a subjective determination.  
Our HR director approves all leave donation requests. Forms attached; one requesting to receive; one requesting to give leave.

Happy Friday!

--

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



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

**From:** **Curtis Leonard** <[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)>  
**Date:** Fri, Nov 17, 2017 at 11:40 AM  
**Subject:** MEMBER REQUEST  
**To:** [barbara\\_puhl@enumclaw.wednet.edu](mailto:barbara_puhl@enumclaw.wednet.edu)

Janet Hodson from Federal Way School District is asking:

When determining Leave Share eligibility, what illness, injury, impairment or physical/mental condition do you consider extraordinary or severe? Some examples:

- 1) Cancer
- 2) Foot surgery
- 3) Life long condition such as migraines, MS, parkinson's

Do you categorize by elective surgery, non-elective?

Send your responses directly to: [jhodson@fwps.org](mailto:jhodson@fwps.org)

Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

---

This email was sent to [barbara\\_puhl@enumclaw.wednet.edu](mailto:barbara_puhl@enumclaw.wednet.edu) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

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United States

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## **ENUMCLAW SCHOOL DISTRICT**

### **SHARED LEAVE RECIPIENT ELIGIBILITY REQUIREMENTS**

The purpose of the Shared Leave Program is to enable employees to donate annual leave (vacation) and sick leave to a fellow employee who is suffering from, or has a relative or household member suffering from an extraordinary illness, injury, impairment or physical or mental condition which has caused, or is likely to cause, the employee to take leave without pay or terminate his or her employment.

The following explanations are to be used to assist you in determining if you are eligible to participate as a recipient in the leave sharing program.

#### **IF YOU ...**

- Accrue and are eligible to use sick leave or annual leave (vacation).
- Are not eligible for time loss compensation under chapter 51.32 RCW (Worker's Compensation)
- Have abided by the district's policies regarding use of sick leave.
- Have exhausted or will exhaust all applicable vacation/sick leave.
- The condition has caused, or is likely to cause you to go on leave without pay or terminate from the district.

The district shall determine the amount of shared leave a leave recipient may receive and may authorize an employee to use up to a maximum of 522 days of shared leave during total state employment.

Any leave not used in connection with the specified and approved disability will be returned to the donor.

A physician's statement must be included verifying the severe or extraordinary nature and expected duration of the condition.

# ENUMCLAW SCHOOL DISTRICT NO. 216

## APPLICATION TO DONATE SHARED LEAVE

Donor Employee: Complete this form to donate annual leave (vacation) (or sick leave if you are not eligible to accrue annual leave) to a designated Enumclaw School District employee to be used as shared leave. You may donate in increments of one day minimum. See attached instructions.

Name \_\_\_\_\_ Date \_\_\_\_\_  
Donor of Shared Leave

Location \_\_\_\_\_ Position \_\_\_\_\_

Under the provision of RCW 41.04, I am requesting that you authorize me to transfer \_\_\_\_\_ days  
of my vacation/sick leave to \_\_\_\_\_.  
Name of Recipient

I voluntarily donate annual leave (vacation) or sick leave days to the designated employee as shown above and request approval. I am aware that I must retain a minimum balance of 10 days of vacation leave or 60 days of sick leave to be eligible to participate in the leave-sharing program. I have read and understand the criteria, listed on the reverse side of this form, which will be used in determining my eligibility to participate and how it may effect my pay warrant and my sick leave or vacation leave balances. I understand that my donation will be utilized in the order received by the Personnel Office.

**The amount donated by an individual is limited to 6 days during any 12 month period.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

*FOR OFFICE USE ONLY - Please do not write below this line.*

☐ Request Granted

☐ Request Denied

Reason for Denial \_\_\_\_\_

Signature \_\_\_\_\_  
Superintendent or Designee

Date

# **ENUMCLAW SCHOOL DISTRICT**

## **SHARED LEAVE PROGRAM**

### **SHARED LEAVE DONATION ELIGIBILITY REQUIREMENTS**

The following explanations will assist you in determining if you are eligible to participate in the leave-sharing program. They will help you determine which type of leave you are permitted to share. Leave may be shared with any eligible district employee.

- The employee may donate any amount of accrued annual leave provided the donation does not cause the employee's annual leave balance to fall below 10 days.
- Only hours in excess of 60 sick leave days may be used as a donation to the leave-sharing program.
- The amount donated by an individual is limited to 6 days during any 12 month period.
- You may not donate an amount of sick leave that will result in your sick leave going below sixty days at the date of transfer.

### **DISTRIBUTION OF SHARED LEAVE**

#### **Conversion of Donated Leave**

The leave recipient shall be paid his or her regular rate of pay. The hours donated will be transferred on a direct dollar-for-dollar basis from the donor to the receiver. The hours will be paid at the receiver's hourly rate. Therefore, one hour of donated leave may cover more or less than one hour of the recipient's regular rate of pay.

#### **Return of Unused Leave**

Donated leave will be used in the order received and any unused leave will be returned to the donor.

Rev \_  
SB

# ENUMCLAW SCHOOL DISTRICT NO. 216

## APPLICATION TO RECEIVE SHARED LEAVE

Employee requesting to receive shared leave: Complete this form and send it to the Personnel Office with the required medical documentation to request donation of leave from other Enumclaw School District employees. See reverse side of this form for further information and instructions.

Name \_\_\_\_\_ Date \_\_\_\_\_  
Recipient of Shared Leave

Location \_\_\_\_\_ Position \_\_\_\_\_

If Applicable:

Name of person you provide care to: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Under the provision of RCW 41.04, I wish to become an eligible recipient of shared leave hours. I certify that I am an eligible recipient and that I have read and understand the district's policy and procedure for the shared leave program. I agree that any shared leave overpayment will be returned to the district.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*FOR OFFICE USE ONLY - Please do not write below this line.*

☐ Request Granted

☐ Request Denied

Reason for Denial \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Superintendent or Designee

**From:** [Fry, James](#) on behalf of [Fry, James <FryJ@csdk12.org>](#)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Cc:** [cleonard@wspa.net](mailto:cleonard@wspa.net)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, November 17, 2017 12:18:08 PM

---

We allow the doctor to make the decision by presenting him/her the law on our form. They are the medical expert and have to determine if what they are looking at is "extraordinary". This keeps us out of being in a subjective position of evaluating medical conditions we know nothing about.

Thanks,

Jim Fry  
Assistant Superintendent  
Clarkston School District  
(509) 769-5534  
[fryj@csdk12.org](mailto:fryj@csdk12.org)

## **Honor the Past. Be the Future.**

---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Friday, November 17, 2017 11:40 AM  
**To:** Fry, James <FryJ@csdk12.org>  
**Subject:** MEMBER REQUEST

Janet Hodson from Federal Way School District is asking:

When determining Leave Share eligibility, what illness, injury, impairment or physical/mental condition do you consider extraordinary or severe? Some examples:

- 1) Cancer
- 2) Foot surgery
- 3) Life long condition such as migraines, MS, parkinson's

Do you categorize by elective surgery, non-elective?

Send your responses directly to: [jhodson@fwps.org](mailto:jhodson@fwps.org)

Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)



Thanks,

---

This email was sent to [fryj@csdk12.org](mailto:fryj@csdk12.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

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**From:** [BAUTISTA, ALEXIA](#) on behalf of [BAUTISTA, ALEXIA <abautista@mvsd320.org>](#)  
**To:** [jhodson@fwps.org](#); [Curtis Leonard](#)  
**Subject:** shared leave eligibility  
**Date:** Friday, November 17, 2017 12:25:00 PM

---

Hi Janet,

We let the medical provider determine the condition. Medical documentation has to state specifically if the condition is considered "severe and or life threatening". This way it keeps us out of making a subjective decision about eligibility.

Alexia Bautista, HR Specialist  
Personnel & Human Resources ■ Mount Vernon School District ■ 124 East Lawrence Street ■ Mount Vernon,  
WA 98273 ■ 360.428.6182 ■ [www.mountvernonschools.org](http://www.mountvernonschools.org)



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- - -

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**From:** [Linda Eastvedt](#) on behalf of [Linda Eastvedt <eastvedt.linda@battlegroundps.org>](#)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Cc:** [cleonard@wspa.net](mailto:cleonard@wspa.net); [Karen Sauer](#)  
**Subject:** Fwd: MEMBER REQUEST  
**Date:** Friday, November 17, 2017 12:47:46 PM

---

Although I am not the person that ultimately approves or denies shared Leave requests (Linda Allen, Assistant Superintendent Human Resources, does that), I do process all shared leave in the district. As you undoubtedly know, or you probably would not be asking the question, it is a difficult thing to get a handle on or pin down. The shared leave state guidelines and rules are pretty vague on the matter.

At one point we tried having a committee to approve shared leave requests. That proved to be too cumbersome. We ended up going with a form for the attending physician to complete in which a yes or no response is requested to the question, "Does the patient suffer from an illness, injury, impairment, or physical or mental condition which is of an extraordinary or severe nature which could also be described as serious or extreme and/or life threatening?" They are then asked to support their yes or no answer to the question. This works relatively well in the respect that it has the doctor have the biggest input as opposed to non-medical office people or a committee. This method does have it's flaws, but it is what we currently use.

I think we are relatively liberal in what we approve and don't deny requests very often. We have come to the conclusion that it is pretty self regulating, meaning: If people want to donate to a person they will, but if they know the person to be an abuser of leave or believe them to be somewhat of a hypochondriac, they tend not to donate. The more serious the illness, the more donations tend to come in. It is entirely up to the donors and we are very careful not to be pushy about it in any way.

Cancer and other serious, life-threatening illnesses? we certainly approve. We have approved pneumonia with complications, but have not approved the flu. I suppose if the flu led to very serious complications, we would approve it for that reason.

Foot surgery? Not sure about that one. I can't recall if we have done that. I do know we have approved other types of surgeries such as hip, shoulder, knee and I think wrist. So, probably a foot would not be that much different. We did deny a broken foot one time. Sometimes it is hard to differentiate (that is where the doctor form comes in handy sometimes).

Chronic conditions such as migraines, etc? Well, we have never approved migraines. It is hard with chronic conditions because, well, they are chronic, and there is not a specific start and end. I think we would have to see if there is some

type of temporary, serious complication along with the chronic condition that would result in a person having to be hospitalized for a period of time or recuperate in some way.

Elective vs non-elective surgery? It would probably depend on the seriousness of the issue. If it was truly elective, such as a facelift (to use a ridiculous example), I'm sure we would say no. If it was somewhat elective like a knee replacement (sometimes), in which without it the person could still function but would be in a lot of pain, we would probably approve it (and have).

I hope this has been helpful. Sorry to have been so wordy. Please don't hesitate to ask questions.

Linda Eastvedt  
Human Resources  
(360) 885-5383

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

From: **Karen Sauer** <[sauer.karen@battlegroundps.org](mailto:sauer.karen@battlegroundps.org)>  
Date: Fri, Nov 17, 2017 at 11:44 AM  
Subject: Fwd: MEMBER REQUEST  
To: Linda Eastvedt <[eastvedt.linda@battlegroundps.org](mailto:eastvedt.linda@battlegroundps.org)>

Would you be able to answer this person, if you have time.

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

From: **Curtis Leonard** <[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)>  
Date: Fri, Nov 17, 2017 at 11:40 AM  
Subject: MEMBER REQUEST  
To: [sauer.karen@battlegroundps.org](mailto:sauer.karen@battlegroundps.org)

Janet Hodson from Federal Way School District is asking:

When determining Leave Share eligibility, what illness, injury, impairment or physical/mental condition do you consider extraordinary or severe? Some examples:

- 1) Cancer
- 2) Foot surgery
- 3) Life long condition such as migraines, MS, parkinson's

Do you categorize by elective surgery, non-elective?

Send your responses directly to: [jhodson@fwps.org](mailto:jhodson@fwps.org)

Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

---

This email was sent to [sauer.karen@battlegroundps.org](mailto:sauer.karen@battlegroundps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

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United States

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--

***Karen Sauer***

Certificated Staff Specialist

Human Resources

Phone [\(360\)885-5308](tel:(360)885-5308)

Fax [\(360\)885-5351](tel:(360)885-5351)

[sauer.karen@battlegroundps.org](mailto:sauer.karen@battlegroundps.org)

*"Things turn out best for the people who make the best of the way things turn out." John Wooden*

--

Linda Eastvedt  
Human Resources  
(360) 885-5383

**From:** [Gianna White](#) on behalf of [Gianna White <Gianna.White@highlineschools.org>](#)  
**To:** ["jhodson@fwps.org"](#)  
**Cc:** ["cleonard@wspa.net"](#)  
**Subject:** FW: MEMBER REQUEST  
**Date:** Friday, November 17, 2017 12:52:21 PM

---

Hi Janet!

We usually approve things like cancer treatment, kidney failure, brain injury, open heart surgery, and massive stroke, etc.

We recently approved an employee who's minor had child attempted suicide and was hospitalized. This was the first "mental health" condition that we have approved.

We don't track elective/non-elective procedures.

*Gianna White*

Customer Service Professional Tier III  
Compensation, Benefits, and Leaves  
Highline Public Schools  
Direct Line: 206.631.3141  
Fax: 206.631.3386



[DRS Retirement Outlook - Summer 2017](#)  
[Upcoming DRS Webinars](#)

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---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Friday, November 17, 2017 11:41 AM  
**To:** Gianna White <Gianna.White@highlineschools.org>  
**Subject:** MEMBER REQUEST

Janet Hodson from Federal Way School District is asking:

When determining Leave Share eligibility, what illness, injury, impairment or physical/mental condition do you consider extraordinary or severe? Some examples:

- 1) Cancer
- 2) Foot surgery
- 3) Life long condition such as migraines, MS, parkinson's

Do you categorize by elective surgery, non-elective?

Send your responses directly to: [jhodson@fwps.org](mailto:jhodson@fwps.org)

Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

---

This email was sent to [gianna.white@highlineschools.org](mailto:gianna.white@highlineschools.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

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**From:** [Shannon Sturm](#) on behalf of [Shannon Sturm <shannon\\_sturm@msvl.k12.wa.us>](#)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Cc:** [cleonard@wspa.net](mailto:cleonard@wspa.net)  
**Subject:** Re: MEMBER REQUEST  
**Date:** Friday, November 17, 2017 12:53:30 PM  
**Attachments:** [Leave Share Application.pdf](#)

---

Hi Janet,

We have their doctor determine whether the condition is "extraordinary or severe." Attached is a copy of our leave share application form if that helps.

Thank You!

Shannon Sturm  
Classified Analyst - Human Resources  
Marysville School District  
4220 80th St NE  
Marysville, WA 98270  
Phone: 360-965-0074  
Fax: 360-965-0079

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

On Fri, Nov 17, 2017 at 11:41 AM, Curtis Leonard <[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)> wrote:

Janet Hodson from Federal Way School District is asking:

When determining Leave Share eligibility, what illness, injury, impairment or physical/mental condition do you consider extraordinary or severe? Some examples:

- 1) Cancer
- 2) Foot surgery
- 3) Life long condition such as migraines, MS, parkinson's

Do you categorize by elective surgery, non-elective?

Send your responses directly to: [jhodson@fwps.org](mailto:jhodson@fwps.org)

Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)



Thanks,

---

This email was sent to [shannon\\_sturm@msvl.k12.wa.us](mailto:shannon_sturm@msvl.k12.wa.us) by [cleonard@wspa.net](mailto:cleonard@wspa.net)  
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# Marysville School District

## Application to Receive Shared Leave

### CONFIDENTIAL

I am making application to receive shared leave under the Marysville School District Leave Sharing Policy 7255. I understand that the Superintendent or Designee is directed to administer the leave sharing plan in a manner consistent with state law. In order to participate in this program I understand and abide by the following:

1. I must be suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition; or a relative or household member must be suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition that will soon cause me to go on leave without pay or to cause me to terminate my employment. (WAC 392-125-065 defines extraordinary or severe as "serious, extreme, and/or life threatening".)

The nature of this condition is: \_\_\_\_\_

(If applicable)

Name and relationship of Relative/Household Member: \_\_\_\_\_

2. I will have exhausted all forms of paid leave and all time loss compensation available to me prior to receiving and using donated leave. While receiving leave share I am not eligible to receive any other time loss compensation, including long term disability.
3. I must provide documentation from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition. (Per 0052 "Physician/Health Care Practitioner Verification" form)
4. I understand that while receiving leave share from Marysville School District employees I will not work at any other place of employment.
5. I understand that receipt of leave share is a current school year only event and concludes at the end of the school year and/or with required physician release to return to work. Subsequent request for leave share requires new application and physician documentation.
6. **IMPORTANT:** I understand that I may not personally solicit, or ask another employee to solicit leave share donation from other employees, that notification of need will come from the Superintendent or Designee after receipt of leave share has been approved.

Employee Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Physician's Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Marysville School District #25**  
**Physician / Health Care Practitioner Verification Form**

**Employee's Name:** \_\_\_\_\_ **Location:** \_\_\_\_\_

I, \_\_\_\_\_, hereby authorize physician / health care practitioner, \_\_\_\_\_, to provide Marysville School District with the below-referenced information including any documentation or records necessary to substantiate the same. Name of patient if other than employee **and** is a relative or household member of the employee: \_\_\_\_\_.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Dear Physician / Health Care Practitioner:**

Please state whether the above individual suffers from an extraordinary or severe illness, injury, impairment, or physical or mental condition. **The condition must be one that is serious, extreme, and / or life threatening in nature.**

1. Does the individual named above suffer from an extraordinary or severe (as defined above) condition?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. If the answer to #1 above is yes, please explain the nature and severity of this condition.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. The expected duration of the condition is \_\_\_\_\_

\_\_\_\_\_

**Physician / Health Care Practitioner's Information:**

\_\_\_\_\_  
**Print or Type Name**

\_\_\_\_\_  
**Telephone Number**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Please return form to:

Marysville School District #25  
Human Resources  
4220 80<sup>th</sup> Street NE  
Marysville, WA 98270

FAX: 360-965-0079

**From:** [Bradbeer Sandra](#) on behalf of [Bradbeer Sandra <sbradbeer@fpschools.org>](#)  
**To:** [jhodson@fwps.org](#)  
**Cc:** [cleonard@wspsa.net](#); [Hall Diane](#)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, November 17, 2017 1:03:49 PM  
**Attachments:** [Medical Doc for shared leave.pdf](#)

---

We let the doctor make that determination on the medical form. If the doctor indicates the condition is extraordinary, severe, and/or life threatening, we approve the shared leave request.

---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Friday, November 17, 2017 11:41 AM  
**To:** Bradbeer Sandra  
**Subject:** MEMBER REQUEST

Janet Hodson from Federal Way School District is asking:

When determining Leave Share eligibility, what illness, injury, impairment or physical/mental condition do you consider extraordinary or severe? Some examples:

- 1) Cancer
- 2) Foot surgery
- 3) Life long condition such as migraines, MS, parkinson's

Do you categorize by elective surgery, non-elective?

Send your responses directly to: [jhodson@fwps.org](#)

Also, cc your responses to: [cleonard@wspsa.net](#)

Thanks,

---

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## MEDICAL DOCUMENTATION

Return to: Franklin Pierce Schools  
Administrator of Human Resources  
315 129<sup>th</sup> St S  
Tacoma WA 98444

The Franklin Pierce School District has a leave-sharing program intended to extend leave benefits, in a manner consistent with state law, to employees who otherwise would have to take leave without pay or terminate their employment with the district.

**WAC 392-126-095** The district shall require the employee or his or her legal representative to submit, prior to approval or disapproval, documentation from a licensed physician or other health-care practitioner verifying the severe or extraordinary nature and expected duration of the condition.

**WAC 392-126-065** As used in this chapter, "extraordinary or severe" means serious or extreme and/or life threatening.

Licensed physician/health-care practitioner, please complete the following:

My patient, \_\_\_\_\_, suffers from

☐ a condition that is neither serious or extreme and/or life threatening.

☐ a serious or extreme and/or life threatening condition.

which is outlined below:

Describe other relevant medical facts, if any, related to the condition for which the employee seeks leave (such medical facts may include symptoms, diagnosis, or any regimen of continuing treatment.)

The expected duration of my patient's condition is from \_\_\_\_\_ to

\_\_\_\_\_  
Signature of licensed physician/health-care practitioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone number

**From:** [KURT SCHONBERG](#) on behalf of [KURT SCHONBERG <kschonberg@ohsd.net>](#)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Cc:** [Curtis Leonard](#)  
**Subject:** Re: MEMBER REQUEST  
**Date:** Friday, November 17, 2017 1:16:32 PM

---

Janet

That's a good question. I have reached the conclusion that a medical note, employee request and medical challenge that results in complete depletion of sick leave is extraordinary and severe. This is partly due to trying to tighten down some two years ago and being challenged on the slippery slope criteria.

At the end of the day, I strive to be consistently lenient and it's up to staff on whether they want to donate or not. I do this because I think it is in the employees best interest and I'm always seeking ways to make this a great place to work compared to our competitors on the Island. The district really doesn't have a dog in the fight as the leave is a liability regardless of who uses it.

As for the specific examples, each could result in an approved shared leave request here in OH. I hope this helps.

**[Kurt Schonberg](#)**

Executive Director  
Human Resources  
[360.279.5012](tel:360.279.5012)



[Learning for Life](#)

On Fri, Nov 17, 2017 at 11:40 AM, Curtis Leonard <[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)> wrote:

Janet Hodson from Federal Way School District is asking:

When determining Leave Share eligibility, what illness, injury, impairment or physical/mental condition do you consider extraordinary or severe? Some examples:

- 1) Cancer
- 2) Foot surgery
- 3) Life long condition such as migraines, MS, parkinson's

Do you categorize by elective surgery, non-elective?

Send your responses directly to: [jhodson@fwps.org](mailto:jhodson@fwps.org)

Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

---

This email was sent to [kschonberg@ohsd.net](mailto:kschonberg@ohsd.net) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

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**From:** [Dickinson, Joanne](#) on behalf of [Dickinson, Joanne <dickinsonj@monroe.wednet.edu>](#)  
**To:** [jhodson@fwps.org](#)  
**Cc:** [Curtis Leonard](#)  
**Subject:** Shared Leave  
**Date:** Friday, November 17, 2017 1:38:22 PM

---

Monroe School District leaves the decision to the employee's medical provider. If any condition by the medical provider is certified as extraordinary, severe or life-threatening the employee is approved for the use of shared leave. We do not have medical professionals on staff to question the employee's medical provider's professional determination.

--

## **Joanne Dickinson**

*Director, Human Resources*

**D** [360.804.2539](tel:360.804.2539) | **F** 360.804.2549  
200 E. Fremont St. Monroe, WA 98272



*Learner, Responsibility, Relator, Achiever, Intellection*



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**From:** [Christine Anderson](#) on behalf of [Christine Anderson <canderson@webmail.blainesd.org>](#)  
**To:** [cleonard@wsps.net](#); [jhodson@fwps.org](#)  
**Subject:** Re: MEMBER REQUEST  
**Date:** Friday, November 17, 2017 2:11:17 PM

---

If they can provide a Dr's Certification that they need to be absent from work, we've accepted the request.

We have approved for fighting Cancer (and recovery) and for multiple types of surgery.

If we had a Dr's certification that indicated incapacitation from migraines, MS or Parkinsons, I'm sure we'd approve that.

I don't think I've ever had someone request it for elective surgery.

We send out the shared leave request for each individual, while other districts request the shared leave at the beginning of the school year and create a pool.

Thank you,

**Christine Anderson** ~ Human Resources Supervisor ~ Blaine School District ~ 360/332-0712 (Internal x1712)

**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**To:** <canderson@blainesd.org>  
**Sent:** 11/17/2017 11:40 AM  
**Subject:** MEMBER REQUEST

Janet Hodson from Federal Way School District is asking:

When determining Leave Share eligibility, what illness, injury, impairment or physical/mental condition do you consider extraordinary or severe? Some examples:

- 1) Cancer
- 2) Foot surgery
- 3) Life long condition such as migraines, MS, parkinson's

Do you categorize by elective surgery, non-elective?

Send your responses directly to: [jhodson@fwps.org](mailto:jhodson@fwps.org)

Also, cc your responses to: [cleonard@wsps.net](mailto:cleonard@wsps.net)

Thanks,

---

This email was sent to [canderson@blainesd.org](mailto:canderson@blainesd.org) by [cleonard@wspsa.net](mailto:cleonard@wspsa.net)

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United States

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=

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [cleonard@wspa.net](#); [glont@qsd48.org](#)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, November 17, 2017 2:13:10 PM

---

Maternity/Paternity comes out of their sick leave or is unpaid.

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Friday, November 17, 2017 11:23 AM  
**To:** Janet Hodson <jhodson@fwps.org>  
**Subject:** MEMBER REQUEST

Hello WSPA members. A few requests for your consideration! Thanks..

Gena Lont from Quilcene is asking does your districts offer paid maternity/paternity leave that does not come off of sick leave? If so, how much time does your district allow them?

Please send your responses directly to: [glont@qsd48.org](mailto:glont@qsd48.org)

Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

---

This email was sent to [jhodson@fwps.org](mailto:jhodson@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

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**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [cleonard@wspa.net](#); ::  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, November 17, 2017 2:23:37 PM

---

They take a leave of absence.

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Friday, November 17, 2017 11:53 AM  
**To:** Janet Hodson <jhodson@fwps.org>  
**Subject:** MEMBER REQUEST

Last request of the week! Thanks for your assistance and patience. We had 2 weeks worth with the holiday. Have a great Thanksgiving!

Melissa Boyd from Bethel School District is asking:

How do you go about accommodating your classified staff enrolled in alt routes who need to complete their student teaching? Do you require them to resign? Provide an LOA? Do you have different options dependent if they are already apart of your instructional staff (i.e. para)? Please send your responses directly to: [mboyd@bethelsd.org](mailto:mboyd@bethelsd.org)  
Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)  
Thanks,  
Curtis

---

This email was sent to [jhodson@fwps.org](mailto:jhodson@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

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**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [KURT SCHONBERG](#)  
**Cc:** [Curtis Leonard](#)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, November 17, 2017 2:34:21 PM

---

Thanks for the information. I agree it is a double edge sword, but I feel there should be some guidelines even if they are lenient.

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

**From:** KURT SCHONBERG [<mailto:kschonberg@ohsd.net>]  
**Sent:** Friday, November 17, 2017 1:16 PM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Cc:** Curtis Leonard <[cleonard@wspsa.net](mailto:cleonard@wspsa.net)>  
**Subject:** Re: MEMBER REQUEST


Janet

That's a good question. I have reached the conclusion that a medical note, employee request and medical challenge that results in complete depletion of sick leave is extraordinary and severe. This is partly due to trying to tighten down some two years ago and being challenged on the slippery slope criteria.

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As for the specific examples, each could result in an approved shared leave request here in OH. I hope this helps.

***Kurt Schonberg***  
Executive Director  
Human Resources  
[360.279.5012](tel:360.279.5012)

  
***Learning for Life***

On Fri, Nov 17, 2017 at 11:40 AM, Curtis Leonard <[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)> wrote:

Janet Hodson from Federal Way School District is asking:

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- 3) Life long condition such as migraines, MS, parkinson's

Do you categorize by elective surgery, non-elective?

Send your responses directly to: [jhodson@fwps.org](mailto:jhodson@fwps.org)

Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

---

This email was sent to [kschonberg@ohsd.net](mailto:kschonberg@ohsd.net) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

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**From:** [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** FW: [AASPA - American Association of School Personnel Administrators] Your username and password info  
**Date:** Friday, November 17, 2017 2:57:53 PM

---

Good Afternoon:

I am attempting to register my directors for a seminar on January 11th and the website is stating:

Your group does not have permission to view this page.

Can you help me?

Tara T. Lofton  
Human Resources Employee Relations  
& Legal Assistant Specialist  
253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)  
Follow us on Twitter: [@FWPSCareers](#)  
[Click here to learn about FWPS Career Opportunities](#)

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

From: Membership [<mailto:membership@aspa.org>]  
Sent: Friday, September 29, 2017 6:32 AM  
To: Tara Lofton <[tlofton@fwps.org](mailto:tlofton@fwps.org)>  
Subject: [AASPA - American Association of School Personnel Administrators] Your username and password info

Username: tlofton

To set your password, visit the following address:

<<https://aspa.org/reset-password/?key=twFaRLsdXBC70fH3LWpd&login=tlofton>>

<https://aspa.org/log-in/>

**From:** [Lynn Stellick](#) on behalf of [Lynn Stellick <Lynn.Stellick@bisd303.org>](mailto:Lynn.Stellick@bisd303.org)  
**To:** [Janet-Hodson -ESC](#); [cleonard@wspa.net](mailto:cleonard@wspa.net)  
**Subject:** Shared Leave  
**Date:** Friday, November 17, 2017 4:14:29 PM

---

Janet,

We might not have approved foot surgery.unless there was an underlying medical condition such as diabetes. We hold pretty tight to the state definition of serious, extraordinary, severe, life-threatening. One case we denied was a hernia because it could be put off until a later date.

Some additions to your list:

Emergency C-section  
Brain injury from car accident  
Care for person with dementia or Alzheimer's

Have a great weekend and wonderful Thanksgiving!

Lynn

Lynn Stellick, SPHR  
Human Resources Director  
Bainbridge Island School District  
[206.780.1066](tel:206.780.1066)



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Bainbridge Island School District Office  
8489 Madison Ave NE, Bainbridge Island, WA 98110

**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [Tara Lofton](#)  
**Subject:** RE: [AASPA - American Association of School Personnel Administrators] Your username and password info  
**Date:** Sunday, November 19, 2017 6:05:02 PM

---

Tara,

It looks like the username/password below is for AASPA, not for WSPA. The username for WSPA is your email address and I have set a temporary password for you of wsps2017.

That may alleviate the issue, but I would be more than happy to assist and to take care of these registrations for you.

Are you receiving the message when you attempt to login, or after you login and when you attempt to register? Please let me know and I will do my best to troubleshoot.

In the meantime, please let me know the names of the attendees and their track choice (A or B). I can process the registrations on your behalf while we work out the technical issue.

I am so sorry for the trouble experienced with our site and look forward to having your team taken care of promptly.

Thank you,

Jennifer

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

From: Tara Lofton [mailto:[tlofton@fwps.org](mailto:tlofton@fwps.org)]  
Sent: Friday, November 17, 2017 2:58 PM  
To: [admin@wsps.net](mailto:admin@wsps.net)  
Subject: FW: [AASPA - American Association of School Personnel Administrators] Your username and password info

Good Afternoon:

I am attempting to register my directors for a seminar on January 11th and the website is stating:

Your group does not have permission to view this page.

Can you help me?

Tara T. Lofton  
Human Resources Employee Relations  
& Legal Assistant Specialist  
253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)

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

From: Membership [<mailto:membership@aspa.org>]

Sent: Friday, September 29, 2017 6:32 AM

To: Tara Lofton <[tlofton@fwps.org](mailto:tlofton@fwps.org)>

Subject: [ASPA - American Association of School Personnel Administrators] Your username and password info

Username: tlofton

To set your password, visit the following address:

<<https://aspa.org/reset-password/?key=twFaRLsdXBC70fH3LWpd&login=tlofton>>

<https://aspa.org/log-in/>

**From:** [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** FW: WSPA 21st Century Bargaining Skills Workshop  
**Date:** Monday, November 20, 2017 8:34:11 AM  
**Attachments:** [2018 BargainingWorkshopSchedule.pdf](#)

---

Good Morning:

I keep getting the below error message when attempting to sign up my Directors for the workshop on January 11<sup>th</sup>. Can you assist me.

**Your group does not have permission to view this page.**

**Tara T. Lofton**

Human Resources Employee Relations  
& Legal Assistant Specialist

253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)

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---

**From:** David Brower

**Sent:** Friday, November 17, 2017 1:56 PM

**To:** Tara Lofton <tlofton@fwps.org>

**Cc:** Janet Hodson <jhodson@fwps.org>; Tony Frascione <tfrascon@fwps.org>

**Subject:** Fwd: WSPA 21st Century Bargaining Skills Workshop

Can you sign up, me Janet, and Tony?

Get [Outlook for iOS](#)

---

**From:** Porter Foster Rorick <[pfr@pfrwa.com](mailto:pfr@pfrwa.com)>

**Sent:** Friday, November 17, 2017 1:55:02 PM

**To:** Porter Foster Rorick

**Subject:** WSPA 21st Century Bargaining Skills Workshop

We hope you are having a successful school year.

As we head into a critical season for collective bargaining in 2018, we are again partnering with the Washington School Personnel Association to present a 1-day workshop entitled "21<sup>st</sup> Century Bargaining Skills." This workshop repeats the core content from previous years for school administrators who may be sitting on a management bargaining team in Washington for the first time, and includes an advanced track for those who are ready to add to their toolbox of bargaining skills. The workshop will include presentations on the bargaining impacts

of *McCleary* and EHB 2242, as well as *Janus v. AFSCME*, the U.S. Supreme Court case impacting agency fees in the public sector. We encourage you to consider sending your entire bargaining team.

The workshop will be held on Thursday, January 11, at the Southcenter Doubletree Suites in Tukwila. A flyer describing the workshop is attached, and registration is available at [www.wspa.net](http://www.wspa.net).

As always, if you have any questions, please feel free to call or e-mail any of our attorneys for more information.



**Tel:** (206) 622-0203 | **Fax:** (206) 223-2003

[www.pfrwa.com](http://www.pfrwa.com)



## 21<sup>st</sup> Century Bargaining Skills Workshop

Thursday, January 11, 2018 • DoubleTree Suites Southcenter

### Track A

*foundational skills and knowledge for successful collective bargaining*

### Track B

*deeper development of skills and knowledge for bargainers who have already completed Track A*

9:00 AM	<b>Bargaining Law 101</b> Lance Andree, Porter Foster Rorick <i>the legal duty to bargain; mandatory subjects of bargaining; actions that could amount to unfair labor practices during the negotiation of CBAs</i>	<b>Bargaining Law 201</b> Tim Reynolds, Porter Foster Rorick <i>actions and practices that could lead to unfair labor practice complaints outside of the traditional collective bargaining process</i>
10:00 AM	<b>Bargaining Engineering 101</b> Rachel Miller, Porter Foster Rorick <i>structures involved in positional and interest-based bargaining; record keeping tools; common lingo and acronyms used in collective bargaining</i>	<b>Bargaining Philosophy 201</b> Buzz Porter, Porter Foster Rorick <i>common reactions to both cooperative and competitive negotiating behaviors; alternative approaches to the same behaviors</i>
11:00 AM	<b>Bargaining Psychology 101</b> Beth Porter, Renton School District <i>importance and use of active listening skills; taking conversations "From No to Yes"</i>	<b>Bargaining Math 201</b> Lance Andree, Porter Foster Rorick <i>developing and analyzing salary surveys and financial comparables</i>
12:20 PM	<b>Lunch: <i>Janus v. AFSCME</i> and the Potential Demise of Mandatory Dues/Agency Fees</b> Curtis Leonard, Patterson Buchanan Fobes & Leitch	
1:00 PM	<b>Bargaining Philosophy 101</b> Buzz Porter, Porter Foster Rorick <i>recognizing default behaviors; "turn the other cheek" &amp; "one-sided interest-based bargaining"</i>	<b>Bargaining Psychology 201</b> Rachel Miller, Porter Foster Rorick <i>recognizing "working styles" and how to use this knowledge in collective bargaining</i>
2:00 PM	<b>Bargaining Math 101</b> Lorraine Wilson, Porter Foster Rorick <i>overview of Washington school finance as it relates to collective bargaining</i>	<b>Bargaining Engineering 201</b> Jamie Siegel, PERC <i>strategies for successful mediation; behaviors during mediation which increase or decrease chances for settlement</i>
3:00 PM	<b>Bargaining English 101</b> Tim Reynolds, Porter Foster Rorick Michael Rorick, Porter Foster Rorick <i>drafting contract language to maximize chances for settlement and minimize legal disputes</i>	<b>Bargaining Impacts of EHB 2242</b> Buzz Porter, Porter Foster Rorick <i>impacts of the legislature's response to McCleary on collective bargaining in 2018 and 2019</i>



**From:** [Nicole Dornan](#) on behalf of [Nicole Dornan <Nicole.Dornan@vansd.org>](#)  
**To:** [jhodson@fwps.org](#); [cleonard@wspsa.net](#)  
**Subject:** Re: MEMBER REQUEST  
**Date:** Monday, November 20, 2017 9:29:22 AM

---

Hi Janet,

We are pretty generous in approving shared leave requests. Our feeling had been that these requests "self-police" and that other employees won't give if not warranted. We would allow for the conditions you specify below. The one I would be concerned with is #3 - I think we may not approve this for intermittent leave on an ongoing basis. We haven't had a request like this come through.

We also don't allow leave sharing for maternity, unless the employee is on bed rest (and leave sharing stops once health baby arrives) or baby is in NICU or there's major complications. It doesn't apply for c-sections in our district.

We have not distinguished between elective vs. non-elective.

Hope that helps. Happy Thanksgiving! Take care, Nicole

Nicole Dornan  
Sr. HR Benefits Specialist  
Vancouver Public Schools  
(360) 313-1083  
(360) 313-1081 Fax

\*\*\*\*\*

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>>> Curtis Leonard <waspsa@memberclicks-mail.net> 11/17/2017 11:41 AM >>>  
Janet Hodson from Federal Way School District is asking:

When determining Leave Share eligibility, what illness, injury, impairment or physical/mental condition do you consider extraordinary or severe? Some examples:

- 1) Cancer
- 2) Foot surgery
- 3) Life long condition such as migraines, MS, parkinson's

Do you categorize by elective surgery, non-elective?

Send your responses directly to: [jhodson@fwps.org](#)  
Also, cc your responses to: [cleonard@wspsa.net](#)

Thanks,

---

This email was sent to [nicole.dornan@vansd.org](#) by [cleonard@wspsa.net](#)

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**From:** [Hall Diane](#) on behalf of [Hall Diane <dhall@fpschools.org>](#)  
**To:** [jhodson@fwps.org](#)  
**Cc:** [cleonard@wspsa.net](#)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Monday, November 20, 2017 9:30:37 AM  
**Attachments:** [Shared Lv Medical Doc.pdf](#)

---

Hi Janet,

We also struggled with subjective judgment on this issue until we decided to let the doctor decide. We created a medical certification form specifically for a request for shared leave that lists the WACs and asks the doctor to check a box if the condition is extraordinary or severe, serious or extreme and/or life threatening, and ask the doctor to describe the medical facts. I attached a copy of our new form.

Good luck!  
Diane

*Diane Hall*

*Certificated Manager, Human Resources*

*Franklin Pierce Schools*

*315 129<sup>th</sup> St S*

*Tacoma, WA 98444*

*Ph. 253.298.3082*

*Fax. 253.298.3016*

*Email. [dhall@fpschools.org](mailto:dhall@fpschools.org)*

*"Let no one ever come to you without leaving better and happier." --MOTHER TERESA*

---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** November 17, 2017 11:40 AM  
**To:** Hall Diane  
**Subject:** MEMBER REQUEST

Janet Hodson from Federal Way School District is asking:

When determining Leave Share eligibility, what illness, injury, impairment or physical/mental condition do you consider extraordinary or severe? Some examples:

- 1) Cancer
- 2) Foot surgery
- 3) Life long condition such as migraines, MS, parkinson's

Do you categorize by elective surgery, non-elective?

Send your responses directly to: [jhodson@fwps.org](mailto:jhodson@fwps.org)

Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

---

This email was sent to [dhall@fpschools.org](mailto:dhall@fpschools.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

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United States

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## MEDICAL DOCUMENTATION

Return to: Franklin Pierce Schools  
Administrator of Human Resources  
315 129<sup>th</sup> St S  
Tacoma WA 98444

The Franklin Pierce School District has a leave-sharing program intended to extend leave benefits, in a manner consistent with state law, to employees who otherwise would have to take leave without pay or terminate their employment with the district.

**WAC 392-126-095** The district shall require the employee or his or her legal representative to submit, prior to approval or disapproval, documentation from a licensed physician or other health-care practitioner verifying the severe or extraordinary nature and expected duration of the condition.

**WAC 392-126-065** As used in this chapter, "extraordinary or severe" means serious or extreme and/or life threatening.

Licensed physician/health-care practitioner, please complete the following:

My patient, \_\_\_\_\_, suffers from

☐ a condition that is neither serious or extreme and/or life threatening.

☐ a serious or extreme and/or life threatening condition.

which is outlined below:

Describe other relevant medical facts, if any, related to the condition for which the employee seeks leave (such medical facts may include symptoms, diagnosis, or any regimen of continuing treatment.)

The expected duration of my patient's condition is from \_\_\_\_\_ to

\_\_\_\_\_  
Signature of licensed physician/health-care practitioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone number

**From:** [admin@wspa.net](mailto:admin@wspa.net)  
**To:** [Tara Lofton](#)  
**Subject:** RE: WSPA 21st Century Bargaining Skills Workshop  
**Date:** Wednesday, November 22, 2017 12:49:37 PM  
**Attachments:** [frascone\\_bargaining 2018.pdf](#)  
[hodson\\_bargaining 2018.pdf](#)  
[brower\\_bargaining 2018.pdf](#)

---

Tara,

I show that David, Janet, and Tony are all registered. I have attached the receipt for each transaction.

I am so sorry for the trouble experienced. Please let me know if you have any questions or if any additional documentation is needed.

Have a wonderful Thanksgiving!

Thank you,

Jennifer

---

**From:** Tara Lofton [mailto:[tlofton@fwps.org](mailto:tlofton@fwps.org)]  
**Sent:** Monday, November 20, 2017 8:34 AM  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** FW: WSPA 21st Century Bargaining Skills Workshop

Good Morning:

I keep getting the below error message when attempting to sign up my Directors for the workshop on January 11<sup>th</sup>. Can you assist me.

**Your group does not have permission to view this page.**

**Tara T. Lofton**  
Human Resources Employee Relations  
& Legal Assistant Specialist  
253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)  
Follow us on Twitter: @FWPSCareers  
[Click here to learn about FWPS Career Opportunities](#)



---

**From:** David Brower  
**Sent:** Friday, November 17, 2017 1:56 PM  
**To:** Tara Lofton <[tlofton@fwps.org](mailto:tlofton@fwps.org)>  
**Cc:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>; Tony Frascone <[tfrascon@fwps.org](mailto:tfrascon@fwps.org)>

**Subject:** Fwd: WSPA 21st Century Bargaining Skills Workshop

Can you sign up, me Janet, and Tony?

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---

**From:** Porter Foster Rorick <[pfr@pfrwa.com](mailto:pfr@pfrwa.com)>

**Sent:** Friday, November 17, 2017 1:55:02 PM

**To:** Porter Foster Rorick

**Subject:** WSPA 21st Century Bargaining Skills Workshop

We hope you are having a successful school year.

As we head into a critical season for collective bargaining in 2018, we are again partnering with the Washington School Personnel Association to present a 1-day workshop entitled “21<sup>st</sup> Century Bargaining Skills.” This workshop repeats the core content from previous years for school administrators who may be sitting on a management bargaining team in Washington for the first time, and includes an advanced track for those who are ready to add to their toolbox of bargaining skills. The workshop will include presentations on the bargaining impacts of *McCleary* and EHB 2242, as well as *Janus v. AFSCME*, the U.S. Supreme Court case impacting agency fees in the public sector. We encourage you to consider sending your entire bargaining team.

The workshop will be held on Thursday, January 11, at the Southcenter Doubletree Suites in Tukwila. A flyer describing the workshop is attached, and registration is available at [www.wspa.net](http://www.wspa.net).

As always, if you have any questions, please feel free to call or e-mail any of our attorneys for more information.



**Tel:** (206) 622-0203 | **Fax:** (206) 223-2003

[www.pfrwa.com](http://www.pfrwa.com)



PO Box 1600  
Anacortes, WA 98221

# Invoice

Date	Invoice #
11/20/2017	11299

**PAID**  
**11/20/2017**

Bill To

Federal Way Public Schools  
Attn: Accounts Payable  
33330 8th Ave S.  
Federal Way, WA 98003

P.O. No.

Quantity	Description	Rate	Amount
	FRASCONE Bargaining Workshop 2018	150.00	150.00
		<b>Total</b>	<b>\$150.00</b>
Phone #	Fax #	Web Site	<b>Payments/Credits</b> <b>-\$150.00</b>
360-825-1415	253-736-0333	www.wspa.net	<b>Balance Due</b> <b>\$0.00</b>



PO Box 1600  
Anacortes, WA 98221

**PAID**  
11/20/2017

# Invoice

Date	Invoice #
11/20/2017	11298

Bill To

Federal Way Public Schools  
Attn: Accounts Payable  
33330 8th Ave S.  
Federal Way, WA 98003

P.O. No.

Quantity	Description	Rate	Amount
	HODSON Bargaining Workshop 2018	150.00	150.00
		<b>Total</b>	\$150.00
Phone #	Fax #	Web Site	<b>Payments/Credits</b> -\$150.00
360-825-1415	253-736-0333	www.wspa.net	<b>Balance Due</b> \$0.00





PO Box 1600  
Anacortes, WA 98221

# Invoice

Date	Invoice #
11/20/2017	11297

**PAID**  
**11/20/2017**

Bill To

Federal Way Public Schools  
Attn: Accounts Payable  
33330 8th Ave S.  
Federal Way, WA 98003

P.O. No.

Quantity	Description	Rate	Amount
	BROWER Bargaining Workshop 2018	150.00	150.00
		<b>Total</b>	<b>\$150.00</b>
Phone #	Fax #	Web Site	<b>Payments/Credits</b> <b>-\$150.00</b>
360-825-1415	253-736-0333	www.wspa.net	<b>Balance Due</b> <b>\$0.00</b>

**From:** [SANDRA WEYMOUTH](#) on behalf of [SANDRA WEYMOUTH <sweymouth@bethelsd.org>](#)  
**To:** [jhodson@fwps.org](#)  
**Cc:** [CLEONARD@wspa.net](#)  
**Subject:** Re: MEMBER REQUEST  
**Date:** Wednesday, November 29, 2017 3:32:02 PM

---

Janet,

Recently BSD has moved to removing ourselves from being the "gatekeeper" and deciding what conditions/situations should be considered to be extraordinary or severe to qualify for shared leave. If the healthcare provider has filled out the necessary paperwork and signed off, we will approve and process.

It's been a change for us, which we aren't publicizing, just processing as they are filled out and submitted.

Take care and best wishes. It's a difficult topic.  
Sandy

Sandy Weymouth  
Human Resources Classified Information Manager  
Bethel School District No. 403  
Office: (253) 683-6029 Fax: (253) 683-6019  
[sweymouth@bethelsd.org](mailto:sweymouth@bethelsd.org)



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

**From:** **Curtis Leonard** <[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)>  
**Date:** Fri, Nov 17, 2017 at 11:40 AM  
**Subject:** MEMBER REQUEST  
**To:** [jgregory@bethelsd.org](mailto:jgregory@bethelsd.org)

Janet Hodson from Federal Way School District is asking:

When determining Leave Share eligibility, what illness, injury, impairment or physical/mental condition do you consider extraordinary or severe? Some examples:

- 1) Cancer
- 2) Foot surgery

3) Life long condition such as migraines, MS, parkinson's

Do you categorize by elective surgery, non-elective?

Send your responses directly to: [jhodson@fwps.org](mailto:jhodson@fwps.org)

Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

---

This email was sent to [jgregory@bethelsd.org](mailto:jgregory@bethelsd.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

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United States

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**From:** [Connie Sheridan](#) on behalf of [Connie Sheridan <csheridan@asd103.org>](#)  
**To:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**Cc:** [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [lmestay@cloverpark.k12.wa.us](mailto:lmestay@cloverpark.k12.wa.us); [bradburnld@mukilteo.wednet.edu](mailto:bradburnld@mukilteo.wednet.edu); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [gaviganj@riverview.wednet.edu](mailto:gaviganj@riverview.wednet.edu); [jhodson@fwps.org](mailto:jhodson@fwps.org); [lkrining@cloverpark.k12.wa.us](mailto:lkrining@cloverpark.k12.wa.us); [ellyn.papenfuse@vansd.org](mailto:ellyn.papenfuse@vansd.org); [cstolz@everettsd.org](mailto:cstolz@everettsd.org); [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** Re: July 10 Advisory Committee Minutes  
**Date:** Thursday, November 30, 2017 8:41:24 AM

---

Good Morning,  
Anyone remember the name of the speaker for HELP topic around equity?

*Thank you!*

*~Connie*

**Connie Sheridan, Human Resources**

Anacortes School District 103 ½ 2200 M Avenue ½ Anacortes, WA 98221

☎: 360.293.1221 | [www.asd103.org](http://www.asd103.org)

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On Fri, Jul 15, 2016 at 10:20 AM, [jrausch@wspa.net](mailto:jrausch@wspa.net) <[jrausch@wspa.net](mailto:jrausch@wspa.net)> wrote:

And it helps if the minutes are attached!

Jane Rausch  
HELP Co-Coordinator

---

From: [jrausch@wspa.net](mailto:jrausch@wspa.net)  
Sent: Friday, July 15, 2016 10:19 AM  
To: [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [lmestay@cloverpark.k12.wa.us](mailto:lmestay@cloverpark.k12.wa.us); [bradburnld@mukilteo.wednet.edu](mailto:bradburnld@mukilteo.wednet.edu); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [gaviganj@riverview.wednet.edu](mailto:gaviganj@riverview.wednet.edu); [jhodson@fwps.org](mailto:jhodson@fwps.org); [lkrining@cloverpark.k12.wa.us](mailto:lkrining@cloverpark.k12.wa.us); [lmestay@cloverpark.k12.wa.us](mailto:lmestay@cloverpark.k12.wa.us); [ellyn.papenfuse@vansd.org](mailto:ellyn.papenfuse@vansd.org); [csheridan@asd103.org](mailto:csheridan@asd103.org); [cstolz@everettsd.org](mailto:cstolz@everettsd.org)  
Cc: [admin@wspa.net](mailto:admin@wspa.net); [jsteiner@wspa.net](mailto:jsteiner@wspa.net)  
Subject: July 10 Advisory Committee Minutes

Attached are the minutes from our July 10 Advisory Committee meeting. Please let me know if you have any changes; otherwise, I will go ahead and send them to the board next

week.

Thank you!

Jane Rausch  
HELP Co-Coordinator

**From:** [admin@wspa.net](mailto:admin@wspa.net)  
**To:** [cs Sheridan@asd103.org](mailto:cs Sheridan@asd103.org); [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**Cc:** [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [lmestay@cloverpark.k12.wa.us](mailto:lmestay@cloverpark.k12.wa.us); [bradburnld@mukilteo.wednet.edu](mailto:bradburnld@mukilteo.wednet.edu); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [gaviganj@riverview.wednet.edu](mailto:gaviganj@riverview.wednet.edu); [jhodson@fwps.org](mailto:jhodson@fwps.org); [lkrining@cloverpark.k12.wa.us](mailto:lkrining@cloverpark.k12.wa.us); [ellyn.papenfuse@vansd.org](mailto:ellyn.papenfuse@vansd.org); [cstolz@everettsd.org](mailto:cstolz@everettsd.org)  
**Subject:** RE: July 10 Advisory Committee Minutes  
**Date:** Thursday, November 30, 2017 8:44:36 AM

---

Caprice Hollins from Cultures Connecting: <http://culturesconnecting.com/>

Jen

**From:** Connie Sheridan [mailto:[cs Sheridan@asd103.org](mailto:cs Sheridan@asd103.org)]  
**Sent:** Thursday, November 30, 2017 8:41 AM  
**To:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**Cc:** [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [lmestay@cloverpark.k12.wa.us](mailto:lmestay@cloverpark.k12.wa.us); [bradburnld@mukilteo.wednet.edu](mailto:bradburnld@mukilteo.wednet.edu); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [gaviganj@riverview.wednet.edu](mailto:gaviganj@riverview.wednet.edu); [jhodson@fwps.org](mailto:jhodson@fwps.org); [lkrining@cloverpark.k12.wa.us](mailto:lkrining@cloverpark.k12.wa.us); [ellyn.papenfuse@vansd.org](mailto:ellyn.papenfuse@vansd.org); [cstolz@everettsd.org](mailto:cstolz@everettsd.org); [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** Re: July 10 Advisory Committee Minutes

Good Morning,  
Anyone remember the name of the speaker for HELP topic around equity?

*Thank you!*

*~Connie*

**Connie Sheridan, Human Resources**  
**Anacortes School District 103½2200 M Avenue ½ Anacortes, WA 98221**  
☎: 360.293.1221 | [www.asd103.org](http://www.asd103.org)

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On Fri, Jul 15, 2016 at 10:20 AM, [jrausch@wspa.net](mailto:jrausch@wspa.net) <[jrausch@wspa.net](mailto:jrausch@wspa.net)> wrote:

And it helps if the minutes are attached!

Jane Rausch  
HELP Co-Coordinator

---

From: [jrausch@wspa.net](mailto:jrausch@wspa.net)  
Sent: Friday, July 15, 2016 10:19 AM  
To: [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [lmcstay@cloverpark.k12.wa.us](mailto:lmcstay@cloverpark.k12.wa.us);  
[bradburnld@mukilteo.wednet.edu](mailto:bradburnld@mukilteo.wednet.edu); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu);  
[gaviganj@riverview.wednet.edu](mailto:gaviganj@riverview.wednet.edu); [jhodson@fwps.org](mailto:jhodson@fwps.org); [lkrining@cloverpark.k12.wa.us](mailto:lkrining@cloverpark.k12.wa.us);  
[lmcstay@cloverpark.k12.wa.us](mailto:lmcstay@cloverpark.k12.wa.us); [ellyn.papenfuse@vansd.org](mailto:ellyn.papenfuse@vansd.org); [cs Sheridan@asd103.org](mailto:cs Sheridan@asd103.org);  
[cstolz@everettsd.org](mailto:cstolz@everettsd.org)  
Cc: [admin@wspa.net](mailto:admin@wspa.net); [jsteiner@wspa.net](mailto:jsteiner@wspa.net)  
Subject: July 10 Advisory Committee Minutes

Attached are the minutes from our July 10 Advisory Committee meeting. Please let me know if you have any changes; otherwise, I will go ahead and send them to the board next week.

Thank you!

Jane Rausch  
HELP Co-Coordinator

**From:** [Brianne King](#) on behalf of [Brianne King <Brianne@wasbo.org>](#)  
**To:** [Paige Scroger](#); [Bill Keim](#); [Brianne King](#); [Cal Brodie](#); [Corine Pennington](#); [Curtis Leonard \(cleonard@wspsa.net\)](#); [Dan Steele](#); [Dana Anderson](#); [Darcy Weisner](#); [David Bond](#); [Doug A. Matson](#); [Duggan Harman](#); [Frank Ashby](#); [Frank Hewins](#); [Gary Cohn](#); [Gary Kipp](#); [Gavin Hottman](#); [Greg Lynch](#); [Heidi Hietpas](#); [Jan Hutton](#); [Jason Franklin](#); [Jeff Moore](#); [Jennifer Farmer](#); [Jennifer M. Priddy](#); [Jessica Vavrus](#); [Jim Frey](#); [John Bash](#); [John Welch](#); [JoLynn Berge](#); [Kate Davis](#); [Kevin Chase \(kevin.chase@esd105.org\)](#); [Kim Brodie \(kbrodie@fwps.org\)](#); [Kim Scott](#); [Larry Francois](#); [Linda McDermott](#); [Lisa Dawn-Fisher](#); [Marie Telecky](#); [Marla Miller](#); [Melissa de Vita](#); [Michael Dunn](#); [Michael Merlino](#); [Michael Nelson](#); "Michelle Matakas"; [Michelle Price](#); [Mike Brophy](#); [Mitch Denning](#); [Monica Hunsaker](#); [Rich Puryear](#); [Rosalind Medina](#); [Roz Thompson](#); [Ruth Russell](#); [Sally McLean](#); [Scott Izutsu](#); [Seever, Cathie](#); [Shelley Redinger](#); [Sheryl Moore \(SJAndersonmo@seattleschools.org\)](#); [Stephen Nielsen](#); [Steve Webb](#); [Susan Smith Leland](#); [T.J. Kelly](#); [Teresa Main](#); [Tim Garchow](#); [Tim Merlino](#); [Tim Yeomans](#); [tvenable@methow.org](#); [Vic Roberts](#); [Chuck Hole](#); [Cory Plager](#); [David Arp \(davea@ncesd.org\)](#); [Dustin Kinley](#); [Jerry McDermott](#); [Lisa Matthews](#); [Lori McLeod](#); [Michelle Dearlove](#); [Tom Fleming](#); [trishas@ncesd.org](#); [Brianne King](#); [Jane Murray](#); [Joli Valentino](#); [Kim Ferra](#); [Larry Mayfield](#); [Wendy Rimmelspacher](#)  
**Subject:** LFWG - Priorities Document - Final Draft  
**Date:** Thursday, November 30, 2017 4:51:30 PM  
**Attachments:** [LFWG 2018 Priorities updated 11.30.17.pdf](#)

---

Local Funding Work Group Members,

You will find the 2018 LFWG Priorities Required Updates to New Education Funding Policy document attached. Please take a few minutes to review the final draft and respond no later, than Friday, December 1<sup>st</sup> at 12:00 pm with any comments.

The final document will be sent to the Associations tomorrow afternoon for distribution to their members.

Thank you,

***Brianne King, CSBO  
Executive Director***

*WASBO*

Washington Association of School Business Officials  
(360) 528-2025 office  
(253) 985-0875 cell



## 2018 Local Funding Work Group Priorities Required Updates to New Education Funding Policy



The *Local Funding Work Group* was established in 2014 and represents the voices of nearly 8,000 school district leaders from our state's 295 school districts. We bring a front-line understanding to the issues facing the Legislature as progress is made in revising Washington's K-12 education financing system.

Our associations continue to offer ourselves as resources to the Legislature in navigating implementation of new education policies and funding adopted in 2017 as per EHB 2242 (*McCleary Plan*) and SSB 5883 (2017-19 Operating Budget). We recognize and appreciate the efforts of legislators to craft an updated education funding system to amply provide a program of basic education for every K-12 student in the state, in compliance with the state's constitutional "paramount duty" (Article IX, Section 1).

Although new structures and funding established in 2017 provided significant investments and opportunities to support basic education, there remain major challenges that we stand ready to help address, beginning in the 2018 Legislative Session.

Furthermore, in response to the November 15, 2017 Supreme Court Order, we urge the 2018 Legislature at a minimum to address and update the following components in EHB 2242:

- **Levies and Local Effort Assistance (LEA).** The implementation of levy reductions and change in LEA formula in EHB 2242 is out of sequence with the timing of state funding increases. For example, salary enhancements are not scheduled to be fully implemented until school year 2019-20, yet local levy authority is dramatically reduced in calendar year 2019. This will result in damaging cuts to student programs and services. We urge:
  - Delayed implementation of new levy and LEA policy and maintenance of levy and LEA policy adopted in ESB 5023 (2017) until a more workable and equitable levy reduction plan is developed that includes necessary improvements to the overall state obligation to fund actual district costs.
- **Special Education.** Even though the 2017 Legislature provided additional funding, special education remains underfunded. While the special education cap was increased to cover more students (from 12.7 percent to 13.5 percent), this approach does not address the per student shortfall. We urge:
  - An increase in per-student special education funding (via the excess cost multiplier); and
- **Salary Allocations and State Schedule.** Both the Salary Allocation Model (SAM) and staff mix were created and implemented to address the Supreme Court's ruling in the *Seattle School District* school funding case (1978). We urge:
  - Implementation of a simplified mandatory state salary schedule and allocation model that includes a staff mix factor, to ensure consistency, uniformity and equity across the state.

These are the combined priority recommendations of the following organizations: Washington State School Directors' Association (WSSDA), Washington Association of School Administrators (WASA), Washington Association of School Business Officials (WASBO), Washington School Personnel Association (WSPA), Alliance of Educational Associations (AEA) and Association of Washington School Principals (AWSP).

## **Additional context for these recommendations:**

**Levies and Local Effort Assistance.** School districts have full understanding that state levy and LEA policy in 2017 (ESB 5023) intended to phase-down local levy authority to a lower level than in recent years as state funding was increased to cover basic education costs. EHB 2242 prematurely institutes significant changes to levy and LEA policy, and ultimately, funding. The dramatic shift in local levy and LEA policy in EHB 2242, along with the timing of its implementation, will have dire implications on the programs and education support services communities rely on their districts to provide in many districts.

We urge reductions be delayed until new state funding is fully integrated into school district operating costs, and actual costs for basic education compensation (including special education) are funded. Without a delay to implementation of the new policy, districts will be forced to reduce and cut programs that their students, families, and communities rely on. This will exacerbate an already inequitable funding and support system.

**Special Education.** The Supreme Court, in both *Seattle School District* (1978/1983) and *McCleary* (2012), clarified that special education is a component of basic education which the state is required to fully fund. While EHB 2242 increased the special education cap from 12.7 percent to 13.5 percent to cover more students, there remains a significant gap in per-student funding given the obligation to fund all students.

The special education funding formula, based on averages, by definition, overfunds some districts and underfunds others. If adequate increases in special education funding are not provided to support per-student costs many districts will remain underfunded and will continue to be forced to resort to the use of levies to backfill the state's funding gap.

**Salary Allocations and State Schedule.** Maintaining and requiring a state salary allocation schedule, albeit a more compressed model, along with a staff mix factor will allow districts to hire the best, most qualified teachers, rather than the "cheapest." Without this necessary structure, districts with more experienced staff will be forced to raise additional revenue to retain those educators or be forced to discriminate against more senior staff in hiring decisions.

A state salary allocation schedule and mix factor are essential tools that provide stability to Districts in funding and predicting staff costs. Maintaining and requiring a state salary allocation schedule, albeit a more compressed model, with staff mix, allows districts to hire the best, most qualified teachers, rather than the "cheapest", which is essential to hiring and retaining high quality educators. Without this necessary structure, districts with more experienced staff will be forced to raise additional revenue to retain those educators or be forced to discriminate against more senior, and more expensive, staff in hiring decisions.

**While the three main issues addressed on page one are the top shared priorities among our associations for 2018, there are additional items that warrant action, including:**

- Clarify and fund hold harmless provisions.
- Revise regionalization factors and methodology.
- Maintain Seattle/Tacoma/Bremerton CPI as the inflationary factor for salaries and COLA
- Reduction in the threshold to access safety net funding.
- Increase allocation for CLS (classified) and CAS (administrative) staff for districts that are above the statewide average.
- Allow for carryover of new LAP and CTE funds between FY17 and FY18.
- Delay or modify K-3 class-size compliance.

**From:** [Dan Steele](#) on behalf of [Dan Steele <dsteeler@wasa-oly.org>](#)  
**To:** [Brienne King](#); [Paige Scroger](#); [Bill Keim](#); [Cal Brodie](#); [Corine Pennington](#); [Curtis Leonard \(cleonard@wspa.net\)](#); [Dana Anderson](#); [Darcy Weisner](#); [David Bond](#); [Doug A. Matson](#); [Duggan Harman](#); [Frank Ashby](#); [Frank Hewins](#); [Gary Cohn](#); [Gary Kipp](#); [Gavin Hottman](#); [Greg Lynch](#); [Heidi Hietpas](#); [Jan Hutton](#); [Jason Franklin](#); [Jeff Moore](#); [Jennifer Farmer](#); [Jennifer M. Priddy](#); [Jessica Vavrus](#); [Jim Frey](#); [John Bash](#); [John Welch](#); [JoLynn Berge](#); [Kate Davis](#); [Kevin Chase \(kevin.chase@esd105.org\)](#); [Kim Brodie \(kbrodie@fwps.org\)](#); [Kim Scott](#); [Larry Francois](#); [Linda McDermott](#); [Lisa Dawn-Fisher](#); [Marie Telecky](#); [Marla Miller](#); [Melissa de Vita](#); [Michael Dunn](#); [Michael Merlino](#); [Michael Nelson](#); ["Michelle Matakas"](#); [Michelle Price](#); [Mike Brophy](#); [Mitch Denning](#); [Monica Hunsaker](#); [Rich Puryear](#); [Rosalind Medina](#); [Roz Thompson](#); [Ruth Russell](#); [Sally McLean](#); [Scott Izutsu](#); [Seevers, Cathie](#); [Shelley Redinger](#); [Sheryl Moore \(SJAndersonmo@seattleschools.org\)](#); [Stephen Nielsen](#); [Steve Webb](#); [Susan Smith Leland](#); [T.J. Kelly](#); [Teresa Main](#); [Tim Garchow](#); [Tim Merlino](#); [Tim Yeomans](#); [tvenable@methow.org](#); [Vic Roberts](#); [Chuck Hole](#); [Cory Plager](#); [David Arp \(davea@ncesd.org\)](#); [Dustin Kinley](#); [Jerry McDermott](#); [Lisa Matthews](#); [Lori McLeod](#); [Michelle Dearlove](#); [Tom Fleming](#); [trishas@ncesd.org](#); [Jane Murray](#); [Joli Valentino](#); [Kim Ferra](#); [Larry Mayfield](#); [Wendy Rimmelspacher](#)  
**Cc:** [Dan Steele](#)  
**Subject:** Re: LFWG - Priorities Document - Final Draft  
**Date:** Thursday, November 30, 2017 6:49:10 PM  
**Attachments:** [LFWG 2018 Priorities updated 11.30.17 DAN EDITS.pdf.docx](#)

---

Brienne and Team:

A series of suggested, minor edits--along with one more substantive change on page two--attached in a Word document.

One of the suggestions is to delete a paragraph on page two (you'll see the rationale). Doing that will provide for some additional white space at the bottom. In terms of formatting, I think separating out the detail of our three priorities from the "additional items" section at the bottom would offset them from the other priorities. The white space would allow the additional items to not get lost with the rest of the text. (In other words, keep the "additional items" section essentially in the same location as it is now, with white space above it.)

Thanks for putting this together,  
-dan

**Daniel P. Steele**  
**Assistant Executive Director, Government Relations**

Washington Association of School Administrators  
825 Fifth Avenue SE | Olympia, WA 98501  
P: 360.489.3642 | F: 360.352.2043  
[www.wasa-oly.org](http://www.wasa-oly.org)

---

**From:** Brienne King <[Brienne@wasbo.org](mailto:Brienne@wasbo.org)>  
**Sent:** Thursday, November 30, 2017 4:51 PM  
**To:** Paige Scroger; Bill Keim; Brienne King; Cal Brodie; Corine Pennington; Curtis Leonard (cleonard@wspa.net); Dan Steele; Dana Anderson; Darcy Weisner; David Bond; Doug A. Matson;

Duggan Harman; Frank Ashby; Frank Hewins; Gary Cohn; Gary Kipp; Gavin Hottman; Greg Lynch; Heidi Hietpas; Jan Hutton; Jason Franklin; Jeff Moore; Jennifer Farmer; Jennifer M. Priddy; Jessica Vavrus; Jim Frey; John Bash; John Welch; JoLynn Berge; Kate Davis; Kevin Chase (kevin.chase@esd105.org); Kim Brodie (kbrodie@fwps.org); Kim Scott; Larry Francois; Linda McDermott; Lisa Dawn-Fisher; Marie Telecky; Marla Miller; Melissa de Vita; Michael Dunn; Michael Merlino; Michael Nelson; 'Michelle Matakas'; Michelle Price; Mike Brophy; Mitch Denning; Monica Hunsaker; Rich Puryear; Rosalind Medina; Roz Thompson; Ruth Russell; Sally McLean; Scott Izutsu; Seevers, Cathie; Shelley Redinger; Sheryl Moore (SJAndersonmo@seattleschools.org); Stephen Nielsen; Steve Webb; Susan Smith Leland; T.J. Kelly; Teresa Main; Tim Garchow; Tim Merlino; Tim Yeomans; tvenable@methow.org; Vic Roberts; Chuck Hole; Cory Plager; David Arp (davea@ncesd.org); Dustin Kinley; Jerry McDermott; Lisa Matthews; Lori McLeod; Michelle Dearlove; Tom Fleming; trishas@ncesd.org; Brianne King; Jane Murray; Joli Valentino; Kim Ferra; Larry Mayfield; Wendy Rimmelspacher

**Subject:** LFWG - Priorities Document - Final Draft

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The final document will be sent to the Associations tomorrow afternoon for distribution to their members.

Thank you,

***Brianne King, CSBO  
Executive Director***

*WASBO*

**Washington Association of School Business Officials  
(360) 528-2025 office  
(253) 985-0875 cell**

## Page ONE

Paragraph 4:

Furthermore, in response to the November 15, 2017 Supreme Court Order, we urge the 2018 Legislature at a minimum to address and update the following components in EHB 2242:

**Special Education.** Even though the 2017 Legislature provided additional funding, special education remains underfunded. While the special education cap was increased to cover more students (from 12.7 percent to 13.5 percent), this approach does not address the per student shortfall. We urge:

- An increase in per-student special education funding (via the excess cost multiplier), and

\*\*Also, add at the bottom of Page One (in the footer): (over)

## Page TWO

**Levies and Local Effort Assistance (LEA).** School districts have full understanding that state levy and LEA policy in 2017 (ESB 5023) intended to phase-down local levy authority to a lower level than in recent years as state funding was increased to cover basic education costs. EHB 2242 prematurely institutes significant changes to levy and LEA policy, and ultimately, funding. The dramatic shift in local levy and LEA policy in EHB 2242, along with the timing of its implementation, will have dire implications on the programs and education support services communities rely on their districts to provide in many districts.

The Salary Allocation section includes two paragraphs; however, they are near duplicates:

**Salary Allocations and State Schedule.** Maintaining and requiring a state salary allocation schedule, albeit a more compressed model, along with a staff mix factor will allow districts to hire the best, most qualified teachers, rather than the “cheapest.” Without this necessary structure, districts with more experienced staff will be forced to raise additional revenue to retain those educators or be forced to discriminate against more senior staff in hiring decisions.

A state salary allocation schedule and mix factor are essential tools that provide stability to Districts districts in funding and predicting staff costs. Maintaining and requiring a state salary allocation schedule, albeit a more compressed model, along with a staff mix factor, allows will allow districts to hire the best, most qualified teachers, rather than the “cheapest,” which is essential to hiring and retaining high quality educators. Without this necessary structure, districts with more experienced staff will be forced to raise additional revenue to retain those educators or be forced to discriminate against more senior, and more expensive, staff in hiring decisions.

**From:** [Teresa Main](#) on behalf of [Teresa Main <teresa\\_main@lkstevens.wednet.edu>](#)  
**To:** [Dan Steele](#)  
**Cc:** [Brienne King](#); [Paige Scroger](#); [Bill Keim](#); [Cal Brodie](#); [Corine Pennington](#); [Curtis Leonard \(cleonard@wspa.net\)](#); [Dana Anderson](#); [Darcy Weisner](#); [David Bond](#); [Doug A. Matson](#); [Duggan Harman](#); [Frank Ashby](#); [Frank Hewins](#); [Gary Cohn](#); [Gary Kipp](#); [Gavin Hottman](#); [Greg Lynch](#); [Heidi Hietpas](#); [Jan Hutton](#); [Jason Franklin](#); [Jeff Moore](#); [Jennifer Farmer](#); [Jennifer M. Priddy](#); [Jessica Vavrus](#); [Jim Frey](#); [John Bash](#); [John Welch](#); [JoLynn Berge](#); [Kate Davis](#); [Kevin Chase \(kevin.chase@esd105.org\)](#); [Kim Brodie \(kbrodie@fwps.org\)](#); [Kim Scott](#); [Larry Francois](#); [Linda McDermott](#); [Lisa Dawn-Fisher](#); [Marie Telecky](#); [Marla Miller](#); [Melissa de Vita](#); [Michael Dunn](#); [Michael Merlino](#); [Michael Nelson](#); [Michelle Matakas](#); [Michelle Price](#); [Mike Brophy](#); [Mitch Denning](#); [Monica Hunsaker](#); [Rich Puryear](#); [Rosalind Medina](#); [Roz Thompson](#); [Ruth Russell](#); [Sally McLean](#); [Scott Izutsu](#); [Seever, Cathie](#); [Shelley Redinger](#); [Sheryl Moore \(SJAndersonmo@seattleschools.org\)](#); [Stephen Nielsen](#); [Steve Webb](#); [Susan Smith Leland](#); [T.J. Kelly](#); [Tim Garchow](#); [Tim Merlino](#); [Tim Yeomans](#); [tvenable@methow.org](#); [Vic Roberts](#); [Chuck Hole](#); [Cory Plager](#); [David Arp \(davea@ncesd.org\)](#); [Dustin Kinley](#); [Jerry McDermott](#); [Lisa Matthews](#); [Lori McLeod](#); [Michelle Dearlove](#); [Tom Fleming](#); [trishas@ncesd.org](#); [Jane Murray](#); [Joli Valentino](#); [Kim Ferra](#); [Larry Mayfield](#); [Wendy Rimmelspacher](#)  
**Subject:** Re: LFWG - Priorities Document - Final Draft  
**Date:** Friday, December 1, 2017 8:04:58 AM

---

Dan has made some great suggestions for changes.

This may be minor or petty, but I'd like to add that at the bottom of page 2 this statement appears in bold:

**While the three main issues addressed on page one are the top shared priorities among our associations for 2018, there are additional items that warrant action, including:**

and mentions 'page one'. Our pages are not numbered plus the detail about our main issues are on page 2 as well. Would it be appropriate to just say 'While the three main issues addressed above are the top shared....'

***Teresa Main***

*Assistant Superintendent  
Business and Health Services  
Lake Stevens School District  
Ph. 425-335-1503  
Cell 425-754-5402  
Fax 425-335-1549*

On Thu, Nov 30, 2017 at 6:48 PM, Dan Steele <[dsteELE@wasa-oly.org](mailto:dsteELE@wasa-oly.org)> wrote:

Brianne and Team:

A series of suggested, minor edits--along with one more substantive change on page two--attached in a Word document.

One of the suggestions is to delete a paragraph on page two (you'll see the rationale). Doing that will provide for some additional white space at the bottom. In terms of formatting, I think separating out the detail of our three priorities from the "additional items" section at the bottom would offset them from the other priorities. The white space would allow the additional items to not get lost with the rest of the text. (In other words, keep the "additional items" section essentially in the same location as it is now, with white space

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Thanks for putting this together,  
-dan

**Daniel P. Steele**

**Assistant Executive Director, Government Relations**

Washington Association of School Administrators

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---

**From:** Brianne King <[Brianne@wasbo.org](mailto:Brianne@wasbo.org)>

**Sent:** Thursday, November 30, 2017 4:51 PM

**To:** Paige Scroger; Bill Keim; Brianne King; Cal Brodie; Corine Pennington; Curtis Leonard ([cleonard@wspa.net](mailto:cleonard@wspa.net)); Dan Steele; Dana Anderson; Darcy Weisner; David Bond; Doug A. Matson; Duggan Harman; Frank Ashby; Frank Hewins; Gary Cohn; Gary Kipp; Gavin Hottman; Greg Lynch; Heidi Hietpas; Jan Hutton; Jason Franklin; Jeff Moore; Jennifer Farmer; Jennifer M. Priddy; Jessica Vavrus; Jim Frey; John Bash; John Welch; JoLynn Berge; Kate Davis; Kevin Chase ([kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)); Kim Brodie ([kbrodie@fwps.org](mailto:kbrodie@fwps.org)); Kim Scott; Larry Francois; Linda McDermott; Lisa Dawn-Fisher; Marie Telecky; Marla Miller; Melissa de Vita; Michael Dunn; Michael Merlino; Michael Nelson; 'Michelle Matakas'; Michelle Price; Mike Brophy; Mitch Denning; Monica Hunsaker; Rich Puryear; Rosalind Medina; Roz Thompson; Ruth Russell; Sally McLean; Scott Izutsu; SeEVERS, Cathie; Shelley Redinger; Sheryl Moore ([SJAndersonmo@seattleschools.org](mailto:SJAndersonmo@seattleschools.org)); Stephen Nielsen; Steve Webb; Susan Smith Leland; T.J. Kelly; Teresa Main; Tim Garchow; Tim Merlino; Tim Yeomans; [tvenable@methow.org](mailto:tvenable@methow.org); Vic Roberts; Chuck Hole; Cory Plager; David Arp ([davea@ncesd.org](mailto:davea@ncesd.org)); Dustin Kinley; Jerry McDermott; Lisa Matthews; Lori McLeod; Michelle Dearlove; Tom Fleming; [trishas@ncesd.org](mailto:trishas@ncesd.org); Brianne King; Jane Murray; Joli Valentino; Kim Ferra; Larry Mayfield; Wendy Rimmelspacher

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Thank you,

***Brianne King, CSBO***

***Executive Director***

A handwritten signature in dark ink, appearing to read "WASBO", is positioned above the printed name of the Washington Association of School Business Officials.

**Washington Association of School Business Officials**

[\(360\) 528-2025](tel:3605282025) office

[\(253\) 985-0875](tel:2539850875) cell



**From:** [Teresa Main](#) on behalf of [Teresa Main <teresa\\_main@lkstevens.wednet.edu>](#)  
**To:** [Dan Steele](#)  
**Cc:** [Brienne King](#); [Paige Scroger](#); [Bill Keim](#); [Cal Brodie](#); [Corine Pennington](#); [Curtis Leonard \(cleonard@wspa.net\)](#); [Dana Anderson](#); [Darcy Weisner](#); [David Bond](#); [Doug A. Matson](#); [Duggan Harman](#); [Frank Ashby](#); [Frank Hewins](#); [Gary Cohn](#); [Gary Kipp](#); [Gavin Hottman](#); [Greg Lynch](#); [Heidi Hietpas](#); [Jan Hutton](#); [Jason Franklin](#); [Jeff Moore](#); [Jennifer Farmer](#); [Jennifer M. Priddy](#); [Jessica Vavrus](#); [Jim Frey](#); [John Bash](#); [John Welch](#); [JoLynn Berge](#); [Kate Davis](#); [Kevin Chase \(kevin.chase@esd105.org\)](#); [Kim Brodie \(kbrodie@fwps.org\)](#); [Kim Scott](#); [Larry Francois](#); [Linda McDermott](#); [Lisa Dawn-Fisher](#); [Marie Telecky](#); [Marla Miller](#); [Melissa de Vita](#); [Michael Dunn](#); [Michael Merlino](#); [Michael Nelson](#); [Michelle Matakas](#); [Michelle Price](#); [Mike Brophy](#); [Mitch Denning](#); [Monica Hunsaker](#); [Rich Puryear](#); [Rosalind Medina](#); [Roz Thompson](#); [Ruth Russell](#); [Sally McLean](#); [Scott Izutsu](#); [Seever, Cathie](#); [Shelley Redinger](#); [Sheryl Moore \(SJAndersonmo@seattleschools.org\)](#); [Stephen Nielsen](#); [Steve Webb](#); [Susan Smith Leland](#); [T.J. Kelly](#); [Tim Garchow](#); [Tim Merlino](#); [Tim Yeomans](#); [tvenable@methow.org](#); [Vic Roberts](#); [Chuck Hole](#); [Cory Plager](#); [David Arp \(davea@ncesd.org\)](#); [Dustin Kinley](#); [Jerry McDermott](#); [Lisa Matthews](#); [Lori McLeod](#); [Michelle Dearlove](#); [Tom Fleming](#); [trishas@ncesd.org](#); [Jane Murray](#); [Joli Valentino](#); [Kim Ferra](#); [Larry Mayfield](#); [Wendy Rimmelspacher](#)  
**Subject:** Re: LFWG - Priorities Document - Final Draft  
**Date:** Friday, December 1, 2017 8:04:59 AM

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above it.)

Thanks for putting this together,  
-dan

**Daniel P. Steele**

**Assistant Executive Director, Government Relations**

Washington Association of School Administrators

825 Fifth Avenue SE | Olympia, WA 98501

P: [360.489.3642](tel:360.489.3642) | F: [360.352.2043](tel:360.352.2043)

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---

**From:** Brianne King <[Brianne@wasbo.org](mailto:Brianne@wasbo.org)>

**Sent:** Thursday, November 30, 2017 4:51 PM

**To:** Paige Scroger; Bill Keim; Brianne King; Cal Brodie; Corine Pennington; Curtis Leonard ([cleonard@wspa.net](mailto:cleonard@wspa.net)); Dan Steele; Dana Anderson; Darcy Weisner; David Bond; Doug A. Matson; Duggan Harman; Frank Ashby; Frank Hewins; Gary Cohn; Gary Kipp; Gavin Hottman; Greg Lynch; Heidi Hietpas; Jan Hutton; Jason Franklin; Jeff Moore; Jennifer Farmer; Jennifer M. Priddy; Jessica Vavrus; Jim Frey; John Bash; John Welch; JoLynn Berge; Kate Davis; Kevin Chase ([kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)); Kim Brodie ([kbrodie@fwps.org](mailto:kbrodie@fwps.org)); Kim Scott; Larry Francois; Linda McDermott; Lisa Dawn-Fisher; Marie Telecky; Marla Miller; Melissa de Vita; Michael Dunn; Michael Merlino; Michael Nelson; 'Michelle Matakas'; Michelle Price; Mike Brophy; Mitch Denning; Monica Hunsaker; Rich Puryear; Rosalind Medina; Roz Thompson; Ruth Russell; Sally McLean; Scott Izutsu; SeEVERS, Cathie; Shelley Redinger; Sheryl Moore ([SJAndersonmo@seattleschools.org](mailto:SJAndersonmo@seattleschools.org)); Stephen Nielsen; Steve Webb; Susan Smith Leland; T.J. Kelly; Teresa Main; Tim Garchow; Tim Merlino; Tim Yeomans; [tvenable@methow.org](mailto:tvenable@methow.org); Vic Roberts; Chuck Hole; Cory Plager; David Arp ([davea@ncesd.org](mailto:davea@ncesd.org)); Dustin Kinley; Jerry McDermott; Lisa Matthews; Lori McLeod; Michelle Dearlove; Tom Fleming; [trishas@ncesd.org](mailto:trishas@ncesd.org); Brianne King; Jane Murray; Joli Valentino; Kim Ferra; Larry Mayfield; Wendy Rimmelspacher

**Subject:** LFWG - Priorities Document - Final Draft

Local Funding Work Group Members,

You will find the 2018 LFWG Priorities Required Updates to New Education Funding Policy document attached. Please take a few minutes to review the final draft and respond no later, than Friday, December 1<sup>st</sup> at 12:00 pm with any comments.

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Thank you,

***Brianne King, CSBO***

***Executive Director***

A handwritten signature in dark ink, appearing to read "WASBO", is positioned above the printed name of the Washington Association of School Business Officials.

**Washington Association of School Business Officials**

[\(360\) 528-2025](tel:3605282025) office

[\(253\) 985-0875](tel:2539850875) cell

**From:** [Dan Steele](#) on behalf of [Dan Steele <dsteeler@wasa-oly.org>](#)  
**To:** [Teresa Main](#)  
**Cc:** [Brienne King](#); [Paige Scroger](#); [Bill Keim](#); [Cal Brodie](#); [Corine Pennington](#); [Curtis Leonard \(cleonard@wspa.net\)](#); [Dana Anderson](#); [Darcy Weisner](#); [David Bond](#); [Doug A. Matson](#); [Duggan Harman](#); [Frank Ashby](#); [Frank Hewins](#); [Gary Cohn](#); [Gary Kipp](#); [Gavin Hottman](#); [Greg Lynch](#); [Heidi Hietpas](#); [Jan Hutton](#); [Jason Franklin](#); [Jeff Moore](#); [Jennifer Farmer](#); [Jennifer M. Priddy](#); [Jessica Vavrus](#); [Jim Frey](#); [John Bash](#); [John Welch](#); [JoLynn Berge](#); [Kate Davis](#); [Kevin Chase \(kevin.chase@esd105.org\)](#); [Kim Brodie \(kbrodie@fwps.org\)](#); [Kim Scott](#); [Larry Francois](#); [Linda McDermott](#); [Lisa Dawn-Fisher](#); [Marie Telecky](#); [Marla Miller](#); [Melissa de Vita](#); [Michael Dunn](#); [Michael Merlino](#); [Michael Nelson](#); [Michelle Matakas](#); [Michelle Price](#); [Mike Brophy](#); [Mitch Denning](#); [Monica Hunsaker](#); [Rich Puryear](#); [Rosalind Medina](#); [Roz Thompson](#); [Ruth Russell](#); [Sally McLean](#); [Scott Izutsu](#); [Seever, Cathie](#); [Shelley Redinger](#); [Sheryl Moore \(SJAndersonmo@seattleschools.org\)](#); [Stephen Nielsen](#); [Steve Webb](#); [Susan Smith Leland](#); [T.J. Kelly](#); [Tim Garchow](#); [Tim Merlino](#); [Tim Yeomans](#); [tvenable@methow.org](#); [Vic Roberts](#); [Chuck Hole](#); [Cory Plager](#); [David Arp \(davea@ncesd.org\)](#); [Dustin Kinley](#); [Jerry McDermott](#); [Lisa Matthews](#); [Lori McLeod](#); [Michelle Dearlove](#); [Tom Fleming](#); [trishas@ncesd.org](#); [Jane Murray](#); [Joli Valentino](#); [Kim Ferra](#); [Larry Mayfield](#); [Wendy Rimmelspacher](#)  
**Subject:** RE: LFWG - Priorities Document - Final Draft  
**Date:** Friday, December 1, 2017 9:17:36 AM  
**Attachments:** [image002.png](#)

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-dan

Dan Steele  
360.489.3642



**From:** Teresa Main [mailto:teresa\_main@lkstevens.wednet.edu]  
**Sent:** Friday, December 01, 2017 8:04 AM  
**To:** Dan Steele <dsteeler@wasa-oly.org>  
**Cc:** [Brienne King <Brienne@wasbo.org>](#); [Paige Scroger <Paige@wasbo.org>](#); [Bill Keim <bkeim@wasa-oly.org>](#); [Cal Brodie <cbrodie@esd113.org>](#); [Corine Pennington <penniccc@puyallup.k12.wa.us>](#); [Curtis Leonard \(cleonard@wspa.net\) <cleonard@wspa.net>](#); [Dana Anderson <danderson@esd113.org>](#); [Darcy Weisner <dweisner@esd123.org>](#); [David Bond <dave.bond@ksd.org>](#); [Doug A. Matson <Doug.Matson@wvwsd.org>](#); [Duggan Harman <duggan.harman@highlineschools.org>](#); [Frank Ashby <fashby@psesd.org>](#); [Frank Hewins <fhewins@fpschools.org>](#); [Gary Cohn <gcohn@everettsd.org>](#); [Gary Kipp <gary@awsp.org>](#); [Gavin Hottman <gavin.hottman@esd112.org>](#); [Greg Lynch <glynch@oesd.wednet.edu>](#); [Heidi Hietpas <hhietpas@sequim.k12.wa.us>](#); [Jan Hutton <jhutton@cvsd.org>](#); [Jason Franklin <Jason.Franklin@rentonschools.us>](#); [Jeff Moore <jmoore@everettsd.org>](#); [Jennifer Farmer <JFarmer@everettsd.org>](#); [Jennifer M. Priddy <jpriddy@osd.wednet.edu>](#); [Jessica Vavrus <j.vavrus@wssda.org>](#); [Jim Frey <freyj@lynden.wednet.edu>](#); [John Bash <john.bash@tumwater.k12.wa.us>](#); [John Welch <jwelch@psesd.org>](#); [JoLynn Berge <jdberge@seattleschools.org>](#); [Kate Davis <Kate.Davis@ofm.wa.gov>](#); [Kevin Chase \(kevin.chase@esd105.org\) <kevin.chase@esd105.org>](#); [Kim Brodie \(kbrodie@fwps.org\) <kbrodie@fwps.org>](#); [Kim Scott <KScott@kibesd.org>](#); [Larry Francois <lfrancois@nwesd.org>](#); [Linda](#)

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*Assistant Superintendent  
Business and Health Services  
Lake Stevens School District  
Ph. 425-335-1503  
Cell 425-754-5402  
Fax 425-335-1549*

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**Washington Association of School Business Officials**

[\(360\) 528-2025](tel:(360)528-2025) office

[\(253\) 985-0875](tel:(253)985-0875) cell

**From:** [Vavrus, Jessica \(WSSDA\)](#) on behalf of [Vavrus, Jessica \(WSSDA\) <J.Vavrus@wssda.org>](#)  
**To:** [Dan Steele](#); [Teresa Main](#)  
**Cc:** [Brienne King](#); [Paige Scroger](#); [Bill Keim](#); [Cal Brodie](#); [Corine Pennington](#); [Curtis Leonard \(cleonard@wspa.net\)](#); [Dana Anderson](#); [Darcy Weisner](#); [David Bond](#); [Doug A. Matson](#); [Duggan Harman](#); [Frank Ashby](#); [Frank Hewins](#); [Gary Cohn](#); [Kipp, Gary](#); [Gavin Hottman](#); [Greg Lynch](#); [Heidi Hietpas](#); [Jan Hutton](#); [Jason Franklin](#); [Jeff Moore](#); [Jennifer Farmer](#); [Jennifer M. Priddy](#); [Jim Frey](#); [John Bash](#); [John Welch](#); [JoLynn Berge](#); [Davis, Kate \(OFM\)](#); [Kevin Chase \(kevin.chase@esd105.org\)](#); [Kim Brodie \(kbrodie@fwps.org\)](#); [Kim Scott](#); [Larry Francois](#); [Linda McDermott](#); [Dawn-Fisher, Lisa \(OSPI\)](#); [Marie Telecky](#); [Marla Miller](#); [Melissa de Vita](#); [Michael Dunn](#); [Michael Merlino](#); [Michael Nelson](#); [Michelle Matakas](#); [Michelle Price](#); [Mike Brophy](#); [Mitch Denning](#); [Monica Hunsaker](#); [Rich Puryear](#); [Rosalind Medina](#); [Roz Thompson](#); [Ruth Russell](#); [Sally McLean](#); [Scott Izutsu](#); [Seevers, Cathie](#); [Shelley Redinger](#); [Sheryl Moore \(SJAndersonmo@seattleschools.org\)](#); [Stephen Nielsen](#); [Steve Webb](#); [Susan Smith Leland](#); [T.J. Kelly](#); [Garchow, Tim \(WSSDA\)](#); [Tim Merlino](#); [Tim Yeomans](#); [tvenable@methow.org](#); [Vic Roberts](#); [Chuck Hole](#); [Cory Plager](#); [David Arp \(davea@ncesd.org\)](#); [Dustin Kinley](#); [Jerry McDermott](#); [Lisa Matthews](#); [Lori McLeod](#); [Michelle Dearlove](#); [Tom Fleming](#); [trishas@ncesd.org](#); [Jane Murray](#); [Joli Valentino](#); [Kim Ferra](#); [Larry Mayfield](#); [Wendy Rimmelspacher](#)  
**Subject:** RE: LFWG - Priorities Document - Final Draft  
**Date:** Friday, December 1, 2017 12:28:48 PM  
**Attachments:** [image002.png](#)

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All, I agree 100% with the suggestions that have been sent thus far. As I was re-reading the document, the content on page 1 under the special education bullet struck me as needing a bit of tightening up. What would you think of the following?

Special Education: ~~Even though the 2017 Legislature provided additional funding was provided in 2017 by increasing , special education remains underfunded. While the special education cap was increased to cover more students (from 12.7 percent to 13.5 percent), this approach does not address the per-student shortfall and overall, special education remains underfunded.~~

Sorry I missed the 12:00 deadline for feedback. I've been in a meeting all morning...  
Thanks, Brienne, for pulling this all together! jessica

*Jessica Vavrus*, Deputy Executive Director, Government Relations

Washington State School Directors' Association

221 College Street NE Olympia, WA 98516

Office: 360.252.3010

Mobile: 360-890-5867

[j.vavrus@wssda.org](mailto:j.vavrus@wssda.org)

*"WSSDA provides leadership and advocacy, and empowers its members with knowledge and skills to govern with excellence."*

---

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**Sent:** Friday, December 01, 2017 9:17 AM

**To:** Teresa Main

**Cc:** [Brienne King](#); [Paige Scroger](#); [Bill Keim](#); [Cal Brodie](#); [Corine Pennington](#); [Curtis Leonard \(cleonard@wspa.net\)](#); [Dana Anderson](#); [Darcy Weisner](#); [David Bond](#); [Doug A. Matson](#); [Duggan Harman](#); [Frank Ashby](#); [Frank Hewins](#); [Gary Cohn](#); [Kipp, Gary](#); [Gavin Hottman](#); [Greg Lynch](#); [Heidi Hietpas](#); [Jan Hutton](#); [Jason Franklin](#); [Jeff Moore](#); [Jennifer Farmer](#); [Jennifer M. Priddy](#); [Vavrus, Jessica \(WSSDA\)](#); [Jim Frey](#); [John Bash](#); [John Welch](#); [JoLynn Berge](#); [Davis, Kate \(OFM\)](#); [Kevin Chase \(kevin.chase@esd105.org\)](#); [Kim Brodie \(kbrodie@fwps.org\)](#); [Kim Scott](#); [Larry Francois](#); [Linda McDermott](#); [Dawn-Fisher, Lisa \(OSPI\)](#); [Marie Telecky](#); [Marla Miller](#); [Melissa de Vita](#); [Michael Dunn](#); [Michael Merlino](#); [Michael Nelson](#); [Michelle Matakas](#); [Michelle Price](#); [Mike Brophy](#); [Mitch Denning](#); [Monica Hunsaker](#); [Rich Puryear](#); [Rosalind Medina](#); [Roz Thompson](#); [Ruth Russell](#); [Sally McLean](#); [Scott Izutsu](#); [Seevers, Cathie](#); [Shelley Redinger](#); [Sheryl Moore \(SJAndersonmo@seattleschools.org\)](#); [Stephen Nielsen](#); [Steve Webb](#); [Susan Smith Leland](#); [T.J. Kelly](#); [Garchow, Tim \(WSSDA\)](#); [Tim Merlino](#); [Tim Yeomans](#); [tvenable@methow.org](#); [Vic Roberts](#); [Chuck Hole](#); [Cory Plager](#); [David Arp \(davea@ncesd.org\)](#); [Dustin Kinley](#); [Jerry McDermott](#); [Lisa Matthews](#); [Lori McLeod](#); [Michelle Dearlove](#); [Tom Fleming](#); [trishas@ncesd.org](#); [Jane Murray](#); [Joli Valentino](#); [Kim Ferra](#); [Larry Mayfield](#); [Wendy Rimmelspacher](#)

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**From:** Brianne King <[Brianne@wasbo.org](mailto:Brianne@wasbo.org)>

**Sent:** Thursday, November 30, 2017 4:51 PM

**To:** Paige Scroger; Bill Keim; Brianne King; Cal Brodie; Corine Pennington; Curtis Leonard ([cleonard@wspsa.net](mailto:cleonard@wspsa.net)); Dan Steele; Dana Anderson; Darcy Weisner; David Bond; Doug A. Matson; Duggan Harman; Frank Ashby; Frank Hewins; Gary Cohn; Gary Kipp; Gavin Hottman; Greg Lynch; Heidi Hietpas; Jan Hutton; Jason Franklin; Jeff Moore; Jennifer Farmer; Jennifer M. Priddy; Jessica Vavrus; Jim Frey; John Bash; John Welch; JoLynn Berge; Kate Davis; Kevin Chase ([kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)); Kim Brodie ([kbrodie@fwps.org](mailto:kbrodie@fwps.org)); Kim Scott; Larry Francois; Linda McDermott; Lisa Dawn-Fisher; Marie Telecky; Marla Miller; Melissa de Vita; Michael Dunn; Michael Merlino; Michael Nelson; 'Michelle Matakas'; Michelle Price; Mike Brophy; Mitch Denning; Monica Hunsaker; Rich Puryear; Rosalind Medina; Roz Thompson; Ruth Russell; Sally McLean; Scott Izutsu; Seevers, Cathie; Shelley Redinger; Sheryl Moore ([SJAndersonmo@seattleschools.org](mailto:SJAndersonmo@seattleschools.org)); Stephen Nielsen; Steve Webb; Susan Smith Leland; T.J. Kelly; Teresa Main; Tim Garchow; Tim Merlino; Tim Yeomans; [tvenable@methow.org](mailto:tvenable@methow.org); Vic Roberts; Chuck Hole; Cory Plager; David Arp ([davea@ncesd.org](mailto:davea@ncesd.org)); Dustin Kinley; Jerry McDermott; Lisa Matthews; Lori McLeod; Michelle Dearlove; Tom Fleming; [trishas@ncesd.org](mailto:trishas@ncesd.org); Brianne King; Jane Murray; Joli Valentino; Kim Ferra; Larry Mayfield; Wendy Rimmelspacher

**Subject:** LFWG - Priorities Document - Final Draft

Local Funding Work Group Members,

You will find the 2018 LFWG Priorities Required Updates to New Education Funding Policy document attached. Please take a few minutes to review the final draft and respond no later, than Friday, December 1<sup>st</sup> at 12:00 pm with any comments.

The final document will be sent to the Associations tomorrow afternoon for distribution to their members.

Thank you,

***Brianne King, CSBO***

***Executive Director***

A handwritten signature in dark ink, appearing to read "WASBO", is positioned above the printed name and title.

**Washington Association of School Business Officials**

[\(360\) 528-2025](tel:3605282025) office

[\(253\) 985-0875](tel:2539850875) cell

**From:** [Sally McLean](#) on behalf of [Sally McLean <smclean@fwps.org>](#)  
**To:** [Vavrus, Jessica \(WSSDA\)](#); [Dan Steele](#); [Teresa Main](#)  
**Cc:** [Brienne King](#); [Paige Scroger](#); [Bill Keim](#); [Cal Brodie](#); [Corine Pennington](#); [Curtis Leonard \(cleonard@wspa.net\)](#); [Dana Anderson](#); [Darcy Weisner](#); [David Bond](#); [Doug A. Matson](#); [Duggan Harman](#); [Frank Ashby](#); [Frank Hewins](#); [Gary Cohn](#); [Kipp, Gary](#); [Gavin Hottman](#); [Greg Lynch](#); [Heidi Hietpas](#); [Jan Hutton](#); [Jason Franklin](#); [Jeff Moore](#); [Jennifer Farmer](#); [Jennifer M. Priddy](#); [Jim Frey](#); [John Bash](#); [John Welch](#); [JoLynn Berge](#); [Davis, Kate \(OFM\)](#); [Kevin Chase \(kevin.chase@esd105.org\)](#); [Kim Brodie](#); [Kim Scott](#); [Larry Francois](#); [Linda McDermott](#); [Dawn-Fisher, Lisa \(OSPI\)](#); [Marie Telecky](#); [Marla Miller](#); [Melissa de Vita](#); [Michael Dunn](#); [Michael Merlino](#); [Michael Nelson](#); [Michelle Matakas](#); [Michelle Price](#); [Mike Brophy](#); [Mitch Denning](#); [Monica Hunsaker](#); [Rich Puryear](#); [Rosalind Medina](#); [Roz Thompson](#); [Ruth Russell](#); [Scott Izutsu](#); [Seevers, Cathie](#); [Shelley Redinger](#); [Sheryl Moore \(SJAndersonmo@seattleschools.org\)](#); [Stephen Nielsen](#); [Steve Webb](#); [Susan Smith Leland](#); [T.J. Kelly](#); [Garchow, Tim \(WSSDA\)](#); [Tim Merlino](#); [Tim Yeomans](#); [tvenable@methow.org](#); [Vic Roberts](#); [Chuck Hole](#); [Cory Plager](#); [David Arp \(davea@ncesd.org\)](#); [Dustin Kinley](#); [Jerry McDermott](#); [Lisa Matthews](#); [Lori McLeod](#); [Michelle Dearlove](#); [Tom Fleming](#); [trishas@ncesd.org](#); [Jane Murray](#); [Joli Valentino](#); [Kim Ferra](#); [Larry Mayfield](#); [Wendy Rimmelspacher](#)  
**Subject:** RE: LFWG - Priorities Document - Final Draft  
**Date:** Friday, December 1, 2017 12:35:57 PM  
**Attachments:** [image001.png](#)

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I like this change to the Special Education bullet, and am supportive of the other changes suggested.

My sincere thanks to those of you who worked to create this document...

Sally D. McLean  
Chief Finance & Operations Officer  
[smclean@fwps.org](mailto:smclean@fwps.org)  
(253) 945-2042  
(253) 391 -6989 (cell)

---

**From:** Vavrus, Jessica (WSSDA) [<mailto:J.Vavrus@wssda.org>]  
**Sent:** Friday, December 01, 2017 12:29 PM  
**To:** Dan Steele <[dsteele@wasa-oly.org](mailto:dsteele@wasa-oly.org)>; Teresa Main <[teresa\\_main@lkstevens.wednet.edu](mailto:teresa_main@lkstevens.wednet.edu)>  
**Cc:** Brienne King <[Brienne@wasbo.org](mailto:Brienne@wasbo.org)>; Paige Scroger <[Paige@wasbo.org](mailto:Paige@wasbo.org)>; Bill Keim <[bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org)>; Cal Brodie <[cbrodie@esd113.org](mailto:cbrodie@esd113.org)>; Corine Pennington <[penniccc@puyallup.k12.wa.us](mailto:penniccc@puyallup.k12.wa.us)>; Curtis Leonard (cleonard@wspa.net) <[cleonard@wspa.net](mailto:cleonard@wspa.net)>; Dana Anderson <[danderson@esd113.org](mailto:danderson@esd113.org)>; Darcy Weisner <[dweisner@esd123.org](mailto:dweisner@esd123.org)>; David Bond <[dave.bond@ksd.org](mailto:dave.bond@ksd.org)>; Doug A. Matson <[Doug.Matson@wvwd.org](mailto:Doug.Matson@wvwd.org)>; Duggan Harman <[duggan.harman@highlineschools.org](mailto:duggan.harman@highlineschools.org)>; Frank Ashby <[fashby@psed.org](mailto:fashby@psed.org)>; Frank Hewins <[fhewins@fpschools.org](mailto:fhewins@fpschools.org)>; Gary Cohn <[gcohn@everettsd.org](mailto:gcohn@everettsd.org)>; Kipp, Gary <[gary@awsp.org](mailto:gary@awsp.org)>; Gavin Hottman <[gavin.hottman@esd112.org](mailto:gavin.hottman@esd112.org)>; Greg Lynch <[glynch@oesd.wednet.edu](mailto:glynch@oesd.wednet.edu)>; Heidi Hietpas <[hhietpas@sequim.k12.wa.us](mailto:hhietpas@sequim.k12.wa.us)>; Jan Hutton <[jhutton@cvsd.org](mailto:jhutton@cvsd.org)>; Jason Franklin <[Jason.Franklin@rentonschools.us](mailto:Jason.Franklin@rentonschools.us)>; Jeff Moore <[jmoore@everettsd.org](mailto:jmoore@everettsd.org)>; Jennifer Farmer <[JFarmer@everettsd.org](mailto:JFarmer@everettsd.org)>; Jennifer M. Priddy <[jpriddy@osd.wednet.edu](mailto:jpriddy@osd.wednet.edu)>; Jim Frey <[frej@lynden.wednet.edu](mailto:frej@lynden.wednet.edu)>; John Bash <[john.bash@tumwater.k12.wa.us](mailto:john.bash@tumwater.k12.wa.us)>; John Welch <[jwelch@psed.org](mailto:jwelch@psed.org)>; JoLynn Berge <[jdberge@seattleschools.org](mailto:jdberge@seattleschools.org)>; Davis, Kate (OFM) <[Kate.Davis@OFM.WA.GOV](mailto:Kate.Davis@OFM.WA.GOV)>; Kevin Chase (kevin.chase@esd105.org) <[kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)>; Kim Brodie <[kbrodie@fwps.org](mailto:kbrodie@fwps.org)>; Kim Scott <[KScott@kibesd.org](mailto:KScott@kibesd.org)>; Larry Francois <[lfrancois@nwesd.org](mailto:lfrancois@nwesd.org)>; Linda McDermott <[lindam@spokaneschools.org](mailto:lindam@spokaneschools.org)>; Dawn-Fisher, Lisa (OSPI) <[lisa.dawn-fisher@k12.wa.us](mailto:lisa.dawn-fisher@k12.wa.us)>; Marie Telecky <[teleckym@bsd405.org](mailto:teleckym@bsd405.org)>; Marla Miller <[marla.miller@shorelineschools.org](mailto:marla.miller@shorelineschools.org)>; Melissa de Vita <[devitam@bsd405.org](mailto:devitam@bsd405.org)>; Michael Dunn

<mdunn@esd101.net>; Michael Merlino <michael.merlino@evergreenps.org>; Michael Nelson <michael\_nelson@enumclaw.wednet.edu>; Michelle Matakas <Michelle.Matakas@k12.wa.us>; Michelle Price <michellep@ncesd.org>; Mike Brophy <brophym@wvsd208.org>; Mitch Denning <medenning@comcast.net>; Monica Hunsaker <mhunsaker@oesd114.org>; Rich Puryear <rich.puryear@rsd.edu>; Rosalind Medina <rmedina@tacoma.k12.wa.us>; Roz Thompson <roz@awsp.org>; Ruth Russell <rrussell@upsd.wednet.edu>; Sally McLean <smclean@fwps.org>; Scott Izutsu <izutsu.scott@yakimaschools.org>; Seevers, Cathie <cseevers@oesd114.org>; Shelley Redinger <shelleyr@spokaneschools.org>; Sheryl Moore (SJAndersonmo@seattleschools.org) <SJAndersonmo@seattleschools.org>; Stephen Nielsen <sjnielsen@seattleschools.org>; Steve Webb <steven.webb@vansd.org>; Susan Smith Leland <susan.leland@rentonschools.us>; T.J. Kelly <thomas.kelly@k12.wa.us>; Garchow, Tim (WSSDA) <T.Garchow@wssda.org>; Tim Merlino <tim.merlino@esd112.org>; Tim Yeomans <yeomats@puyallup.k12.wa.us>; tvenable@methow.org; Vic Roberts <vic.roberts@ksd.org>; Chuck Hole <CHole@psed.org>; Cory Plager <cplager@esd101.net>; David Arp (davea@ncesd.org) <davea@ncesd.org>; Dustin Kinley <dustin.kinley@esd105.org>; Jerry McDermott <jmcdermott@esd101.net>; Lisa Matthews <lmatthews@nwesd.org>; Lori McLeod <lmcleod@nwesd.org>; Michelle Dearlove <mdearlove@esd123.org>; Tom Fleming <tom.fleming@esd105.org>; trishas@ncesd.org; Jane Murray <jmurray@psed.org>; Joli Valentino <jvalentino@nsd.org>; Kim Ferra <kim\_ferra@ycs.wednet.edu>; Larry Mayfield <larry.mayfield@washougalsd.org>; Wendy Rimmelspacher <wendy@csdk12.org>

**Subject:** RE: LFWG - Priorities Document - Final Draft

All, I agree 100% with the suggestions that have been sent thus far. As I was re-reading the document, the content on page 1 under the special education bullet struck me as needing a bit of tightening up. What would you think of the following?

Special Education: ~~Even though the 2017 Legislature provided additional funding was provided in 2017 by increasing , special education remains underfunded. While the special education cap was increased to cover more students (from 12.7 percent to 13.5 percent), this approach does not address the per-student shortfall and overall, special education remains underfunded.~~

Sorry I missed the 12:00 deadline for feedback. I've been in a meeting all morning...  
Thanks, Brianne, for pulling this all together! jessica

*Jessica Vavrus*, Deputy Executive Director, Government Relations

Washington State School Directors' Association

221 College Street NE Olympia, WA 98516

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[j.vavrus@wssda.org](mailto:j.vavrus@wssda.org)

*"WSSDA provides leadership and advocacy, and empowers its members with knowledge and skills to govern with excellence."*

---

**From:** Dan Steele [dsteele@wasa-oly.org]

**Sent:** Friday, December 01, 2017 9:17 AM

**To:** Teresa Main

**Cc:** Brianne King; Paige Scroger; Bill Keim; Cal Brodie; Corine Pennington; Curtis Leonard ([cleonard@wspa.net](mailto:cleonard@wspa.net)); Dana Anderson; Darcy Weisner; David Bond; Doug A. Matson; Duggan Harman; Frank Ashby; Frank Hewins; Gary Cohn; Kipp, Gary; Gavin Hottman; Greg Lynch; Heidi Hietpas; Jan Hutton; Jason Franklin; Jeff Moore; Jennifer Farmer; Jennifer M. Priddy; Vavrus, Jessica (WSSDA); Jim

Frey; John Bash; John Welch; JoLynn Berge; Davis, Kate (OFM); Kevin Chase ([kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)); Kim Brodie ([kbrodie@fwps.org](mailto:kbrodie@fwps.org)); Kim Scott; Larry Francois; Linda McDermott; Dawn-Fisher, Lisa (OSPI); Marie Telecky; Marla Miller; Melissa de Vita; Michael Dunn; Michael Merlino; Michael Nelson; Michelle Matakas; Michelle Price; Mike Brophy; Mitch Denning; Monica Hunsaker; Rich Puryear; Rosalind Medina; Roz Thompson; Ruth Russell; Sally McLean; Scott Izutsu; Seevers, Cathie; Shelley Redinger; Sheryl Moore ([SJAndersonmo@seattleschools.org](mailto:SJAndersonmo@seattleschools.org)); Stephen Nielsen; Steve Webb; Susan Smith Leland; T.J. Kelly; Garchow, Tim (WSSDA); Tim Merlino; Tim Yeomans; [tvenable@methow.org](mailto:tvenable@methow.org); Vic Roberts; Chuck Hole; Cory Plager; David Arp ([davea@ncesd.org](mailto:davea@ncesd.org)); Dustin Kinley; Jerry McDermott; Lisa Matthews; Lori McLeod; Michelle Dearlove; Tom Fleming; [trishas@ncesd.org](mailto:trishas@ncesd.org); Jane Murray; Joli Valentino; Kim Ferra; Larry Mayfield; Wendy Rimmelspacher

**Subject:** RE: LFWG - Priorities Document - Final Draft

That makes sense. I'd support this.

-dan

Dan Steele  
360.489.3642



**From:** Teresa Main [[mailto:teresa\\_main@lkstevens.wednet.edu](mailto:mailto:teresa_main@lkstevens.wednet.edu)]

**Sent:** Friday, December 01, 2017 8:04 AM

**To:** Dan Steele <[dsteeler@wasa-oly.org](mailto:dsteeler@wasa-oly.org)>

**Cc:** Brianne King <[Brianne@wasbo.org](mailto:Brianne@wasbo.org)>; Paige Scroger <[Paige@wasbo.org](mailto:Paige@wasbo.org)>; Bill Keim <[bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org)>; Cal Brodie <[cbrodie@esd113.org](mailto:cbrodie@esd113.org)>; Corine Pennington <[pennicc@puysallup.k12.wa.us](mailto:pennicc@puysallup.k12.wa.us)>; Curtis Leonard ([cleonard@wspa.net](mailto:cleonard@wspa.net)) <[cleonard@wspa.net](mailto:cleonard@wspa.net)>; Dana Anderson <[danderson@esd113.org](mailto:danderson@esd113.org)>; Darcy Weisner <[dweisner@esd123.org](mailto:dweisner@esd123.org)>; David Bond <[dave.bond@ksd.org](mailto:dave.bond@ksd.org)>; Doug A. Matson <[Doug.Matson@wvwsd.org](mailto:Doug.Matson@wvwsd.org)>; Duggan Harman <[duggan.harman@highlineschools.org](mailto:duggan.harman@highlineschools.org)>; Frank Ashby <[fashby@psesd.org](mailto:fashby@psesd.org)>; Frank Hewins <[fhewins@fpschools.org](mailto:fhewins@fpschools.org)>; Gary Cohn <[gcohn@everettsd.org](mailto:gcohn@everettsd.org)>; Gary Kipp <[gary@awsp.org](mailto:gary@awsp.org)>; Gavin Hottman <[gavin.hottman@esd112.org](mailto:gavin.hottman@esd112.org)>; Greg Lynch <[glynch@oesd.wednet.edu](mailto:glynch@oesd.wednet.edu)>; Heidi Hietpas <[hhietpas@sequim.k12.wa.us](mailto:hhietpas@sequim.k12.wa.us)>; Jan Hutton <[jhutton@cvwsd.org](mailto:jhutton@cvwsd.org)>; Jason Franklin <[Jason.Franklin@rentonschools.us](mailto:Jason.Franklin@rentonschools.us)>; Jeff Moore <[jmoore@everettsd.org](mailto:jmoore@everettsd.org)>; Jennifer Farmer <[JFarmer@everettsd.org](mailto:JFarmer@everettsd.org)>; Jennifer M. Priddy <[jpriddy@osd.wednet.edu](mailto:jpriddy@osd.wednet.edu)>; Jessica Vavrus <[j.vavrus@wssda.org](mailto:j.vavrus@wssda.org)>; Jim Frey <[frej@lynden.wednet.edu](mailto:frej@lynden.wednet.edu)>; John Bash <[john.bash@tumwater.k12.wa.us](mailto:john.bash@tumwater.k12.wa.us)>; John Welch <[jwelch@psesd.org](mailto:jwelch@psesd.org)>; JoLynn Berge <[jdberge@seattleschools.org](mailto:jdberge@seattleschools.org)>; Kate Davis <[Kate.Davis@ofm.wa.gov](mailto:Kate.Davis@ofm.wa.gov)>; Kevin Chase ([kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)) <[kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)>; Kim Brodie ([kbrodie@fwps.org](mailto:kbrodie@fwps.org)) <[kbrodie@fwps.org](mailto:kbrodie@fwps.org)>; Kim Scott <[KScott@kibesd.org](mailto:KScott@kibesd.org)>; Larry Francois <[lfrancois@nwesd.org](mailto:lfrancois@nwesd.org)>; Linda McDermott <[lindam@spokaneschools.org](mailto:lindam@spokaneschools.org)>; Lisa Dawn-Fisher <[Lisa.Dawn-Fisher@k12.wa.us](mailto:Lisa.Dawn-Fisher@k12.wa.us)>; Marie Telecky <[teleckym@bsd405.org](mailto:teleckym@bsd405.org)>; Marla Miller <[marla.miller@shorelineschools.org](mailto:marla.miller@shorelineschools.org)>; Melissa de Vita <[devitam@bsd405.org](mailto:devitam@bsd405.org)>; Michael Dunn <[mdunn@esd101.net](mailto:mdunn@esd101.net)>; Michael Merlino

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**Subject:** Re: LFWG - Priorities Document - Final Draft

Dan has made some great suggestions for changes.

This may be minor or petty, but I'd like to add that at the bottom of page 2 this statement appears in bold:

**While the three main issues addressed on page one are the top shared priorities among our associations for 2018, there are additional items that warrant action, including:**

and mentions 'page one'. Our pages are not numbered plus the detail about our main issues are on page 2 as well. Would it be appropriate to just say 'While the three main issues addressed above are the top shared....'

**Teresa Main**

*Assistant Superintendent  
Business and Health Services  
Lake Stevens School District  
Ph. 425-335-1503  
Cell 425-754-5402  
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On Thu, Nov 30, 2017 at 6:48 PM, Dan Steele <[dsteele@wasa-oly.org](mailto:dsteele@wasa-oly.org)> wrote:

Brianne and Team:



A series of suggested, minor edits--along with one more substantive change on page two--attached in a Word document.

One of the suggestions is to delete a paragraph on page two (you'll see the rationale). Doing that will provide for some additional white space at the bottom. In terms of formatting, I think separating out the detail of our three priorities from the "additional items" section at the bottom would offset them from the other priorities. The white space would allow the additional items to not get lost with the rest of the text. (In other words, keep the "additional items" section essentially in the same location as it is now, with white space above it.)

Thanks for putting this together,  
-dan

**Daniel P. Steele**

**Assistant Executive Director, Government Relations**

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**From:** Brianne King <[Brianne@wasbo.org](mailto:Brianne@wasbo.org)>

**Sent:** Thursday, November 30, 2017 4:51 PM

**To:** Paige Scroger; Bill Keim; Brianne King; Cal Brodie; Corine Pennington; Curtis Leonard ([cleonard@wspa.net](mailto:cleonard@wspa.net)); Dan Steele; Dana Anderson; Darcy Weisner; David Bond; Doug A. Matson; Duggan Harman; Frank Ashby; Frank Hewins; Gary Cohn; Gary Kipp; Gavin Hottman; Greg Lynch; Heidi Hietpas; Jan Hutton; Jason Franklin; Jeff Moore; Jennifer Farmer; Jennifer M. Priddy; Jessica Vavrus; Jim Frey; John Bash; John Welch; JoLynn Berge; Kate Davis; Kevin Chase ([kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)); Kim Brodie ([kbrodie@fwps.org](mailto:kbrodie@fwps.org)); Kim Scott; Larry Francois; Linda McDermott; Lisa Dawn-Fisher; Marie Telecky; Marla Miller; Melissa de Vita; Michael Dunn; Michael Merlino; Michael Nelson; 'Michelle Matakas'; Michelle Price; Mike Brophy; Mitch Denning; Monica Hunsaker; Rich Puryear; Rosalind Medina; Roz Thompson; Ruth Russell; Sally McLean; Scott Izutsu; SeEVERS, Cathie; Shelley Redinger; Sheryl Moore ([SJAndersonmo@seattleschools.org](mailto:SJAndersonmo@seattleschools.org)); Stephen Nielsen; Steve Webb; Susan Smith Leland; T.J. Kelly; Teresa Main; Tim Garchow; Tim Merlino; Tim Yeomans; [tvenable@methow.org](mailto:tvenable@methow.org); Vic Roberts; Chuck Hole; Cory Plager; David Arp ([davea@ncesd.org](mailto:davea@ncesd.org)); Dustin Kinley; Jerry McDermott; Lisa Matthews; Lori McLeod; Michelle Dearlove; Tom Fleming; [trishas@ncesd.org](mailto:trishas@ncesd.org); Brianne King; Jane Murray; Joli Valentino; Kim Ferra; Larry Mayfield; Wendy Rimmelspacher

**Subject:** LFWG - Priorities Document - Final Draft

Local Funding Work Group Members,

You will find the 2018 LFWG Priorities Required Updates to New Education Funding Policy document attached. Please take a few minutes to review the final draft and respond no later, than Friday, December 1<sup>st</sup> at 12:00 pm with any comments.

The final document will be sent to the Associations tomorrow afternoon for distribution to their members.

Thank you,

***Brianne King, CSBO***

***Executive Director***

Handwritten signature of Brianne King in blue ink.

**Washington Association of School Business Officials**

[\(360\) 528-2025](tel:(360)528-2025) office

[\(253\) 985-0875](tel:(253)985-0875) cell

**From:** [Davis, Kate \(OFM\)](#) on behalf of [Davis, Kate \(OFM\) <Kate.Davis@OFM.WA.GOV>](#)  
**To:** [Vavrus, Jessica \(WSSDA\)](#); [Dan Steele](#); [Teresa Main](#)  
**Cc:** [Brienne King](#); [Paige Scroger](#); [Bill Keim](#); [Cal Brodie](#); [Corine Pennington](#); [Curtis Leonard \(cleonard@wspa.net\)](#); [Dana Anderson](#); [Darcy Weisner](#); [David Bond](#); [Doug A. Matson](#); [Duggan Harman](#); [Frank Ashby](#); [Frank Hewins](#); [Gary Cohn](#); [Kipp, Gary](#); [Gavin Hottman](#); [Greg Lynch](#); [Heidi Hietpas](#); [Jan Hutton](#); [Jason Franklin](#); [Jeff Moore](#); [Jennifer Farmer](#); [Jennifer M. Priddy](#); [Jim Frey](#); [John Bash](#); [John Welch](#); [JoLynn Berge](#); [Kevin Chase \(kevin.chase@esd105.org\)](#); [Kim Brodie \(kbrodie@fwps.org\)](#); [Kim Scott](#); [Larry Francois](#); [Linda McDermott](#); [Dawn-Fisher, Lisa \(OSPI\)](#); [Marie Telecky](#); [Marla Miller](#); [Melissa de Vita](#); [Michael Dunn](#); [Michael Merlino](#); [Michael Nelson](#); [Michelle Matakas](#); [Michelle Price](#); [Mike Brophy](#); [Mitch Denning](#); [Monica Hunsaker](#); [Rich Puryear](#); [Rosalind Medina](#); [Roz Thompson](#); [Ruth Russell](#); [Sally McLean](#); [Scott Izutsu](#); [Seevers, Cathie](#); [Shelley Redinger](#); [Sheryl Moore \(SJAndersonmo@seattleschools.org\)](#); [Stephen Nielsen](#); [Steve Webb](#); [Susan Smith Leland](#); [T.J. Kelly](#); [Garchow, Tim \(WSSDA\)](#); [Tim Merlino](#); [Tim Yeomans](#); [tvenable@methow.org](#); [Vic Roberts](#); [Chuck Hole](#); [Cory Plager](#); [David Arp \(davea@ncesd.org\)](#); [Dustin Kinley](#); [Jerry McDermott](#); [Lisa Matthews](#); [Lori McLeod](#); [Michelle Dearlove](#); [Tom Fleming](#); [trishas@ncesd.org](#); [Jane Murray](#); [Joli Valentino](#); [Kim Ferra](#); [Larry Mayfield](#); [Wendy Rimmelspacher](#)  
**Subject:** RE: LFWG - Priorities Document - Final Draft  
**Date:** Friday, December 1, 2017 12:36:04 PM  
**Attachments:** [image001.png](#)

Just an FYI - Special ed per pupil goes up because of the compensation funding. Here is how much new funding went into special education in the policy side of the enacted budget.

Dollars in millions	SY 2017-18	SY 2018-19	SY 2019-20	SY 2020-21
Compensation	\$12.2	\$131.6	\$238.3	\$246.4
Other Policies	\$16.9	\$19.8	\$32.1	\$32.5
<b>Total</b>	<b>\$29.0</b>	<b>\$151.5</b>	<b>\$270.4</b>	<b>\$278.9</b>

## Kate Davis

office (360) 902-0570 | cell (360) 688-3375  
[kate.davis@ofm.wa.gov](mailto:kate.davis@ofm.wa.gov)

**From:** Vavrus, Jessica (WSSDA)  
**Sent:** Friday, December 1, 2017 12:29 PM  
**To:** [Dan Steele <dsteale@wasa-oly.org>](#); [Teresa Main <teresa\\_main@lkstevens.wednet.edu>](#)  
**Cc:** [Brienne King <Brienne@wasbo.org>](#); [Paige Scroger <Paige@wasbo.org>](#); [Bill Keim <bkeim@wasa-oly.org>](#); [Cal Brodie <cbrodie@esd113.org>](#); [Corine Pennington <penniccc@puyallup.k12.wa.us>](#); [Curtis Leonard \(cleonard@wspa.net\) <cleonard@wspa.net>](#); [Dana Anderson <danderson@esd113.org>](#); [Darcy Weisner <dweisner@esd123.org>](#); [David Bond <dave.bond@ksd.org>](#); [Doug A. Matson <Doug.Matson@wvsd.org>](#); [Duggan Harman <duggan.harman@highlineschools.org>](#); [Frank Ashby <fashby@psed.org>](#); [Frank Hewins <fhewins@fpschools.org>](#); [Gary Cohn <gcohn@everettsd.org>](#); [Kipp, Gary <gary@awsp.org>](#); [Gavin Hottman <gavin.hottman@esd112.org>](#); [Greg Lynch <glynch@oesd.wednet.edu>](#); [Heidi Hietpas <hhietpas@sequim.k12.wa.us>](#); [Jan Hutton <jhutton@cvsd.org>](#); [Jason Franklin <Jason.Franklin@rentonschools.us>](#); [Jeff Moore <jmoore@everettsd.org>](#); [Jennifer Farmer <JFarmer@everettsd.org>](#); [Jennifer M. Priddy <jpriddy@osd.wednet.edu>](#); [Jim Frey <freyj@lynden.wednet.edu>](#); [John Bash <john.bash@tumwater.k12.wa.us>](#); [John Welch <jwelch@psed.org>](#); [JoLynn Berge <jdberge@seattleschools.org>](#); [Davis, Kate \(OFM\) <Kate.Davis@OFM.WA.GOV>](#); [Kevin Chase \(kevin.chase@esd105.org\) <kevin.chase@esd105.org>](#); [Kim Brodie \(kbrodie@fwps.org\) <kbrodie@fwps.org>](#); [Kim Scott <KScott@kibesd.org>](#); [Larry Francois <lfrancois@nwesd.org>](#); [Linda McDermott <lindam@spokaneschools.org>](#); [Dawn-Fisher, Lisa \(OSPI\) <lisa.dawn-fisher@k12.wa.us>](#); [Marie Telecky <teleckym@bsd405.org>](#); [Marla Miller <marla.miller@shorelineschools.org>](#); [Melissa de](#)

Vita <devitam@bsd405.org>; Michael Dunn <mdunn@esd101.net>; Michael Merlino <michael.merlino@evergreenps.org>; Michael Nelson <michael\_nelson@enumclaw.wednet.edu>; Michelle Matakas <Michelle.Matakas@k12.wa.us>; Michelle Price <michellep@ncesd.org>; Mike Brophy <brophym@wvwd208.org>; Mitch Denning <medenning@comcast.net>; Monica Hunsaker <mhunsaker@oesd114.org>; Rich Puryear <rich.puryear@rsd.edu>; Rosalind Medina <rmedina@tacoma.k12.wa.us>; Roz Thompson <roz@awsp.org>; Ruth Russell <rrussell@upsd.wednet.edu>; Sally McLean <smclean@fwps.org>; Scott Izutsu <izutsu.scott@yakimaschools.org>; Seever, Cathie <cseevers@oesd114.org>; Shelley Redinger <shelleyr@spokaneschools.org>; Sheryl Moore (SJAndersonmo@seattleschools.org) <SJAndersonmo@seattleschools.org>; Stephen Nielsen <sjnielsen@seattleschools.org>; Steve Webb <steven.webb@vansd.org>; Susan Smith Leland <susan.leland@rentonschools.us>; T.J. Kelly <thomas.kelly@k12.wa.us>; Garchow, Tim (WSSDA) <T.Garchow@wssda.org>; Tim Merlino <tim.merlino@esd112.org>; Tim Yeomans <yeomats@puyallup.k12.wa.us>; tvenable@methow.org; Vic Roberts <vic.roberts@ksd.org>; Chuck Hole <CHole@psed.org>; Cory Plager <cplager@esd101.net>; David Arp (davea@ncesd.org) <davea@ncesd.org>; Dustin Kinley <dustin.kinley@esd105.org>; Jerry McDermott <jmcdermott@esd101.net>; Lisa Matthews <lmatthews@nwesd.org>; Lori McLeod <lmcleod@nwesd.org>; Michelle Dearlove <mdearlove@esd123.org>; Tom Fleming <tom.fleming@esd105.org>; trishas@ncesd.org; Jane Murray <jmurray@psed.org>; Joli Valentino <jvalentino@nsd.org>; Kim Ferra <kim\_ferra@ycs.wednet.edu>; Larry Mayfield <larry.mayfield@washougalsd.org>; Wendy Rimmelspacher <wendy@csdk12.org>

**Subject:** RE: LFWG - Priorities Document - Final Draft

All, I agree 100% with the suggestions that have been sent thus far. As I was re-reading the document, the content on page 1 under the special education bullet struck me as needing a bit of tightening up. What would you think of the following?

Special Education: ~~Even though the 2017 Legislature provided additional funding~~ was provided in 2017 by increasing ~~, special education remains underfunded. While the special education cap was increased to cover more students (from 12.7 percent to 13.5 percent), this approach does not address the per-student shortfall and overall, special education remains underfunded.~~

Sorry I missed the 12:00 deadline for feedback. I've been in a meeting all morning...  
Thanks, Brianne, for pulling this all together! jessica

*Jessica Vavrus*, Deputy Executive Director, Government Relations

Washington State School Directors' Association

221 College Street NE Olympia, WA 98516

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Mobile: 360-890-5867

[j.vavrus@wssda.org](mailto:j.vavrus@wssda.org)

*"WSSDA provides leadership and advocacy, and empowers its members with knowledge and skills to govern with excellence."*

---

**From:** Dan Steele [dsteele@wasa-oly.org]

**Sent:** Friday, December 01, 2017 9:17 AM

**To:** Teresa Main

**Cc:** Brianne King; Paige Scroger; Bill Keim; Cal Brodie; Corine Pennington; Curtis Leonard ([cleonard@wspa.net](mailto:cleonard@wspa.net)); Dana Anderson; Darcy Weisner; David Bond; Doug A. Matson; Duggan Harman; Frank Ashby; Frank Hewins; Gary Cohn; Kipp, Gary; Gavin Hottman; Greg Lynch; Heidi Hietpas; Jan Hutton; Jason Franklin; Jeff Moore; Jennifer Farmer; Jennifer M. Priddy; Vavrus, Jessica (WSSDA); Jim Frey; John Bash; John Welch; JoLynn Berge; Davis, Kate (OFM); Kevin Chase ([kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)); Kim Brodie ([kbrodie@fwps.org](mailto:kbrodie@fwps.org)); Kim Scott; Larry Francois; Linda McDermott; Dawn-Fisher, Lisa (OSPI); Marie Telecky;

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**Subject:** RE: LFWG - Priorities Document - Final Draft

That makes sense. I'd support this.

-dan

Dan Steele  
360.489.3642



**From:** Teresa Main [[mailto:teresa\\_main@lkstevens.wednet.edu](mailto:teresa_main@lkstevens.wednet.edu)]

**Sent:** Friday, December 01, 2017 8:04 AM

**To:** Dan Steele <[dsteale@wasa-oly.org](mailto:dsteale@wasa-oly.org)>

**Cc:** Brianne King <[Brianne@wasbo.org](mailto:Brianne@wasbo.org)>; Paige Scroger <[Paige@wasbo.org](mailto:Paige@wasbo.org)>; Bill Keim <[bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org)>; Cal Brodie <[cbrodie@esd113.org](mailto:cbrodie@esd113.org)>; Corine Pennington <[pennicc@puvallup.k12.wa.us](mailto:pennicc@puvallup.k12.wa.us)>; Curtis Leonard ([cleonard@wspa.net](mailto:cleonard@wspa.net)) <[cleonard@wspa.net](mailto:cleonard@wspa.net)>; Dana Anderson <[danderson@esd113.org](mailto:danderson@esd113.org)>; Darcy Weisner <[dweisner@esd123.org](mailto:dweisner@esd123.org)>; David Bond <[dave.bond@ksd.org](mailto:dave.bond@ksd.org)>; Doug A. Matson <[Doug.Matson@wvwd.org](mailto:Doug.Matson@wvwd.org)>; Duggan Harman <[duggan.harman@highlineschools.org](mailto:duggan.harman@highlineschools.org)>; Frank Ashby <[fashby@psed.org](mailto:fashby@psed.org)>; Frank Hewins <[fhewins@fpschools.org](mailto:fhewins@fpschools.org)>; Gary Cohn <[gcohn@everettsd.org](mailto:gcohn@everettsd.org)>; Gary Kipp <[gary@awsp.org](mailto:gary@awsp.org)>; Gavin Hottman <[gavin.hottman@esd112.org](mailto:gavin.hottman@esd112.org)>; Greg Lynch <[glynch@oesd.wednet.edu](mailto:glynch@oesd.wednet.edu)>; Heidi Hietpas <[hhietpas@sequim.k12.wa.us](mailto:hhietpas@sequim.k12.wa.us)>; Jan Hutton <[jhutton@cvsd.org](mailto:jhutton@cvsd.org)>; Jason Franklin <[Jason.Franklin@rentonschools.us](mailto:Jason.Franklin@rentonschools.us)>; Jeff Moore <[jmoore@everettsd.org](mailto:jmoore@everettsd.org)>; Jennifer Farmer <[JFarmer@everettsd.org](mailto:JFarmer@everettsd.org)>; Jennifer M. Priddy <[jpriddy@osd.wednet.edu](mailto:jpriddy@osd.wednet.edu)>; Jessica Vavrus <[j.vavrus@wssda.org](mailto:j.vavrus@wssda.org)>; Jim Frey <[frej@lynden.wednet.edu](mailto:frej@lynden.wednet.edu)>; John Bash <[john.bash@tumwater.k12.wa.us](mailto:john.bash@tumwater.k12.wa.us)>; John Welch <[jwelch@psed.org](mailto:jwelch@psed.org)>; JoLynn Berge <[jdberge@seattleschools.org](mailto:jdberge@seattleschools.org)>; Kate Davis <[Kate.Davis@ofm.wa.gov](mailto:Kate.Davis@ofm.wa.gov)>; Kevin Chase ([kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)) <[kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)>; Kim Brodie ([kbrodie@fwps.org](mailto:kbrodie@fwps.org)) <[kbrodie@fwps.org](mailto:kbrodie@fwps.org)>; Kim Scott <[KScott@kibesd.org](mailto:KScott@kibesd.org)>; Larry Francois <[lfrancois@nwesd.org](mailto:lfrancois@nwesd.org)>; Linda McDermott <[lindam@spokaneschools.org](mailto:lindam@spokaneschools.org)>; Lisa Dawn-Fisher <[Lisa.Dawn-Fisher@k12.wa.us](mailto:Lisa.Dawn-Fisher@k12.wa.us)>; Marie Telecky <[teleckym@bsd405.org](mailto:teleckym@bsd405.org)>; Marla Miller <[marla.miller@shorelineschools.org](mailto:marla.miller@shorelineschools.org)>; Melissa de Vita <[devitam@bsd405.org](mailto:devitam@bsd405.org)>; Michael Dunn <[mdunn@esd101.net](mailto:mdunn@esd101.net)>; Michael Merlino <[michael.merlino@evergreenps.org](mailto:michael.merlino@evergreenps.org)>; Michael Nelson <[michael\\_nelson@enumclaw.wednet.edu](mailto:michael_nelson@enumclaw.wednet.edu)>; Michelle Matakas <[Michelle.Matakas@k12.wa.us](mailto:Michelle.Matakas@k12.wa.us)>; Michelle Price <[michellep@ncesd.org](mailto:michellep@ncesd.org)>; Mike Brophy <[brophym@wvwd208.org](mailto:brophym@wvwd208.org)>; Mitch Denning <[medenning@comcast.net](mailto:medenning@comcast.net)>; Monica Hunsaker <[mhunsaker@oesd114.org](mailto:mhunsaker@oesd114.org)>; Rich Puryear

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**Subject:** Re: LFWG - Priorities Document - Final Draft

Dan has made some great suggestions for changes.

This may be minor or petty, but I'd like to add that at the bottom of page 2 this statement appears in bold:

**While the three main issues addressed on page one are the top shared priorities among our associations for 2018, there are additional items that warrant action, including:**

and mentions 'page one'. Our pages are not numbered plus the detail about our main issues are on page 2 as well. Would it be appropriate to just say 'While the three main issues addressed above are the top shared....'

***Teresa Main***

*Assistant Superintendent  
Business and Health Services  
Lake Stevens School District  
Ph. 425-335-1503  
Cell 425-754-5402  
Fax 425-335-1549*

On Thu, Nov 30, 2017 at 6:48 PM, Dan Steele <[dsteele@wasa-oly.org](mailto:dsteele@wasa-oly.org)> wrote:

Brianne and Team:

A series of suggested, minor edits--along with one more substantive change on page two--attached in a Word document.

One of the suggestions is to delete a paragraph on page two (you'll see the rationale). Doing that will provide for some additional white space at the bottom. In terms of formatting, I think separating out the detail of our three priorities from the "additional items" section at the

bottom would offset them from the other priorities. The white space would allow the additional items to not get lost with the rest of the text. (In other words, keep the “additional items” section essentially in the same location as it is now, with white space above it.)

Thanks for putting this together,  
-dan

**Daniel P. Steele**

**Assistant Executive Director, Government Relations**

Washington Association of School Administrators

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---

**From:** Brianne King <[Brianne@wasbo.org](mailto:Brianne@wasbo.org)>

**Sent:** Thursday, November 30, 2017 4:51 PM

**To:** Paige Scroger; Bill Keim; Brianne King; Cal Brodie; Corine Pennington; Curtis Leonard ([cleonard@wspa.net](mailto:cleonard@wspa.net)); Dan Steele; Dana Anderson; Darcy Weisner; David Bond; Doug A. Matson; Duggan Harman; Frank Ashby; Frank Hewins; Gary Cohn; Gary Kipp; Gavin Hottman; Greg Lynch; Heidi Hietpas; Jan Hutton; Jason Franklin; Jeff Moore; Jennifer Farmer; Jennifer M. Priddy; Jessica Vavrus; Jim Frey; John Bash; John Welch; JoLynn Berge; Kate Davis; Kevin Chase ([kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)); Kim Brodie ([kbrodie@fwps.org](mailto:kbrodie@fwps.org)); Kim Scott; Larry Francois; Linda McDermott; Lisa Dawn-Fisher; Marie Telecky; Marla Miller; Melissa de Vita; Michael Dunn; Michael Merlino; Michael Nelson; 'Michelle Matakas'; Michelle Price; Mike Brophy; Mitch Denning; Monica Hunsaker; Rich Puryear; Rosalind Medina; Roz Thompson; Ruth Russell; Sally McLean; Scott Izutsu; Seevers, Cathie; Shelley Redinger; Sheryl Moore ([SJAndersonmo@seattleschools.org](mailto:SJAndersonmo@seattleschools.org)); Stephen Nielsen; Steve Webb; Susan Smith Leland; T.J. Kelly; Teresa Main; Tim Garchow; Tim Merlino; Tim Yeomans; [tvenable@methow.org](mailto:tvenable@methow.org); Vic Roberts; Chuck Hole; Cory Plager; David Arp ([davea@ncesd.org](mailto:davea@ncesd.org)); Dustin Kinley; Jerry McDermott; Lisa Matthews; Lori McLeod; Michelle Dearlove; Tom Fleming; [trishas@ncesd.org](mailto:trishas@ncesd.org); Brianne King; Jane Murray; Joli Valentino; Kim Ferra; Larry Mayfield; Wendy Rimmelspacher

**Subject:** LFWG - Priorities Document - Final Draft

Local Funding Work Group Members,

You will find the 2018 LFWG Priorities Required Updates to New Education Funding Policy document attached. Please take a few minutes to review the final draft and respond no later, than Friday, December 1<sup>st</sup> at 12:00 pm with any comments.

The final document will be sent to the Associations tomorrow afternoon for distribution to their members.

Thank you,

***Brianne King, CSBO***

***Executive Director***

A handwritten signature in dark ink, appearing to read "WASBO", is positioned above the printed name and title.

**Washington Association of School Business Officials**

[\(360\) 528-2025](tel:(360)528-2025) office

[\(253\) 985-0875](tel:(253)985-0875) cell



**From:** [Berge, JoLynn D](#) on behalf of [Berge, JoLynn D <jdberge@seattleschools.org>](#)  
**To:** [Davis, Kate \(OFM\)](#); [Vavrus, Jessica \(WSSDA\)](#); [Dan Steele](#); [Teresa Main](#)  
**Cc:** [Brienne King](#); [Paige Scroger](#); [Bill Keim](#); [Cal Brodie](#); [Corine Pennington](#); [Curtis Leonard \(cleonard@wspa.net\)](#); [Dana Anderson](#); [Darcy Weisner](#); [David Bond](#); [Doug A. Matson](#); [Duggan Harman](#); [Frank Ashby](#); [Frank Hewins](#); [Gary Cohn](#); [Kipp, Gary](#); [Gavin Hottman](#); [Greg Lynch](#); [Heidi Hietpas](#); [Jan Hutton](#); [Jason Franklin](#); [Jeff Moore](#); [Jennifer Farmer](#); [Jennifer M. Priddy](#); [Jim Frey](#); [John Bash](#); [John Welch](#); [Kevin Chase \(kevin.chase@esd105.org\)](#); [Kim Brodie \(kbrodie@fwps.org\)](#); [Kim Scott](#); [Larry Francois](#); [Linda McDermott](#); [Dawn-Fisher, Lisa \(OSPI\)](#); [Marie Telecky](#); [Marla Miller](#); [Melissa de Vita](#); [Michael Dunn](#); [Michael Merlino](#); [Michael Nelson](#); [Michelle Matakas](#); [Michelle Price](#); [Mike Brophy](#); [Mitch Denning](#); [Monica Hunsaker](#); [Rich Puryear](#); [Rosalind Medina](#); [Roz Thompson](#); [Ruth Russell](#); [Sally McLean](#); [Scott Izutsu](#); [Seevers, Cathie](#); [Shelley Redinger](#); [Anderson - Moore, Sheryl J](#); [Nielsen, Stephen J](#); [Steve Webb](#); [Susan Smith Leland](#); [T.J. Kelly](#); [Garchow, Tim \(WSSDA\)](#); [Tim Merlino](#); [Tim Yeomans](#); [tvenable@methow.org](#); [Vic Roberts](#); [Chuck Hole](#); [Cory Plager](#); [David Arp \(davea@ncesd.org\)](#); [Dustin Kinley](#); [Jerry McDermott](#); [Lisa Matthews](#); [Lori McLeod](#); [Michelle Dearlove](#); [Tom Fleming](#); [trishas@ncesd.org](#); [Jane Murray](#); [Joli Valentino](#); [Kim Ferra](#); [Larry Mayfield](#); [Wendy Rimmelspacher](#)  
**Subject:** RE: LFWG - Priorities Document - Final Draft  
**Date:** Friday, December 1, 2017 12:47:08 PM  
**Attachments:** [image001.png](#)

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Correct, we need to make the statement that while some increases have been made to special education funding, it remains underfunded.

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**Sent:** Friday, December 1, 2017 12:36 PM  
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**Subject:** RE: LFWG - Priorities Document - Final Draft

Just an FYI - Special ed per pupil goes up because of the compensation funding. Here is how much new funding went into special education in the policy side of the enacted budget.

Dollars in millions	SY 2017-18	SY 2018-19	SY 2019-20	SY 2020-21
Compensation	\$12.2	\$131.6	\$238.3	\$246.4
Other Policies	\$16.9	\$19.8	\$32.1	\$32.5
<b>Total</b>	<b>\$29.0</b>	<b>\$151.5</b>	<b>\$270.4</b>	<b>\$278.9</b>

## Kate Davis

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**Subject:** RE: LFWG - Priorities Document - Final Draft

All, I agree 100% with the suggestions that have been sent thus far. As I was re-reading the document, the content on page 1 under the special education bullet struck me as needing a bit of tightening up. What would you think of the following?

Special Education: ~~Even though the 2017 Legislature provided additional funding~~ was provided in 2017 by increasing ,special education remains underfunded. While the special education cap was increased to cover more students (from 12.7 percent to 13.5 percent), this approach does not address the per-student shortfall and overall, special education remains underfunded.

Sorry I missed the 12:00 deadline for feedback. I've been in a meeting all morning...  
Thanks, Brianne, for pulling this all together! jessica

*Jessica Vavrus*, Deputy Executive Director, Government Relations

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*"WSSDA provides leadership and advocacy, and empowers its members with knowledge and skills to govern with excellence."*

---

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**Sent:** Friday, December 01, 2017 9:17 AM

**To:** Teresa Main

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**Subject:** RE: LFWG - Priorities Document - Final Draft

That makes sense. I'd support this.

-dan

Dan Steele  
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**Subject:** Re: LFWG - Priorities Document - Final Draft

Dan has made some great suggestions for changes.

This may be minor or petty, but I'd like to add that at the bottom of page 2 this statement appears in bold:

**While the three main issues addressed on page one are the top shared priorities among our associations for 2018, there are additional items that warrant action, including:**

and mentions 'page one'. Our pages are not numbered plus the detail about our main issues are on page 2 as well. Would it be appropriate to just say 'While the three main issues addressed above are the top shared....'

### ***Teresa Main***

*Assistant Superintendent  
Business and Health Services  
Lake Stevens School District  
Ph. 425-335-1503  
Cell 425-754-5402  
Fax 425-335-1549*

On Thu, Nov 30, 2017 at 6:48 PM, Dan Steele <[dsteele@wasa-oly.org](mailto:dsteele@wasa-oly.org)> wrote:

Brianne and Team:

A series of suggested, minor edits--along with one more substantive change on page two--attached in a Word document.

One of the suggestions is to delete a paragraph on page two (you'll see the rationale). Doing that will provide for some additional white space at the bottom. In terms of formatting, I think separating out the detail of our three priorities from the "additional items" section at the bottom would offset them from the other priorities. The white space would allow the additional

items to not get lost with the rest of the text. (In other words, keep the “additional items” section essentially in the same location as it is now, with white space above it.)

Thanks for putting this together,  
-dan

**Daniel P. Steele**

**Assistant Executive Director, Government Relations**

Washington Association of School Administrators

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**From:** Brianne King <[Brianne@wasbo.org](mailto:Brianne@wasbo.org)>

**Sent:** Thursday, November 30, 2017 4:51 PM

**To:** Paige Scroger; Bill Keim; Brianne King; Cal Brodie; Corine Pennington; Curtis Leonard ([cleonard@wspa.net](mailto:cleonard@wspa.net)); Dan Steele; Dana Anderson; Darcy Weisner; David Bond; Doug A. Matson; Duggan Harman; Frank Ashby; Frank Hewins; Gary Cohn; Gary Kipp; Gavin Hottman; Greg Lynch; Heidi Hietpas; Jan Hutton; Jason Franklin; Jeff Moore; Jennifer Farmer; Jennifer M. Priddy; Jessica Vavrus; Jim Frey; John Bash; John Welch; JoLynn Berge; Kate Davis; Kevin Chase ([kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)); Kim Brodie ([kbrodie@fwps.org](mailto:kbrodie@fwps.org)); Kim Scott; Larry Francois; Linda McDermott; Lisa Dawn-Fisher; Marie Telecky; Marla Miller; Melissa de Vita; Michael Dunn; Michael Merlino; Michael Nelson; 'Michelle Matakas'; Michelle Price; Mike Brophy; Mitch Denning; Monica Hunsaker; Rich Puryear; Rosalind Medina; Roz Thompson; Ruth Russell; Sally McLean; Scott Izutsu; SeEVERS, Cathie; Shelley Redinger; Sheryl Moore ([SJAndersonmo@seattleschools.org](mailto:SJAndersonmo@seattleschools.org)); Stephen Nielsen; Steve Webb; Susan Smith Leland; T.J. Kelly; Teresa Main; Tim Garchow; Tim Merlino; Tim Yeomans; [tvenable@methow.org](mailto:tvenable@methow.org); Vic Roberts; Chuck Hole; Cory Plager; David Arp ([davea@ncesd.org](mailto:davea@ncesd.org)); Dustin Kinley; Jerry McDermott; Lisa Matthews; Lori McLeod; Michelle Dearlove; Tom Fleming; [trishas@ncesd.org](mailto:trishas@ncesd.org); Brianne King; Jane Murray; Joli Valentino; Kim Ferra; Larry Mayfield; Wendy Rimmelspacher

**Subject:** LFWG - Priorities Document - Final Draft

Local Funding Work Group Members,

You will find the 2018 LFWG Priorities Required Updates to New Education Funding Policy document attached. Please take a few minutes to review the final draft and respond no later, than Friday, December 1<sup>st</sup> at 12:00 pm with any comments.

The final document will be sent to the Associations tomorrow afternoon for distribution to their

members.

Thank you,

***Brianne King, CSBO***

***Executive Director***

A handwritten signature in blue ink that reads "WASBO".

**Washington Association of School Business Officials**

[\(360\) 528-2025](tel:(360)528-2025) office

[\(253\) 985-0875](tel:(253)985-0875) cell

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**From:** [Moore, Jeffrey D.](#) on behalf of [Moore, Jeffrey D. <JMoore@everettsd.org>](#)  
**To:** [Berge, JoLynn D.](#); [Davis, Kate \(OFM\)](#); [Vavrus, Jessica \(WSSDA\)](#); [Dan Steele](#); [Teresa Main](#)  
**Cc:** [Brienne King](#); [Paige Scroger](#); [Bill Keim](#); [Cal Brodie](#); [Corine Pennington](#); [Curtis Leonard \(cleonard@wspa.net\)](#); [Dana Anderson](#); [Darcy Weisner](#); [David Bond](#); [Doug A. Matson](#); [Duggan Harman](#); [Frank Ashby](#); [Frank Hewins](#); [Cohn, Gary](#); [Kipp, Gary](#); [Gavin Hottman](#); [Greg Lynch](#); [Heidi Hietpas](#); [Jan Hutton](#); [Jason Franklin](#); [Farmer, Jennifer A.](#); [Jennifer M. Priddy](#); [Jim Frey](#); [John Bash](#); [John Welch](#); [Kevin Chase \(kevin.chase@esd105.org\)](#); [Kim Brodie \(kbrodie@fwps.org\)](#); [Kim Scott](#); [Larry Francois](#); [Linda McDermott](#); [Dawn-Fisher, Lisa \(OSPI\)](#); [Marie Telecky](#); [Marla Miller](#); [Melissa de Vita](#); [Michael Dunn](#); [Michael Merlino](#); [Michael Nelson](#); [Michelle Matakas](#); [Michelle Price](#); [Mike Brophy](#); [Mitch Denning](#); [Monica Hunsaker](#); [Rich Puryear](#); [Rosalind Medina](#); [Roz Thompson](#); [Ruth Russell](#); [Sally McLean](#); [Scott Izutsu](#); [Seever, Cathie](#); [Shelley Redinger](#); [Anderson - Moore, Sheryl J.](#); [Nielsen, Stephen J.](#); [Steve Webb](#); [Susan Smith Leland](#); [T.J. Kelly](#); [Garchow, Tim \(WSSDA\)](#); [Tim Merlino](#); [Tim Yeomans](#); [tvenable@methow.org](#); [Vic Roberts](#); [Chuck Hole](#); [Cory Plager](#); [David Arp \(davea@ncesd.org\)](#); [Dustin Kinley](#); [Jerry McDermott](#); [Lisa Matthews](#); [Lori McLeod](#); [Michelle Dearlove](#); [Tom Fleming](#); [trishas@ncesd.org](#); [Jane Murray](#); [Joli Valentino](#); [Kim Ferra](#); [Larry Mayfield](#); [Wendy Rimmelspacher](#)  
**Subject:** RE: LFWG - Priorities Document - Final Draft  
**Date:** Friday, December 1, 2017 1:00:52 PM  
**Attachments:** [image007.png](#)  
[image008.png](#)

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Great input...thanks to all I am just riding along



**Jeff Moore**  
Executive Director  
Finance and Business Services  
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**Sent:** Friday, December 1, 2017 12:47 PM  
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**Subject:** RE: LFWG - Priorities Document - Final Draft

Correct, we need to make the statement that while some increases have been made to special education funding, it remains underfunded.

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**Subject:** RE: LFWG - Priorities Document - Final Draft

Just an FYI - Special ed per pupil goes up because of the compensation funding. Here is how much new funding went into special education in the policy side of the enacted budget.

Dollars in millions	SY 2017-18	SY 2018-19	SY 2019-20	SY 2020-21
Compensation	\$12.2	\$131.6	\$238.3	\$246.4
Other Policies	\$16.9	\$19.8	\$32.1	\$32.5
<b>Total</b>	<b>\$29.0</b>	<b>\$151.5</b>	<b>\$270.4</b>	<b>\$278.9</b>

## Kate Davis

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**Subject:** RE: LFWG - Priorities Document - Final Draft

All, I agree 100% with the suggestions that have been sent thus far. As I was re-reading the document, the content on page 1 under the special education bullet struck me as needing a bit of tightening up. What would you think of the following?

Special Education: ~~Even though the 2017 Legislature provided additional funding~~ was provided in 2017 by increasing ~~, special education remains underfunded. While the special education cap was increased to cover more students (from 12.7 percent to 13.5 percent), this approach does not address the per-student shortfall and overall, special education remains underfunded.~~

Sorry I missed the 12:00 deadline for feedback. I've been in a meeting all morning...  
Thanks, Brianne, for pulling this all together! jessica

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*"WSSDA provides leadership and advocacy, and empowers its members with knowledge and skills to govern with excellence."*

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**Subject:** RE: LFWG - Priorities Document - Final Draft

That makes sense. I'd support this.

-dan

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**Subject:** Re: LFWG - Priorities Document - Final Draft

Dan has made some great suggestions for changes.

This may be minor or petty, but I'd like to add that at the bottom of page 2 this statement appears in bold:

**While the three main issues addressed on page one are the top shared priorities among our associations for 2018, there are additional items that warrant action, including:**

and mentions 'page one'. Our pages are not numbered plus the detail about our main issues are on page 2 as well. Would it be appropriate to just say 'While the three main issues addressed above are the top shared....'

### ***Teresa Main***

*Assistant Superintendent  
Business and Health Services  
Lake Stevens School District  
Ph. 425-335-1503  
Cell 425-754-5402  
Fax 425-335-1549*

On Thu, Nov 30, 2017 at 6:48 PM, Dan Steele <[dsteele@wasa-oly.org](mailto:dsteele@wasa-oly.org)> wrote:

Brianne and Team:

A series of suggested, minor edits--along with one more substantive change on page two--attached in a Word document.

One of the suggestions is to delete a paragraph on page two (you'll see the rationale). Doing

that will provide for some additional white space at the bottom. In terms of formatting, I think separating out the detail of our three priorities from the "additional items" section at the bottom would offset them from the other priorities. The white space would allow the additional items to not get lost with the rest of the text. (In other words, keep the "additional items" section essentially in the same location as it is now, with white space above it.)

Thanks for putting this together,  
-dan

**Daniel P. Steele**

**Assistant Executive Director, Government Relations**

Washington Association of School Administrators

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---

**From:** Brianne King <[Brianne@wasbo.org](mailto:Brianne@wasbo.org)>

**Sent:** Thursday, November 30, 2017 4:51 PM

**To:** Paige Scroger; Bill Keim; Brianne King; Cal Brodie; Corine Pennington; Curtis Leonard ([cleonard@wspa.net](mailto:cleonard@wspa.net)); Dan Steele; Dana Anderson; Darcy Weisner; David Bond; Doug A. Matson; Duggan Harman; Frank Ashby; Frank Hewins; Gary Cohn; Gary Kipp; Gavin Hottman; Greg Lynch; Heidi Hietpas; Jan Hutton; Jason Franklin; Jeff Moore; Jennifer Farmer; Jennifer M. Priddy; Jessica Vavrus; Jim Frey; John Bash; John Welch; JoLynn Berge; Kate Davis; Kevin Chase ([kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)); Kim Brodie ([kbrodie@fwps.org](mailto:kbrodie@fwps.org)); Kim Scott; Larry Francois; Linda McDermott; Lisa Dawn-Fisher; Marie Telecky; Marla Miller; Melissa de Vita; Michael Dunn; Michael Merlino; Michael Nelson; 'Michelle Matakas'; Michelle Price; Mike Brophy; Mitch Denning; Monica Hunsaker; Rich Puryear; Rosalind Medina; Roz Thompson; Ruth Russell; Sally McLean; Scott Izutsu; Seevers, Cathie; Shelley Redinger; Sheryl Moore ([SJAndersonmo@seattleschools.org](mailto:SJAndersonmo@seattleschools.org)); Stephen Nielsen; Steve Webb; Susan Smith Leland; T.J. Kelly; Teresa Main; Tim Garchow; Tim Merlino; Tim Yeomans; [tvenable@methow.org](mailto:tvenable@methow.org); Vic Roberts; Chuck Hole; Cory Plager; David Arp ([davea@ncesd.org](mailto:davea@ncesd.org)); Dustin Kinley; Jerry McDermott; Lisa Matthews; Lori McLeod; Michelle Dearlove; Tom Fleming; [trishas@ncesd.org](mailto:trishas@ncesd.org); Brianne King; Jane Murray; Joli Valentino; Kim Ferra; Larry Mayfield; Wendy Rimmelspacher

**Subject:** LFWG - Priorities Document - Final Draft

Local Funding Work Group Members,

You will find the 2018 LFWG Priorities Required Updates to New Education Funding Policy document attached. Please take a few minutes to review the final draft and respond no later, than Friday, December 1<sup>st</sup> at 12:00 pm with any comments.

The final document will be sent to the Associations tomorrow afternoon for distribution to their members.

Thank you,

***Brianne King, CSBO***

***Executive Director***

A handwritten signature in black ink that reads "WASBO".

**Washington Association of School Business Officials**

[\(360\) 528-2025](tel:3605282025) office

[\(253\) 985-0875](tel:2539850875) cell

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**From:** [Hutton, Janice](#) on behalf of [Hutton, Janice <JHutton@cvsd.org>](#)  
**To:** "[Vavrus, Jessica \(WSSDA\)](#)"; [Dan Steele](#); [Teresa Main](#)  
**Cc:** [Brienne King](#); [Paige Scroger](#); [Bill Keim](#); [Cal Brodie](#); [Corine Pennington](#); [Curtis Leonard \(cleonard@wspa.net\)](#); [Dana Anderson](#); [Darcy Weisner](#); [David Bond](#); [Doug A. Matson](#); [Duggan Harman](#); [Frank Ashby](#); [Frank Hewins](#); [Gary Cohn](#); [Kipp, Gary](#); [Gavin Hottman](#); [Greg Lynch](#); [Heidi Hietpas](#); [Jason Franklin](#); [Jeff Moore](#); [Jennifer Farmer](#); [Jennifer M. Priddy](#); [Jim Frey](#); [John Bash](#); [John Welch](#); [JoLynn Berge](#); [Davis, Kate \(OFM\)](#); [Kevin Chase \(kevin.chase@esd105.org\)](#); [Kim Brodie \(kbrodie@fwps.org\)](#); [Kim Scott](#); [Larry Francois](#); [Linda McDermott](#); [Dawn-Fisher, Lisa \(OSPI\)](#); [Marie Telecky](#); [Marla Miller](#); [Melissa de Vita](#); [Michael Dunn](#); [Michael Merlino](#); [Michael Nelson](#); [Michelle Matakas](#); [Michelle Price](#); [Mike Brophy](#); [Mitch Denning](#); [Monica Hunsaker](#); [Rich Puryear](#); [Rosalind Medina](#); [Roz Thompson](#); [Ruth Russell](#); [Sally McLean](#); [Scott Izutsu](#); [Seevers, Cathie](#); [Shelley Redinger](#); [Sheryl Moore \(SJAndersonmo@seattleschools.org\)](#); [Stephen Nielsen](#); [Steve Webb](#); [Susan Smith Leland](#); [T.J. Kelly](#); [Garchow, Tim \(WSSDA\)](#); [Tim Merlino](#); [Tim Yeomans](#); [tvenable@methow.org](#); [Vic Roberts](#); [Chuck Hole](#); [Cory Plager](#); [David Arp \(davea@ncesd.org\)](#); [Dustin Kinley](#); [Jerry McDermott](#); [Lisa Matthews](#); [Lori McLeod](#); [Michelle Dearlove](#); [Tom Fleming](#); [trishas@ncesd.org](#); [Jane Murray](#); [Joli Valentino](#); [Kim Ferra](#); [Larry Mayfield](#); [Wendy Rimmelspacher](#)  
**Subject:** RE: LFWG - Priorities Document - Final Draft  
**Date:** Friday, December 1, 2017 1:06:45 PM  
**Attachments:** [image001.png](#)  
[image009.png](#)

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I would agree with your "tightening up," Jessica.



*Jan Hutton*

Assistant Superintendent, Finance

**Central Valley School District**

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**From:** Vavrus, Jessica (WSSDA) [mailto:[J.Vavrus@wssda.org](mailto:J.Vavrus@wssda.org)]

**Sent:** Friday, December 01, 2017 12:29 PM

**To:** Dan Steele; Teresa Main

**Cc:** [Brienne King](#); [Paige Scroger](#); [Bill Keim](#); [Cal Brodie](#); [Corine Pennington](#); [Curtis Leonard \(cleonard@wspa.net\)](#); [Dana Anderson](#); [Darcy Weisner](#); [David Bond](#); [Doug A. Matson](#); [Duggan Harman](#); [Frank Ashby](#); [Frank Hewins](#); [Gary Cohn](#); [Kipp, Gary](#); [Gavin Hottman](#); [Greg Lynch](#); [Heidi Hietpas](#); [Hutton, Janice](#); [Jason Franklin](#); [Jeff Moore](#); [Jennifer Farmer](#); [Jennifer M. Priddy](#); [Jim Frey](#); [John Bash](#); [John Welch](#); [JoLynn Berge](#); [Davis, Kate \(OFM\)](#); [Kevin Chase \(kevin.chase@esd105.org\)](#); [Kim Brodie \(kbrodie@fwps.org\)](#); [Kim Scott](#); [Larry Francois](#); [Linda McDermott](#); [Dawn-Fisher, Lisa \(OSPI\)](#); [Marie Telecky](#); [Marla Miller](#); [Melissa de Vita](#); [Michael Dunn](#); [Michael Merlino](#); [Michael Nelson](#); [Michelle Matakas](#); [Michelle Price](#); [Mike Brophy](#); [Mitch Denning](#); [Monica Hunsaker](#); [Rich Puryear](#); [Rosalind Medina](#); [Roz Thompson](#); [Ruth Russell](#); [Sally McLean](#); [Scott Izutsu](#); [Seevers, Cathie](#); [Shelley Redinger](#); [Sheryl Moore \(SJAndersonmo@seattleschools.org\)](#); [Stephen Nielsen](#); [Steve Webb](#); [Susan Smith Leland](#); [T.J. Kelly](#); [Garchow, Tim \(WSSDA\)](#); [Tim Merlino](#); [Tim Yeomans](#); [tvenable@methow.org](#); [Vic Roberts](#); [Chuck Hole](#); [Cory Plager](#); [David Arp \(davea@ncesd.org\)](#); [Dustin Kinley](#); [Jerry McDermott](#); [Lisa Matthews](#); [Lori McLeod](#); [Michelle Dearlove](#); [Tom Fleming](#); [trishas@ncesd.org](#); [Jane Murray](#); [Joli Valentino](#); [Kim Ferra](#); [Larry Mayfield](#); [Wendy Rimmelspacher](#)

**Subject:** RE: LFWG - Priorities Document - Final Draft



All, I agree 100% with the suggestions that have been sent thus far. As I was re-reading the document, the content on page 1 under the special education bullet struck me as needing a bit of tightening up. What would you think of the following?

Special Education: ~~Even though the 2017 Legislature provided additional funding was provided in 2017 by increasing , special education remains underfunded. While the special education cap was increased to cover more students (from 12.7 percent to 13.5 percent), this approach does not address the per-student shortfall and overall, special education remains underfunded.~~

Sorry I missed the 12:00 deadline for feedback. I've been in a meeting all morning...  
Thanks, Brianne, for pulling this all together! jessica

*Jessica Vavrus*, Deputy Executive Director, Government Relations

Washington State School Directors' Association

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*"WSSDA provides leadership and advocacy, and empowers its members with knowledge and skills to govern with excellence."*

---

**From:** Dan Steele [dsteele@wasa-oly.org]

**Sent:** Friday, December 01, 2017 9:17 AM

**To:** Teresa Main

**Cc:** Brianne King; Paige Scroger; Bill Keim; Cal Brodie; Corine Pennington; Curtis Leonard ([cleonard@wspa.net](mailto:cleonard@wspa.net)); Dana Anderson; Darcy Weisner; David Bond; Doug A. Matson; Duggan Harman; Frank Ashby; Frank Hewins; Gary Cohn; Kipp, Gary; Gavin Hottman; Greg Lynch; Heidi Hietpas; Jan Hutton; Jason Franklin; Jeff Moore; Jennifer Farmer; Jennifer M. Priddy; Vavrus, Jessica (WSSDA); Jim Frey; John Bash; John Welch; JoLynn Berge; Davis, Kate (OFM); Kevin Chase ([kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)); Kim Brodie ([kbrodie@fwps.org](mailto:kbrodie@fwps.org)); Kim Scott; Larry Francois; Linda McDermott; Dawn-Fisher, Lisa (OSPI); Marie Telecky; Marla Miller; Melissa de Vita; Michael Dunn; Michael Merlino; Michael Nelson; Michelle Matakas; Michelle Price; Mike Brophy; Mitch Denning; Monica Hunsaker; Rich Puryear; Rosalind Medina; Roz Thompson; Ruth Russell; Sally McLean; Scott Izutsu; Seevers, Cathie; Shelley Redinger; Sheryl Moore ([SJAndersonmo@seattleschools.org](mailto:SJAndersonmo@seattleschools.org)); Stephen Nielsen; Steve Webb; Susan Smith Leland; T.J. Kelly; Garchow, Tim (WSSDA); Tim Merlino; Tim Yeomans; [tvenable@methow.org](mailto:tvenable@methow.org); Vic Roberts; Chuck Hole; Cory Plager; David Arp ([davea@ncesd.org](mailto:davea@ncesd.org)); Dustin Kinley; Jerry McDermott; Lisa Matthews; Lori McLeod; Michelle Dearlove; Tom Fleming; [trishas@ncesd.org](mailto:trishas@ncesd.org); Jane Murray; Joli Valentino; Kim Ferra; Larry Mayfield; Wendy Rimmelspacher

**Subject:** RE: LFWG - Priorities Document - Final Draft

That makes sense. I'd support this.

-dan

Dan Steele

360.489.3642



**From:** Teresa Main [[mailto:teresa\\_main@lkstevens.wednet.edu](mailto:teresa_main@lkstevens.wednet.edu)]

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**Subject:** Re: LFWG - Priorities Document - Final Draft

Dan has made some great suggestions for changes.

This may be minor or petty, but I'd like to add that at the bottom of page 2 this statement appears in bold:

**While the three main issues addressed on page one are the top shared priorities among our associations for 2018, there are additional items that warrant action, including:**

and mentions 'page one'. Our pages are not numbered plus the detail about our main issues are on page 2 as well. Would it be appropriate to just say 'While the three main issues addressed above are the top shared....'

### **Teresa Main**

*Assistant Superintendent  
Business and Health Services  
Lake Stevens School District  
Ph. 425-335-1503  
Cell 425-754-5402  
Fax 425-335-1549*

On Thu, Nov 30, 2017 at 6:48 PM, Dan Steele <[dsteele@wasa-oly.org](mailto:dsteele@wasa-oly.org)> wrote:

Brianne and Team:

A series of suggested, minor edits--along with one more substantive change on page two--attached in a Word document.

One of the suggestions is to delete a paragraph on page two (you'll see the rationale). Doing that will provide for some additional white space at the bottom. In terms of formatting, I think separating out the detail of our three priorities from the "additional items" section at the bottom would offset them from the other priorities. The white space would allow the additional items to not get lost with the rest of the text. (In other words, keep the "additional items" section essentially in the same location as it is now, with white space above it.)

Thanks for putting this together,  
-dan

### **Daniel P. Steele**

#### **Assistant Executive Director, Government Relations**

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**From:** Brianne King <[Brianne@wasbo.org](mailto:Brianne@wasbo.org)>

**Sent:** Thursday, November 30, 2017 4:51 PM

**To:** Paige Scroger; Bill Keim; Brianne King; Cal Brodie; Corine Pennington; Curtis Leonard ([cleonard@wspa.net](mailto:cleonard@wspa.net)); Dan Steele; Dana Anderson; Darcy Weisner; David Bond; Doug A. Matson; Duggan Harman; Frank Ashby; Frank Hewins; Gary Cohn; Gary Kipp; Gavin Hottman; Greg Lynch; Heidi Hietpas; Jan Hutton; Jason Franklin; Jeff Moore; Jennifer Farmer; Jennifer M. Priddy; Jessica Vavrus; Jim Frey; John Bash; John Welch; JoLynn Berge; Kate Davis; Kevin Chase ([kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)); Kim Brodie ([kbrodie@fwps.org](mailto:kbrodie@fwps.org)); Kim Scott; Larry Francois; Linda McDermott; Lisa Dawn-Fisher; Marie Telecky; Marla Miller; Melissa de Vita; Michael Dunn; Michael Merlino; Michael Nelson; 'Michelle Matakas'; Michelle Price; Mike Brophy; Mitch Denning; Monica Hunsaker; Rich Puryear; Rosalind Medina; Roz Thompson; Ruth Russell; Sally McLean; Scott Izutsu; SeEVERS, Cathie; Shelley Redinger; Sheryl Moore ([SJAndersonmo@seattleschools.org](mailto:SJAndersonmo@seattleschools.org)); Stephen Nielsen; Steve Webb; Susan Smith Leland; T.J. Kelly; Teresa Main; Tim Garchow; Tim Merlino; Tim Yeomans; [tvenable@methow.org](mailto:tvenable@methow.org); Vic Roberts; Chuck Hole; Cory Plager; David Arp ([davea@ncesd.org](mailto:davea@ncesd.org)); Dustin Kinley; Jerry McDermott; Lisa Matthews; Lori McLeod; Michelle Dearlove; Tom Fleming; [trishas@ncesd.org](mailto:trishas@ncesd.org); Brianne King; Jane Murray; Joli Valentino; Kim Ferra; Larry Mayfield; Wendy Rimmelspacher

**Subject:** LFWG - Priorities Document - Final Draft

Local Funding Work Group Members,

You will find the 2018 LFWG Priorities Required Updates to New Education Funding Policy document attached. Please take a few minutes to review the final draft and respond no later, than Friday, December 1<sup>st</sup> at 12:00 pm with any comments.

The final document will be sent to the Associations tomorrow afternoon for distribution to their members.

Thank you,

***Brianne King, CSBO***

***Executive Director***

WASBO

**Washington Association of School Business Officials**

[\(360\) 528-2025](tel:(360)528-2025) office

[\(253\) 985-0875](tel:(253)985-0875) cell

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**From:** [Duggan Harman](#) on behalf of [Duggan Harman <Duggan.Harman@Highlineschools.org>](#)  
**To:** [Sally McLean](#)  
**Cc:** [Vavrus, Jessica \(WSSDA\)](#); [Dan Steele](#); [Teresa Main](#); [Brianne King](#); [Paige Scroger](#); [Bill Keim](#); [Cal Brodie](#); [Corine Pennington](#); [Curtis Leonard \(cleonard@wspa.net\)](#); [Dana Anderson](#); [Darcy Weisner](#); [David Bond](#); [Doug A. Matson](#); [Frank Ashby](#); [Frank Hewins](#); [Gary Cohn](#); [Kipp, Gary](#); [Gavin Hottman](#); [Greg Lynch](#); [Heidi Hietpas](#); [Jan Hutton](#); [Jason Franklin](#); [Jeff Moore](#); [Jennifer Farmer](#); [Jennifer M. Priddy](#); [Jim Frey](#); [John Bash](#); [Welch, John \(PSSED\)](#); [JoLynn Berge](#); [Davis, Kate \(OFM\)](#); [Kevin Chase \(kevin.chase@esd105.org\)](#); [Kim Brodie](#); [Kim Scott](#); [Larry Francois](#); [Linda McDermott](#); [Dawn-Fisher, Lisa \(OSPI\)](#); [Marie Telecky](#); [Marla Miller](#); [Melissa de Vita](#); [Michael Dunn](#); [Michael Merlino](#); [Michael Nelson](#); [Michelle Matakas](#); [Michelle Price](#); [Mike Brophy](#); [Mitch Denning](#); [Monica Hunsaker](#); [Rich Puryear](#); [Rosalind Medina](#); [Roz Thompson](#); [Ruth Russell](#); [Scott Izutsu](#); [Seevers, Cathie](#); [Shelley Redinger](#); [Sheryl Moore \(SJAndersonmo@seattleschools.org\)](#); [Stephen Nielsen](#); [Steve Webb](#); [Susan Smith Leland](#); [T.J. Kelly](#); [Garchow, Tim \(WSSDA\)](#); [Tim Merlino](#); [Tim Yeomans](#); [tvenable@methow.org](#); [Vic Roberts](#); [Chuck Hole](#); [Cory Plager](#); [David Arp \(davea@ncesd.org\)](#); [Dustin Kinley](#); [Jerry McDermott](#); [Lisa Matthews](#); [Lori McLeod](#); [Michelle Dearlove](#); [Tom Fleming](#); [trishas@ncesd.org](#); [Jane Murray](#); [Joli Valentino](#); [Kim Ferra](#); [Larry Mayfield](#); [Wendy Rimmelpacher](#)  
**Subject:** Re: LFWG - Priorities Document - Final Draft  
**Date:** Friday, December 1, 2017 1:11:14 PM  
**Attachments:** [image001.png](#)

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Ditto from me. Minor but good fixes.  
Duggan

Sent from my iPhone

On Dec 1, 2017, at 12:36 PM, Sally McLean <[smclean@fwps.org](mailto:smclean@fwps.org)> wrote:

I like this change to the Special Education bullet, and am supportive of the other changes suggested.

My sincere thanks to those of you who worked to create this document...

Sally D. McLean  
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**From:** Vavrus, Jessica (WSSDA) [<mailto:J.Vavrus@wssda.org>]  
**Sent:** Friday, December 01, 2017 12:29 PM  
**To:** Dan Steele <[dsteele@wasa-oly.org](mailto:dsteele@wasa-oly.org)>; Teresa Main <[teresa\\_main@lkstevens.wednet.edu](mailto:teresa_main@lkstevens.wednet.edu)>  
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**Subject:** RE: LFWG - Priorities Document - Final Draft

All, I agree 100% with the suggestions that have been sent thus far. As I was re-reading the document, the content on page 1 under the special education bullet struck me as needing a bit of tightening up. What would you think of the following?

Special Education: ~~Even though the 2017 Legislature provided additional funding was provided in 2017~~ by increasing ~~special education remains underfunded~~. While the special education cap ~~was increased~~ to cover more students (from 12.7 percent to 13.5 percent), this approach does not address the per-student shortfall and overall, special education remains underfunded.

Sorry I missed the 12:00 deadline for feedback. I've been in a meeting all morning...

Thanks, Brianne, for pulling this all together! jessica

*Jessica Vavrus*, Deputy Executive Director, Government Relations

Washington State School Directors' Association

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*"WSSDA provides leadership and advocacy, and empowers its members with knowledge and skills to govern with excellence."*

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**From:** Dan Steele [[dsteELE@wasa-oly.org](mailto:dsteELE@wasa-oly.org)]

**Sent:** Friday, December 01, 2017 9:17 AM

**To:** Teresa Main

**Cc:** Brianne King; Paige Scroger; Bill Keim; Cal Brodie; Corine Pennington; Curtis Leonard ([cleonard@wspa.net](mailto:cleonard@wspa.net)); Dana Anderson; Darcy Weisner; David Bond; Doug A. Matson; Duggan Harman; Frank Ashby; Frank Hewins; Gary Cohn; Kipp, Gary; Gavin Hottman; Greg Lynch; Heidi Hietpas; Jan Hutton; Jason Franklin; Jeff Moore; Jennifer Farmer; Jennifer M. Priddy; Vavrus, Jessica (WSSDA); Jim Frey; John Bash; John Welch; JoLynn Berge; Davis, Kate (OFM); Kevin Chase ([kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)); Kim Brodie ([kbrodie@fwps.org](mailto:kbrodie@fwps.org)); Kim Scott; Larry Francois; Linda McDermott; Dawn-Fisher, Lisa (OSPI); Marie Telecky; Marla Miller; Melissa de Vita; Michael Dunn; Michael Merlino; Michael Nelson; Michelle Matakas; Michelle Price; Mike Brophy; Mitch Denning; Monica Hunsaker; Rich Puryear; Rosalind Medina; Roz Thompson; Ruth Russell; Sally McLean; Scott Izutsu; SeEVERS, Cathie; Shelley Redinger; Sheryl Moore ([SJAndersonmo@seattleschools.org](mailto:SJAndersonmo@seattleschools.org)); Stephen Nielsen; Steve Webb; Susan Smith Leland; T.J. Kelly; Garchow, Tim (WSSDA); Tim Merlino; Tim Yeomans; [tvenable@methow.org](mailto:tvenable@methow.org); Vic Roberts; Chuck Hole; Cory Plager; David Arp ([davea@ncesd.org](mailto:davea@ncesd.org)); Dustin Kinley; Jerry McDermott; Lisa Matthews; Lori McLeod; Michelle Dearlove; Tom Fleming; [trishas@ncesd.org](mailto:trishas@ncesd.org); Jane Murray; Joli Valentino; Kim Ferra; Larry Mayfield; Wendy Rimmelspacher

**Subject:** RE: LFWG - Priorities Document - Final Draft

That makes sense. I'd support this.

-dan

Dan Steele

360.489.3642

<image001.png>

<[image002.jpg](#)><[image003.jpg](#)><[image004.jpg](#)><[image005.jpg](#)>

**From:** Teresa Main [[mailto:teresa\\_main@lkstevens.wednet.edu](mailto:teresa_main@lkstevens.wednet.edu)]

**Sent:** Friday, December 01, 2017 8:04 AM

**To:** Dan Steele <[dsteELE@wasa-oly.org](mailto:dsteELE@wasa-oly.org)>

**Cc:** Brianne King <[Brianne@wasbo.org](mailto:Brianne@wasbo.org)>; Paige Scroger <[Paige@wasbo.org](mailto:Paige@wasbo.org)>; Bill Keim <[bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org)>; Cal Brodie <[cbrodie@esd113.org](mailto:cbrodie@esd113.org)>; Corine Pennington <[pennicc@puyallup.k12.wa.us](mailto:pennicc@puyallup.k12.wa.us)>; Curtis Leonard ([cleonard@wspa.net](mailto:cleonard@wspa.net))



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**Subject:** Re: LFWG - Priorities Document - Final Draft

Dan has made some great suggestions for changes.

This may be minor or petty, but I'd like to add that at the

bottom of page 2 this statement appears in bold:

**While the three main issues addressed on page one are the top shared priorities among our associations for 2018, there are additional items that warrant action, including:**

and mentions 'page one'. Our pages are not numbered plus the detail about our main issues are on page 2 as well. Would it be appropriate to just say 'While the three main issues addressed above are the top shared....'

***Teresa Main***

*Assistant Superintendent  
Business and Health Services  
Lake Stevens School District  
Ph. 425-335-1503  
Cell 425-754-5402  
Fax 425-335-1549*

On Thu, Nov 30, 2017 at 6:48 PM, Dan Steele <[dstele@wasa-oly.org](mailto:dstele@wasa-oly.org)> wrote:

Brianne and Team:

A series of suggested, minor edits--along with one more substantive change on page two--attached in a Word document.

One of the suggestions is to delete a paragraph on page two (you'll see the rationale). Doing that will provide for some additional white space at the bottom. In terms of formatting, I think separating out the detail of our three priorities from the "additional items" section at the bottom would offset them from the other priorities. The white space would allow the additional items to not get lost with the rest of the text. (In other words, keep the "additional items" section essentially in the same location as it is now, with white space above it.)

Thanks for putting this together,  
-dan

**Daniel P. Steele**

**Assistant Executive Director, Government Relations**

Washington Association of School Administrators

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---

**From:** Brianne King <[Brianne@wasbo.org](mailto:Brianne@wasbo.org)>

**Sent:** Thursday, November 30, 2017 4:51 PM

**To:** Paige Scroger; Bill Keim; Brianne King; Cal Brodie; Corine Pennington; Curtis Leonard ([cleonard@wspa.net](mailto:cleonard@wspa.net)); Dan Steele; Dana Anderson; Darcy Weisner; David Bond; Doug A. Matson; Duggan Harman; Frank Ashby; Frank Hewins; Gary Cohn; Gary Kipp; Gavin Hottman; Greg Lynch; Heidi Hietpas; Jan Hutton; Jason Franklin; Jeff Moore; Jennifer Farmer; Jennifer M. Priddy; Jessica Vavrus; Jim Frey; John Bash; John Welch; JoLynn Berge; Kate Davis; Kevin Chase ([kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)); Kim Brodie ([kbrodie@fwps.org](mailto:kbrodie@fwps.org)); Kim Scott; Larry Francois; Linda McDermott; Lisa Dawn-Fisher; Marie Telecky; Marla Miller; Melissa de Vita; Michael Dunn; Michael Merlino; Michael Nelson; 'Michelle Matakas'; Michelle Price; Mike Brophy; Mitch Denning; Monica Hunsaker; Rich Puryear; Rosalind Medina; Roz Thompson; Ruth Russell; Sally McLean; Scott Izutsu; Seevers, Cathie; Shelley Redinger; Sheryl Moore ([SJAndersonmo@seattleschools.org](mailto:SJAndersonmo@seattleschools.org)); Stephen Nielsen; Steve Webb; Susan Smith Leland; T.J. Kelly; Teresa Main; Tim Garchow; Tim Merlino; Tim Yeomans; [tvenable@methow.org](mailto:tvenable@methow.org); Vic Roberts; Chuck Hole; Cory Plager; David Arp ([davea@ncesd.org](mailto:davea@ncesd.org)); Dustin Kinley; Jerry McDermott; Lisa Matthews; Lori McLeod; Michelle Dearlove; Tom Fleming; [trishas@ncesd.org](mailto:trishas@ncesd.org); Brianne King; Jane Murray; Joli Valentino; Kim Ferra; Larry Mayfield; Wendy Rimmelspacher

**Subject:** LFWG - Priorities Document - Final Draft

Local Funding Work Group Members,

You will find the 2018 LFWG Priorities Required Updates to New Education Funding Policy document attached. Please take a few minutes to review the final draft and respond no later, than Friday, December 1<sup>st</sup> at 12:00 pm with any comments.

The final document will be sent to the Associations tomorrow afternoon for distribution to their members.

Thank you,

***Brianne King, CSBO***

***Executive Director***

*<image006.jpg>*

**Washington Association of School Business Officials**

[\(360\) 528-2025](tel:(360)528-2025) office

[\(253\) 985-0875](tel:(253)985-0875) cell

**From:** [Roz Thompson](#) on behalf of [Roz Thompson <roz@awsp.org>](#)  
**To:** [Duggan Harman](#); [Sally McLean](#)  
**Cc:** [Vavrus, Jessica \(WSSDA\)](#); [Dan Steele](#); [Teresa Main](#); [Brienne King](#); [Paige Scroger](#); [Bill Keim](#); [Cal Brodie](#); [Corine Pennington](#); [Curtis Leonard \(cleonard@wspa.net\)](#); [Dana Anderson](#); [Darcy Weisner](#); [David Bond](#); [Doug A. Matson](#); [Frank Ashby](#); [Frank Hewins](#); [Gary Cohn](#); [Gary Kipp](#); [Gavin Hottman](#); [Greg Lynch](#); [Heidi Hietpas](#); [Jan Hutton](#); [Jason Franklin](#); [Jeff Moore](#); [Jennifer Farmer](#); [Jennifer M. Priddy](#); [Jim Frey](#); [John Bash](#); [Welch, John \(PSESD\)](#); [JoLynn Berge](#); [Davis, Kate \(OFM\)](#); [Kevin Chase \(kevin.chase@esd105.org\)](#); [Kim Brodie](#); [Kim Scott](#); [Larry Francois](#); [Linda McDermott](#); [Dawn-Fisher, Lisa \(OSPI\)](#); [Marie Telecky](#); [Marla Miller](#); [Melissa de Vita](#); [Michael Dunn](#); [Michael Merlino](#); [Michael Nelson](#); [Michelle Matakas](#); [Michelle Price](#); [Mike Brophy](#); [Mitch Denning](#); [Monica Hunsaker](#); [Rich Puryear](#); [Rosalind Medina](#); [Ruth Russell](#); [Scott Izutsu](#); [Seever, Cathie](#); [Shelley Redinger](#); [Sheryl Moore \(SJAndersonmo@seattleschools.org\)](#); [Stephen Nielsen](#); [Steve Webb](#); [Susan Smith Leland](#); [T.J. Kelly](#); [Garchow, Tim \(WSSDA\)](#); [Tim Merlino](#); [Tim Yeomans](#); [tvenable@methow.org](#); [Vic Roberts](#); [Chuck Hole](#); [Cory Plager](#); [David Arp \(davea@ncesd.org\)](#); [Dustin Kinley](#); [Jerry McDermott](#); [Lisa Matthews](#); [Lori McLeod](#); [Michelle Dearlove](#); [Tom Fleming](#); [trishas@ncesd.org](#); [Jane Murray](#); [Joli Valentino](#); [Kim Ferra](#); [Larry Mayfield](#); [Wendy Rimmelspacher](#)  
**Subject:** Re: LFWG - Priorities Document - Final Draft  
**Date:** Friday, December 1, 2017 1:26:38 PM  
**Attachments:** [image001.png](#)

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Thank you for all of the work on this document!

[h](#)

Director of Government Relations and Advocacy  
[roz@awsp.org](#) | [@rozthompson](#)  
Cell: 360.280.2995  
Office: 360.357.7951 | 800.562.6100



Ditto from me. Minor but good fixes.  
Duggan

Sent from my iPhone

On Dec 1, 2017, at 12:36 PM, Sally McLean <[smclean@fwps.org](#)> wrote:

I like this change to the Special Education bullet, and am supportive of the other changes suggested.

My sincere thanks to those of you who worked to create this document...

Sally D. McLean  
Chief Finance & Operations Officer  
[smclean@fwps.org](#)  
(253) 945-2042  
(253) 391-6989 (cell)

---

**From:** Vavrus, Jessica (WSSDA) [<mailto:J.Vavrus@wssda.org>]

All, I agree 100% with the suggestions that have been sent thus far. As I was re-reading the document, the content on page 1 under the special education bullet struck me as needing a bit of tightening up. What would you think of the following?

Special Education: ~~Even though the 2017 Legislature provided additional funding was provided in 2017 by increasing , special education remains underfunded. While the special education cap was increased to cover more students (from 12.7 percent to 13.5 percent), this approach does not address the per-student shortfall and overall, special education remains underfunded.~~

Sorry I missed the 12:00 deadline for feedback. I've been in a meeting all morning...  
Thanks, Brianne, for pulling this all together! jessica

*Jessica Vavrus*, Deputy Executive Director, Government Relations

Washington State School Directors' Association

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*"WSSDA provides leadership and advocacy, and empowers its members with knowledge and skills to govern with excellence."*

---

**From:** Dan Steele [[dsteale@wasa-oly.org](mailto:dsteale@wasa-oly.org)]

**Sent:** Friday, December 01, 2017 9:17 AM

**To:** Teresa Main

**Cc:** Brianne King; Paige Scroger; Bill Keim; Cal Brodie; Corine Pennington; Curtis Leonard ([cleonard@wspa.net](mailto:cleonard@wspa.net)); Dana Anderson; Darcy Weisner; David Bond; Doug A. Matson; Duggan Harman; Frank Ashby; Frank Hewins; Gary Cohn; Kipp, Gary; Gavin Hottman; Greg Lynch; Heidi Hietpas; Jan Hutton; Jason Franklin; Jeff Moore; Jennifer Farmer; Jennifer M. Priddy; Vavrus, Jessica (WSSDA); Jim Frey; John Bash; John Welch; JoLynn Berge; Davis, Kate (OFM); Kevin Chase ([kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)); Kim Brodie ([kbrodie@fwps.org](mailto:kbrodie@fwps.org)); Kim Scott; Larry Francois; Linda McDermott; Dawn-Fisher, Lisa (OSPI); Marie Telecky; Marla Miller; Melissa de Vita; Michael Dunn; Michael Merlino; Michael Nelson; Michelle Matakas; Michelle Price; Mike Brophy; Mitch Denning; Monica Hunsaker; Rich Puryear; Rosalind Medina; Roz Thompson; Ruth Russell; Sally McLean; Scott Izutsu; Seever, Cathie; Shelley Redinger; Sheryl Moore ([SJAndersonmo@seattleschools.org](mailto:SJAndersonmo@seattleschools.org)); Stephen Nielsen; Steve Webb; Susan Smith Leland; T.J. Kelly; Garchow, Tim (WSSDA); Tim Merlino; Tim Yeomans; [tyenable@methow.org](mailto:tyenable@methow.org); Vic Roberts; Chuck Hole; Cory Plager; David Arp ([davea@ncesd.org](mailto:davea@ncesd.org)); Dustin Kinley; Jerry McDermott; Lisa Matthews; Lori McLeod; Michelle Dearlove; Tom Fleming; [trishas@ncesd.org](mailto:trishas@ncesd.org); Jane Murray; Joli Valentino; Kim Ferra; Larry Mayfield; Wendy Rimmelspacher

**Subject:** RE: LFWG - Priorities Document - Final Draft

That makes sense. I'd support this.

-dan

Dan Steele

360.489.3642

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**Sent:** Friday, December 01, 2017 8:04 AM

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**Subject:** Re: LFWG - Priorities Document - Final Draft

Dan has made some great suggestions for changes.

This may be minor or petty, but I'd like to add that at the bottom of page 2 this statement appears in bold:

**While the three main issues addressed on page one are the top shared priorities among our associations for 2018, there are additional items that warrant action, including:**

and mentions 'page one'. Our pages are not numbered plus the detail about our main issues are on page 2 as well. Would it be appropriate to just say 'While the three main issues addressed above are the top shared....'

### ***Teresa Main***

*Assistant Superintendent  
Business and Health Services  
Lake Stevens School District  
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On Thu, Nov 30, 2017 at 6:48 PM, Dan Steele <[dsteele@wasa-oly.org](mailto:dsteele@wasa-oly.org)> wrote:

Brianne and Team:

A series of suggested, minor edits--along with one more substantive change on page two--attached in a Word document.

One of the suggestions is to delete a paragraph on page two (you'll see the rationale). Doing that will provide for some additional white space at the bottom. In terms of formatting, I think separating out the detail of our three priorities from the "additional items" section at the bottom would offset them from the other priorities. The white space would allow the additional items to not get lost with the rest of the text. (In other words, keep the "additional items" section essentially in the same location as it is now, with white space



above it.)

Thanks for putting this together,  
-dan

**Daniel P. Steele**

**Assistant Executive Director, Government Relations**

Washington Association of School Administrators

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**Subject:** LFWG - Priorities Document - Final Draft

Local Funding Work Group Members,

You will find the 2018 LFWG Priorities Required Updates to New Education Funding Policy document attached. Please take a few minutes to review the final draft and respond no later, than Friday, December 1<sup>st</sup> at 12:00 pm with

any comments.

The final document will be sent to the Associations tomorrow afternoon for distribution to their members.

Thank you,

***Brianne King, CSBO***

***Executive Director***

*<image006.jpg>*

**Washington Association of School Business Officials**

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**From:** [ROSALIND MEDINA](#) on behalf of [ROSALIND MEDINA <RMEDINA@Tacoma.K12.Wa.US>](#)  
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**Subject:** RE: LFWG - Priorities Document - Final Draft  
**Date:** Friday, December 1, 2017 4:03:48 PM  
**Attachments:** [image009.png](#)  
[image001.png](#)

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I echo Sally and Jolynn's comments. Excellent work on this and all good suggested changes!

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**Subject:** RE: LFWG - Priorities Document - Final Draft

I like this change to the Special Education bullet, and am supportive of the other changes suggested.

My sincere thanks to those of you who worked to create this document...

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**Subject:** RE: LFWG - Priorities Document - Final Draft

All, I agree 100% with the suggestions that have been sent thus far. As I was re-reading the document, the content on page 1 under the special education bullet struck me as needing a bit of tightening up. What would you think of the following?

Special Education: ~~Even though the 2017 Legislature provided additional funding~~ was provided in 2017 by increasing, ~~special education remains underfunded. While the special education cap was increased to cover more students (from 12.7 percent to 13.5 percent), this approach does not address the per-student shortfall and overall, special education remains underfunded.~~

Sorry I missed the 12:00 deadline for feedback. I've been in a meeting all morning...

Thanks, Brianne, for pulling this all together! jessica

*Jessica Vavrus*, Deputy Executive Director, Government Relations

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*"WSSDA provides leadership and advocacy, and empowers its members with knowledge and skills to govern with excellence."*

---

**From:** Dan Steele [[dstele@wasa-oly.org](mailto:dstele@wasa-oly.org)]

**Sent:** Friday, December 01, 2017 9:17 AM

**To:** Teresa Main

**Cc:** Brianne King; Paige Scroger; Bill Keim; Cal Brodie; Corine Pennington; Curtis Leonard ([cleonard@wspa.net](mailto:cleonard@wspa.net)); Dana Anderson; Darcy Weisner; David Bond; Doug A. Matson; Duggan Harman; Frank Ashby; Frank Hewins; Gary Cohn; Kipp, Gary; Gavin Hottman; Greg Lynch; Heidi Hietpas; Jan Hutton; Jason Franklin; Jeff Moore; Jennifer Farmer; Jennifer M. Priddy; Vavrus, Jessica (WSSDA); Jim Frey; John Bash; John Welch; JoLynn Berge; Davis, Kate (OFM); Kevin Chase ([kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)); Kim Brodie ([kbrodie@fwps.org](mailto:kbrodie@fwps.org)); Kim Scott; Larry Francois; Linda McDermott; Dawn-Fisher, Lisa (OSPI); Marie Telecky; Marla Miller; Melissa de Vita; Michael Dunn; Michael Merlino; Michael Nelson; Michelle Matakas; Michelle Price; Mike Brophy; Mitch Denning; Monica Hunsaker; Rich Puryear; Rosalind Medina; Roz Thompson; Ruth Russell; Sally McLean; Scott Izutsu; Seever, Cathie; Shelley Redinger; Sheryl Moore ([SJAndersonmo@seattleschools.org](mailto:SJAndersonmo@seattleschools.org)); Stephen Nielsen; Steve Webb; Susan Smith Leland; T.J. Kelly; Garchow, Tim (WSSDA); Tim Merlino; Tim Yeomans; [tvenable@methow.org](mailto:tvenable@methow.org); Vic Roberts; Chuck Hole; Cory Plager; David Arp ([davea@ncesd.org](mailto:davea@ncesd.org)); Dustin Kinley; Jerry McDermott; Lisa Matthews; Lori McLeod; Michelle Dearlove; Tom Fleming; [trishas@ncesd.org](mailto:trishas@ncesd.org); Jane Murray; Joli Valentino; Kim Ferra; Larry Mayfield; Wendy Rimmelspacher

**Subject:** RE: LFWG - Priorities Document - Final Draft

That makes sense. I'd support this.

-dan

Dan Steele

360.489.3642



**From:** Teresa Main [[mailto:teresa\\_main@lkstevens.wednet.edu](mailto:teresa_main@lkstevens.wednet.edu)]

**Sent:** Friday, December 01, 2017 8:04 AM

**To:** Dan Steele <[dstele@wasa-oly.org](mailto:dstele@wasa-oly.org)>

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**Subject:** Re: LFWG - Priorities Document - Final Draft

Dan has made some great suggestions for changes.

This may be minor or petty, but I'd like to add that at the bottom of page 2 this statement appears in bold:

**While the three main issues addressed on page one are the top shared priorities among our associations for 2018, there are additional items that warrant action, including:**

and mentions 'page one'. Our pages are not numbered plus the detail about our main issues are on page 2 as well. Would it be appropriate to just say 'While the three main issues addressed above are the top shared....'

***Teresa Main***

*Assistant Superintendent  
Business and Health Services  
Lake Stevens School District  
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Cell 425-754-5402  
Fax 425-335-1549*

On Thu, Nov 30, 2017 at 6:48 PM, Dan Steele <[dsteele@wasa-oly.org](mailto:dsteele@wasa-oly.org)> wrote:

Brianne and Team:

A series of suggested, minor edits--along with one more substantive change on page two--attached in a Word document.

One of the suggestions is to delete a paragraph on page two (you'll see the rationale). Doing that will provide for some additional white space at the bottom. In terms of formatting, I think separating out the detail of our three priorities from the "additional items" section at the bottom would offset them from the other priorities. The white space would allow the additional items to not get lost with the rest of the text. (In other words, keep the "additional items" section essentially in the same location as it is now, with white space above it.)

Thanks for putting this together,  
-dan

**Daniel P. Steele**

**Assistant Executive Director, Government Relations**

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**From:** Brianne King <[Brianne@wasbo.org](mailto:Brianne@wasbo.org)>

**Sent:** Thursday, November 30, 2017 4:51 PM

**To:** Paige Scroger; Bill Keim; Brianne King; Cal Brodie; Corine Pennington; Curtis Leonard



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**Subject:** LFWG - Priorities Document - Final Draft

Local Funding Work Group Members,

You will find the 2018 LFWG Priorities Required Updates to New Education Funding Policy document attached. Please take a few minutes to review the final draft and respond no later, than Friday, December 1<sup>st</sup> at 12:00 pm with any comments.

The final document will be sent to the Associations tomorrow afternoon for distribution to their members.

Thank you,

***Brianne King, CSBO***

***Executive Director***



**Washington Association of School Business Officials**

**[\(360\) 528-2025](tel:(360)528-2025) office**

**[\(253\) 985-0875](tel:(253)985-0875) cell**

**From:** [Linda McDermott](#) on behalf of [Linda McDermott <LindaM@spokaneschools.org>](#)  
**To:** [Vavrus, Jessica \(WSSDA\)](#); [Dan Steele](#); [Teresa Main](#)  
**Cc:** [Brienne King](#); [Paige Scroger](#); [Bill Keim](#); [Cal Brodie](#); [Corine Pennington](#); [Curtis Leonard \(cleonard@wspsa.net\)](#); [Dana Anderson](#); [Darcy Weisner](#); [David Bond](#); [Doug A. Matson](#); [Duggan Harman](#); [Frank Ashby](#); [Frank Hewins](#); [Gary Cohn](#); [Kipp, Gary](#); [Gavin Hottman](#); [Greg Lynch](#); [Heidi Hietpas](#); [Jan Hutton](#); [Jason Franklin](#); [Jeff Moore](#); [Jennifer Farmer](#); [Jennifer M. Priddy](#); [Jim Frey](#); [John Bash](#); [John Welch](#); [JoLynn Berge](#); [Davis, Kate \(OFM\)](#); [Kevin Chase \(kevin.chase@esd105.org\)](#); [Kim Brodie \(kbrodie@fwps.org\)](#); [Kim Scott](#); [Larry Francois](#); [Dawn-Fisher, Lisa \(OSPI\)](#); [Marie Telecky](#); [Marla Miller](#); [Melissa de Vita](#); [Michael Dunn](#); [Michael Merlino](#); [Michael Nelson](#); [Michelle Matakas](#); [Michelle Price](#); [Mike Brophy](#); [Mitch Denning](#); [Monica Hunsaker](#); [Rich Puryear](#); [Rosalind Medina](#); [Roz Thompson](#); [Ruth Russell](#); [Sally McLean](#); [Scott Izutsu](#); [Seevers, Cathie](#); [Shelley Redinger](#); [Sheryl Moore \(SJAndersonmo@seattleschools.org\)](#); [Stephen Nielsen](#); [Steve Webb](#); [Susan Smith Leland](#); [T.J. Kelly](#); [Garchow, Tim \(WSSDA\)](#); [Tim Merlino](#); [Tim Yeomans](#); [tvenable@methow.org](#); [Vic Roberts](#); [Chuck Hole](#); [Cory Plager](#); [David Arp \(davea@ncesd.org\)](#); [Dustin Kinley](#); [Jerry McDermott](#); [Lisa Matthews](#); [Lori McLeod](#); [Michelle Dearlove](#); [Tom Fleming](#); [trishas@ncesd.org](#); [Jane Murray](#); [Joli Valentino](#); [Kim Ferra](#); [Larry Mayfield](#); [Wendy Rimmelspacher](#)  
**Subject:** RE: LFWG - Priorities Document - Final Draft  
**Date:** Sunday, December 3, 2017 7:43:09 PM  
**Attachments:** [image001.png](#)

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I agree with others. This change is helpful and clear.

Thanks to everyone for their work on this.

Linda

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**From:** Vavrus, Jessica (WSSDA) [mailto:[J.Vavrus@wssda.org](mailto:J.Vavrus@wssda.org)]  
**Sent:** Friday, December 01, 2017 12:29 PM  
**To:** Dan Steele <[dsteele@wasa-oly.org](mailto:dsteele@wasa-oly.org)>; Teresa Main <[teresa\\_main@lkstevens.wednet.edu](mailto:teresa_main@lkstevens.wednet.edu)>  
**Cc:** Brienne King <[Brienne@wasbo.org](mailto:Brienne@wasbo.org)>; Paige Scroger <[Paige@wasbo.org](mailto:Paige@wasbo.org)>; Bill Keim <[bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org)>; Cal Brodie <[cbrodie@esd113.org](mailto:cbrodie@esd113.org)>; Corine Pennington <[pennicc@puyallup.k12.wa.us](mailto:pennicc@puyallup.k12.wa.us)>; Curtis Leonard (cleonard@wspsa.net) <[cleonard@wspsa.net](mailto:cleonard@wspsa.net)>; Dana Anderson <[danderson@esd113.org](mailto:danderson@esd113.org)>; Darcy Weisner <[dweisner@esd123.org](mailto:dweisner@esd123.org)>; David Bond <[dave.bond@ksd.org](mailto:dave.bond@ksd.org)>; Doug A. Matson <[Doug.Matson@wvwsd.org](mailto:Doug.Matson@wvwsd.org)>; Duggan Harman <[duggan.harman@highlineschools.org](mailto:duggan.harman@highlineschools.org)>; Frank Ashby <[fashby@psesd.org](mailto:fashby@psesd.org)>; Frank Hewins <[fhewins@fpschools.org](mailto:fhewins@fpschools.org)>; Gary Cohn <[gcohn@everettsd.org](mailto:gcohn@everettsd.org)>; Kipp, Gary <[gary@awsp.org](mailto:gary@awsp.org)>; Gavin Hottman <[gavin.hottman@esd112.org](mailto:gavin.hottman@esd112.org)>; Greg Lynch <[glynch@oesd.wednet.edu](mailto:glynch@oesd.wednet.edu)>; Heidi Hietpas <[hhietpas@sequim.k12.wa.us](mailto:hhietpas@sequim.k12.wa.us)>; Jan Hutton <[jhutton@cvsd.org](mailto:jhutton@cvsd.org)>; Jason Franklin <[Jason.Franklin@rentonschools.us](mailto:Jason.Franklin@rentonschools.us)>; Jeff Moore <[jmoore@everettsd.org](mailto:jmoore@everettsd.org)>; Jennifer Farmer <[JFarmer@everettsd.org](mailto:JFarmer@everettsd.org)>; Jennifer M. Priddy <[jpriddy@osd.wednet.edu](mailto:jpriddy@osd.wednet.edu)>; Jim Frey <[jfrey@lynden.wednet.edu](mailto:jfrey@lynden.wednet.edu)>; John Bash <[john.bash@tumwater.k12.wa.us](mailto:john.bash@tumwater.k12.wa.us)>; John Welch <[jwelch@psesd.org](mailto:jwelch@psesd.org)>; JoLynn Berge <[jdberge@seattleschools.org](mailto:jdberge@seattleschools.org)>; Davis, Kate (OFM) <[Kate.Davis@OFM.WA.GOV](mailto:Kate.Davis@OFM.WA.GOV)>; Kevin Chase (kevin.chase@esd105.org) <[kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)>; Kim Brodie (kbrodie@fwps.org) <[kbrodie@fwps.org](mailto:kbrodie@fwps.org)>; Kim Scott <[KScott@kibesd.org](mailto:KScott@kibesd.org)>; Larry Francois <[lfrancois@nwesd.org](mailto:lfrancois@nwesd.org)>; Linda McDermott <[LindaM@spokaneschools.org](mailto:LindaM@spokaneschools.org)>; Dawn-Fisher, Lisa (OSPI) <[lisa.dawn-fisher@k12.wa.us](mailto:lisa.dawn-fisher@k12.wa.us)>; Marie Telecky <[teleckym@bsd405.org](mailto:teleckym@bsd405.org)>; Marla Miller <[marla.miller@shorelineschools.org](mailto:marla.miller@shorelineschools.org)>; Melissa de Vita <[devitam@bsd405.org](mailto:devitam@bsd405.org)>; Michael Dunn <[mdunn@esd101.net](mailto:mdunn@esd101.net)>; Michael Merlino <[michael.merlino@evergreenps.org](mailto:michael.merlino@evergreenps.org)>; Michael Nelson <[michael\\_nelson@enumclaw.wednet.edu](mailto:michael_nelson@enumclaw.wednet.edu)>; Michelle Matakas <[Michelle.Matakas@k12.wa.us](mailto:Michelle.Matakas@k12.wa.us)>; Michelle Price <[michellep@ncesd.org](mailto:michellep@ncesd.org)>; Mike Brophy <[brophym@wvwsd208.org](mailto:brophym@wvwsd208.org)>; Mitch Denning <[medenning@comcast.net](mailto:medenning@comcast.net)>; Monica Hunsaker <[mhunsaker@oesd114.org](mailto:mhunsaker@oesd114.org)>; Rich Puryear <[rich.puryear@rsd.edu](mailto:rich.puryear@rsd.edu)>; Rosalind Medina <[rmedina@tacoma.k12.wa.us](mailto:rmedina@tacoma.k12.wa.us)>; Roz Thompson <[roz@awsp.org](mailto:roz@awsp.org)>; Ruth Russell <[rrussell@upsd.wednet.edu](mailto:rrussell@upsd.wednet.edu)>; Sally McLean <[smclean@fwps.org](mailto:smclean@fwps.org)>;

Scott Izutsu <izutsu.scott@yakimaschools.org>; Seevers, Cathie <cseevers@oesd114.org>; Shelley Redinger <ShelleyR@spokaneschools.org>; Sheryl Moore (SJAndersonmo@seattleschools.org) <SJAndersonmo@seattleschools.org>; Stephen Nielsen <snielsen@seattleschools.org>; Steve Webb <steven.webb@vansd.org>; Susan Smith Leland <susan.leland@rentonschools.us>; T.J. Kelly <thomas.kelly@k12.wa.us>; Garchow, Tim (WSSDA) <T.Garchow@wssda.org>; Tim Merlino <tim.merlino@esd112.org>; Tim Yeomans <yeomats@puyallup.k12.wa.us>; tvenable@methow.org; Vic Roberts <vic.roberts@ksd.org>; Chuck Hole <CHole@psed.org>; Cory Plager <cplager@esd101.net>; David Arp (davea@ncesd.org) <davea@ncesd.org>; Dustin Kinley <dustin.kinley@esd105.org>; Jerry McDermott <jmcdermott@esd101.net>; Lisa Matthews <lmatthews@nwsed.org>; Lori McLeod <lmcleod@nwsed.org>; Michelle Dearlove <mdearlove@esd123.org>; Tom Fleming <tom.fleming@esd105.org>; trishas@ncesd.org; Jane Murray <jmurray@psed.org>; Joli Valentino <jvalentino@nsd.org>; Kim Ferra <kim\_ferra@ycs.wednet.edu>; Larry Mayfield <larry.mayfield@washougalsd.org>; Wendy Rimmelspacher <wendy@csdk12.org>

**Subject:** RE: LFWG - Priorities Document - Final Draft

All, I agree 100% with the suggestions that have been sent thus far. As I was re-reading the document, the content on page 1 under the special education bullet struck me as needing a bit of tightening up. What would you think of the following?

Special Education: ~~Even though the 2017 Legislature provided additional funding was provided in 2017 by increasing , special education remains underfunded. While the special education cap was increased to cover more students (from 12.7 percent to 13.5 percent), this approach does not address the per-student shortfall and overall, special education remains underfunded.~~

Sorry I missed the 12:00 deadline for feedback. I've been in a meeting all morning...  
Thanks, Brianne, for pulling this all together! jessica

*Jessica Vavrus*, Deputy Executive Director, Government Relations

Washington State School Directors' Association

221 College Street NE Olympia, WA 98516

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Mobile: 360-890-5867

[j.vavrus@wssda.org](mailto:j.vavrus@wssda.org)

*"WSSDA provides leadership and advocacy, and empowers its members with knowledge and skills to govern with excellence."*

---

**From:** Dan Steele [dsteele@wasa-oly.org]

**Sent:** Friday, December 01, 2017 9:17 AM

**To:** Teresa Main

**Cc:** Brianne King; Paige Scroger; Bill Keim; Cal Brodie; Corine Pennington; Curtis Leonard ([cleonard@wspa.net](mailto:cleonard@wspa.net)); Dana Anderson; Darcy Weisner; David Bond; Doug A. Matson; Duggan Harman; Frank Ashby; Frank Hewins; Gary Cohn; Kipp, Gary; Gavin Hottman; Greg Lynch; Heidi Hietpas; Jan Hutton; Jason Franklin; Jeff Moore; Jennifer Farmer; Jennifer M. Priddy; Vavrus, Jessica (WSSDA); Jim Frey; John Bash; John Welch; JoLynn Berge; Davis, Kate (OFM); Kevin Chase ([kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)); Kim Brodie ([kbrodie@fwps.org](mailto:kbrodie@fwps.org)); Kim Scott; Larry Francois; Linda McDermott; Dawn-Fisher, Lisa (OSPI); Marie Telecky; Marla Miller; Melissa de Vita; Michael Dunn; Michael Merlino; Michael Nelson; Michelle Matakas; Michelle Price; Mike Brophy; Mitch Denning; Monica Hunsaker; Rich Puryear; Rosalind Medina; Roz Thompson; Ruth Russell; Sally McLean; Scott Izutsu; Seevers, Cathie; Shelley Redinger; Sheryl Moore ([SJAndersonmo@seattleschools.org](mailto:SJAndersonmo@seattleschools.org)); Stephen Nielsen; Steve Webb; Susan Smith Leland; T.J. Kelly; Garchow, Tim (WSSDA); Tim Merlino; Tim Yeomans; [tvenable@methow.org](mailto:tvenable@methow.org); Vic Roberts; Chuck Hole; Cory Plager; David Arp ([davea@ncesd.org](mailto:davea@ncesd.org)); Dustin Kinley; Jerry McDermott; Lisa Matthews; Lori

McLeod; Michelle Dearlove; Tom Fleming; [trishas@ncesd.org](mailto:trishas@ncesd.org); Jane Murray; Joli Valentino; Kim Ferra; Larry Mayfield; Wendy Rimmelspacher  
**Subject:** RE: LFWG - Priorities Document - Final Draft

That makes sense. I'd support this.

-dan

Dan Steele  
360.489.3642



**From:** Teresa Main [[mailto:teresa\\_main@lkstevens.wednet.edu](mailto:teresa_main@lkstevens.wednet.edu)]

**Sent:** Friday, December 01, 2017 8:04 AM

**To:** Dan Steele <[dsteeler@wasa-oly.org](mailto:dsteeler@wasa-oly.org)>

**Cc:** Brianne King <[Brianne@wasbo.org](mailto:Brianne@wasbo.org)>; Paige Scroger <[Paige@wasbo.org](mailto:Paige@wasbo.org)>; Bill Keim <[bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org)>; Cal Brodie <[cbrodie@esd113.org](mailto:cbrodie@esd113.org)>; Corine Pennington <[pennicc@puysallup.k12.wa.us](mailto:pennicc@puysallup.k12.wa.us)>; Curtis Leonard ([cleonard@wspa.net](mailto:cleonard@wspa.net)) <[cleonard@wspa.net](mailto:cleonard@wspa.net)>; Dana Anderson <[danderson@esd113.org](mailto:danderson@esd113.org)>; Darcy Weisner <[dweisner@esd123.org](mailto:dweisner@esd123.org)>; David Bond <[dave.bond@ksd.org](mailto:dave.bond@ksd.org)>; Doug A. Matson <[Doug.Matson@wvwsd.org](mailto:Doug.Matson@wvwsd.org)>; Duggan Harman <[duggan.harman@highlineschools.org](mailto:duggan.harman@highlineschools.org)>; Frank Ashby <[fashby@psesd.org](mailto:fashby@psesd.org)>; Frank Hewins <[fhewins@fpschools.org](mailto:fhewins@fpschools.org)>; Gary Cohn <[gcohn@everettsd.org](mailto:gcohn@everettsd.org)>; Gary Kipp <[gary@awsp.org](mailto:gary@awsp.org)>; Gavin Hottman <[gavin.hottman@esd112.org](mailto:gavin.hottman@esd112.org)>; Greg Lynch <[glynch@oesd.wednet.edu](mailto:glynch@oesd.wednet.edu)>; Heidi Hietpas <[hhietpas@sequim.k12.wa.us](mailto:hhietpas@sequim.k12.wa.us)>; Jan Hutton <[jhutton@cvwsd.org](mailto:jhutton@cvwsd.org)>; Jason Franklin <[Jason.Franklin@rentonschools.us](mailto:Jason.Franklin@rentonschools.us)>; Jeff Moore <[jmoore@everettsd.org](mailto:jmoore@everettsd.org)>; Jennifer Farmer <[JFarmer@everettsd.org](mailto:JFarmer@everettsd.org)>; Jennifer M. Priddy <[jpriddy@osd.wednet.edu](mailto:jpriddy@osd.wednet.edu)>; Jessica Vavrus <[j.vavrus@wssda.org](mailto:j.vavrus@wssda.org)>; Jim Frey <[frej@lynden.wednet.edu](mailto:frej@lynden.wednet.edu)>; John Bash <[john.bash@tumwater.k12.wa.us](mailto:john.bash@tumwater.k12.wa.us)>; John Welch <[jwelch@psesd.org](mailto:jwelch@psesd.org)>; JoLynn Berge <[jdberge@seattleschools.org](mailto:jdberge@seattleschools.org)>; Kate Davis <[Kate.Davis@ofm.wa.gov](mailto:Kate.Davis@ofm.wa.gov)>; Kevin Chase <[kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)>; Kim Brodie <[kbrodie@fwps.org](mailto:kbrodie@fwps.org)>; Kim Scott <[KScott@kibesd.org](mailto:KScott@kibesd.org)>; Larry Francois <[lfrancois@nwesd.org](mailto:lfrancois@nwesd.org)>; Linda McDermott <[lindam@spokaneschools.org](mailto:lindam@spokaneschools.org)>; Lisa Dawn-Fisher <[Lisa.Dawn-Fisher@k12.wa.us](mailto:Lisa.Dawn-Fisher@k12.wa.us)>; Marie Telecky <[teleckym@bsd405.org](mailto:teleckym@bsd405.org)>; Marla Miller <[marla.miller@shorelineschools.org](mailto:marla.miller@shorelineschools.org)>; Melissa de Vita <[devitam@bsd405.org](mailto:devitam@bsd405.org)>; Michael Dunn <[mdunn@esd101.net](mailto:mdunn@esd101.net)>; Michael Merlino <[michael.merlino@evergreenps.org](mailto:michael.merlino@evergreenps.org)>; Michael Nelson <[michael\\_nelson@enumclaw.wednet.edu](mailto:michael_nelson@enumclaw.wednet.edu)>; Michelle Matakas <[Michelle.Matakas@k12.wa.us](mailto:Michelle.Matakas@k12.wa.us)>; Michelle Price <[michellep@ncesd.org](mailto:michellep@ncesd.org)>; Mike Brophy <[brophym@wvwsd208.org](mailto:brophym@wvwsd208.org)>; Mitch Denning <[medenning@comcast.net](mailto:medenning@comcast.net)>; Monica Hunsaker <[mhunsaker@oesd114.org](mailto:mhunsaker@oesd114.org)>; Rich Puryear <[rich.puryear@rsd.edu](mailto:rich.puryear@rsd.edu)>; Rosalind Medina <[rmedina@tacoma.k12.wa.us](mailto:rmedina@tacoma.k12.wa.us)>; Roz Thompson <[roz@awsp.org](mailto:roz@awsp.org)>; Ruth Russell <[rrussell@upsd.wednet.edu](mailto:rrussell@upsd.wednet.edu)>; Sally McLean <[smclean@fwps.org](mailto:smclean@fwps.org)>; Scott Izutsu

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**Subject:** Re: LFWG - Priorities Document - Final Draft

Dan has made some great suggestions for changes.

This may be minor or petty, but I'd like to add that at the bottom of page 2 this statement appears in bold:

**While the three main issues addressed on page one are the top shared priorities among our associations for 2018, there are additional items that warrant action, including:**

and mentions 'page one'. Our pages are not numbered plus the detail about our main issues are on page 2 as well. Would it be appropriate to just say 'While the three main issues addressed above are the top shared....'

### ***Teresa Main***

*Assistant Superintendent  
Business and Health Services  
Lake Stevens School District  
Ph. 425-335-1503  
Cell 425-754-5402  
Fax 425-335-1549*

On Thu, Nov 30, 2017 at 6:48 PM, Dan Steele <[dsteELE@wasa-oly.org](mailto:dsteELE@wasa-oly.org)> wrote:

Brianne and Team:

A series of suggested, minor edits--along with one more substantive change on page two--attached in a Word document.

One of the suggestions is to delete a paragraph on page two (you'll see the rationale). Doing that will provide for some additional white space at the bottom. In terms of formatting, I think separating out the detail of our three priorities from the "additional items" section at

the bottom would offset them from the other priorities. The white space would allow the additional items to not get lost with the rest of the text. (In other words, keep the “additional items” section essentially in the same location as it is now, with white space above it.)

Thanks for putting this together,  
-dan

**Daniel P. Steele**

**Assistant Executive Director, Government Relations**

Washington Association of School Administrators

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---

**From:** Brianne King <[Brianne@wasbo.org](mailto:Brianne@wasbo.org)>

**Sent:** Thursday, November 30, 2017 4:51 PM

**To:** Paige Scroger; Bill Keim; Brianne King; Cal Brodie; Corine Pennington; Curtis Leonard ([cleonard@wspa.net](mailto:cleonard@wspa.net)); Dan Steele; Dana Anderson; Darcy Weisner; David Bond; Doug A. Matson; Duggan Harman; Frank Ashby; Frank Hewins; Gary Cohn; Gary Kipp; Gavin Hottman; Greg Lynch; Heidi Hietpas; Jan Hutton; Jason Franklin; Jeff Moore; Jennifer Farmer; Jennifer M. Priddy; Jessica Vavrus; Jim Frey; John Bash; John Welch; JoLynn Berge; Kate Davis; Kevin Chase ([kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)); Kim Brodie ([kbrodie@fwps.org](mailto:kbrodie@fwps.org)); Kim Scott; Larry Francois; Linda McDermott; Lisa Dawn-Fisher; Marie Telecky; Marla Miller; Melissa de Vita; Michael Dunn; Michael Merlino; Michael Nelson; 'Michelle Matakas'; Michelle Price; Mike Brophy; Mitch Denning; Monica Hunsaker; Rich Puryear; Rosalind Medina; Roz Thompson; Ruth Russell; Sally McLean; Scott Izutsu; Seevers, Cathie; Shelley Redinger; Sheryl Moore ([SJAndersonmo@seattleschools.org](mailto:SJAndersonmo@seattleschools.org)); Stephen Nielsen; Steve Webb; Susan Smith Leland; T.J. Kelly; Teresa Main; Tim Garchow; Tim Merlino; Tim Yeomans; [tvenable@methow.org](mailto:tvenable@methow.org); Vic Roberts; Chuck Hole; Cory Plager; David Arp ([davea@ncesd.org](mailto:davea@ncesd.org)); Dustin Kinley; Jerry McDermott; Lisa Matthews; Lori McLeod; Michelle Dearlove; Tom Fleming; [trishas@ncesd.org](mailto:trishas@ncesd.org); Brianne King; Jane Murray; Joli Valentino; Kim Ferra; Larry Mayfield; Wendy Rimmelspacher

**Subject:** LFWG - Priorities Document - Final Draft

Local Funding Work Group Members,

You will find the 2018 LFWG Priorities Required Updates to New Education Funding Policy document attached. Please take a few minutes to review the final draft and respond no

later, than Friday, December 1<sup>st</sup> at 12:00 pm with any comments.

The final document will be sent to the Associations tomorrow afternoon for distribution to their members.

Thank you,

***Brianne King, CSBO***

***Executive Director***

A handwritten signature in dark ink, appearing to read "WASBO", is positioned above the printed name of the Washington Association of School Business Officials.

**Washington Association of School Business Officials**

[\(360\) 528-2025](tel:3605282025) office

[\(253\) 985-0875](tel:2539850875) cell

**From:** [Manal Tirhi](#) on behalf of [Manal Tirhi <mtirhi@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** Registering my Colleagues?  
**Date:** Thursday, December 7, 2017 12:32:36 PM

---

Hi,

I need to register David Brower, Tony Frascone, Jennifer Hymer, and Chris Patten.

And I am not sure how the lodging is being reserved, if you can help me with that?

Thank you,

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools

253-945-2072

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**From:** [Manal Tirhi](#) on behalf of [Manal Tirhi <mtirhi@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** One More  
**Date:** Thursday, December 7, 2017 12:54:19 PM

---

Janet Hodson ☺

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools

253-945-2072

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**From:** [admin@wspace.net](mailto:admin@wspace.net)  
**To:** [Manal Tirhi](#)  
**Subject:** RE: Registering my Colleagues?  
**Date:** Monday, December 11, 2017 9:50:45 AM

---

Hello Manal,

Hotel reservations are done directly with the hotel. Reservations may be made by phone at: 866-609-8700 or online at [www.clearwatercasino.com](http://www.clearwatercasino.com)

WSPA has reserved a block of rooms at discounted rates ranging from \$115-165, plus taxes and fees. Please use the Group ID when booking: 11905

Would you like me to process the conference registrations on your behalf? I can process those and send invoices, please just let me know and I will take care of those for you.

Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspace.net/>



---

**From:** Manal Tirhi [mailto:mtirhi@fwps.org]  
**Sent:** Thursday, December 07, 2017 12:33 PM  
**To:** admin@wspace.net  
**Subject:** Registering my Colleagues?

Hi,

I need to register David Brower, Tony Frascione, Jennifer Hymer, and Chris Patten.

And I am not sure how the lodging is being reserved, if you can help me with that?

Thank you,

*Manal Tirhi*  
*Office Manager*

Federal Way Public Schools

253-945-2072

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**From:** [Manal Tirhi](#) on behalf of [Manal Tirhi <mtirhi@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: Registering my Colleagues?  
**Date:** Monday, December 11, 2017 9:53:56 AM

---

I contacted the hotel and it seems they are out of rooms.

But yes, please register them. David Brower, Tony Frascone, Jennifer Hymer, Chris Patten and Janet Hodson.

Thank you,

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools

253-945-2072

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---

**From:** [admin@wspa.net](mailto:admin@wspa.net) [mailto:[admin@wspa.net](mailto:admin@wspa.net)]  
**Sent:** Monday, December 11, 2017 9:51 AM  
**To:** Manal Tirhi <[mtirhi@fwps.org](mailto:mtirhi@fwps.org)>  
**Subject:** RE: Registering my Colleagues?

Hello Manal,

Hotel reservations are done directly with the hotel. Reservations may be made by phone at: 866-609-8700 or online at [www.clearwatercasino.com](http://www.clearwatercasino.com)

WSPA has reserved a block of rooms at discounted rates ranging from \$115-165, plus taxes and fees. Please use the Group ID when booking: 11905

Would you like me to process the conference registrations on your behalf? I can process those and send invoices, please just let me know and I will take care of those for you.

Thank you,

Jennifer

Jennifer Tottenham

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspa.net/>



---

**From:** Manal Tirhi [<mailto:mtirhi@fwps.org>]

**Sent:** Thursday, December 07, 2017 12:33 PM

**To:** [admin@wspa.net](mailto:admin@wspa.net)

**Subject:** Registering my Colleagues?

Hi,

I need to register David Brower, Tony Frascone, Jennifer Hymer, and Chris Patten.

And I am not sure how the lodging is being reserved, if you can help me with that?

Thank you,

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools

253-945-2072

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**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [Manal Tirhi](#)  
**Subject:** RE: Registering my Colleagues?  
**Date:** Monday, December 11, 2017 10:05:02 AM  
**Attachments:** [Hodson annual conf 2018.pdf](#)  
[Patten annual conf 2018.pdf](#)  
[Hymer annual conf 2018.pdf](#)  
[Frascone annual conf 2018.pdf](#)  
[Brower annual conf 2018.pdf](#)

---

Manal,

Wow—totally booked and out of rooms?! Thank you so much for letting me know! I will update our website and find out about overflow housing nearby. Thank you again for letting me know!

I have processed the registrations requested and the invoices are attached for your records.

Thank you,

Jennifer

---

**From:** Manal Tirhi [mailto:mtirhi@fwps.org]  
**Sent:** Monday, December 11, 2017 9:54 AM  
**To:** admin@wsps.net  
**Subject:** RE: Registering my Colleagues?

I contacted the hotel and it seems they are out of rooms.

But yes, please register them. David Brower, Tony Frascione, Jennifer Hymer, Chris Patten and Janet Hodson.

Thank you,

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools  
253-945-2072

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[Click here to learn about FWPS Career Opportunities](#)



---

**From:** [admin@wsps.net](mailto:admin@wsps.net) [mailto:admin@wsps.net]

**Sent:** Monday, December 11, 2017 9:51 AM

**To:** Manal Tirhi <[mtirhi@fwps.org](mailto:mtirhi@fwps.org)>

**Subject:** RE: Registering my Colleagues?

Hello Manal,

Hotel reservations are done directly with the hotel. Reservations may be made by phone at: 866-609-8700 or online at [www.clearwatercasino.com](http://www.clearwatercasino.com)

WSPA has reserved a block of rooms at discounted rates ranging from \$115-165, plus taxes and fees. Please use the Group ID when booking: 11905

Would you like me to process the conference registrations on your behalf? I can process those and send invoices, please just let me know and I will take care of those for you.

Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspa.net/>



---

**From:** Manal Tirhi [<mailto:mtirhi@fwps.org>]

**Sent:** Thursday, December 07, 2017 12:33 PM

**To:** [admin@wspa.net](mailto:admin@wspa.net)

**Subject:** Registering my Colleagues?

Hi,

I need to register David Brower, Tony Frascione, Jennifer Hymer, and Chris Patten.

And I am not sure how the lodging is being reserved, if you can help me with that?

Thank you,

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools

253-945-2072

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INVOICE 11446

Washington School Personnel Association  
PO Box 1600  
Anacortes, WA 98221



Federal Way Public Schools  
Attn: Janet Hodson  
33330 8th Ave S  
Federal Way, Washington 98003

Invoice # 11446  
Invoice Date 12/11/2017  
Invoice Due 01/10/2018

Amount Due	300.00
------------	--------

Invoice Details

Description	Amount
2018 WSPA Annual Conference Registration Form	300.00

Amount Due	300.00
------------	--------

Please submit this invoice to your accounting department for payment. If you have a purchase order you can attach that to the invoice.

INVOICE 11445

Washington School Personnel Association  
PO Box 1600  
Anacortes, WA 98221



Federal Way Public Schools  
Attn: Chris Patten  
33330 8th Avenue S.  
Federal Way, Washington 98003

Invoice # 11445  
Invoice Date 12/11/2017  
Invoice Due 01/10/2018

Amount Due	300.00
------------	--------

Invoice Details

Description	Amount
2018 WSPA Annual Conference Registration Form	300.00

Amount Due	300.00
------------	--------

Please submit this invoice to your accounting department for payment. If you have a purchase order you can attach that to the invoice.

INVOICE 11444

Washington School Personnel Association  
PO Box 1600  
Anacortes, WA 98221



Federal Way Public Schools  
Attn: Jennifer Hymer  
33330 8th Avenue S.  
Federal Way, Washington 98003

Invoice # 11444  
Invoice Date 12/11/2017  
Invoice Due 01/10/2018

Amount Due	300.00
------------	--------

Invoice Details

Description	Amount
2018 WSPA Annual Conference Registration Form	300.00

Amount Due	300.00
------------	--------

Please submit this invoice to your accounting department for payment. If you have a purchase order you can attach that to the invoice.

INVOICE 11443

Washington School Personnel Association  
PO Box 1600  
Anacortes, WA 98221



Federal Way Public Schools  
Attn: Tony Frascione  
33330 8th Avenue South  
Federal Way, Washington 98003

Invoice # 11443  
Invoice Date 12/11/2017  
Invoice Due 01/10/2018

Amount Due	300.00
------------	--------

Invoice Details

Description	Amount
2018 WSPA Annual Conference Registration Form	300.00

Amount Due	300.00
------------	--------

Please submit this invoice to your accounting department for payment. If you have a purchase order you can attach that to the invoice.

INVOICE 11442

Washington School Personnel Association  
PO Box 1600  
Anacortes, WA 98221



Federal Way Public Schools  
Attn: David Brower  
33330 8th Avenue South  
Federal Way, Washington 98003

Invoice # 11442  
Invoice Date 12/11/2017  
Invoice Due 01/10/2018

Amount Due	300.00
------------	--------

Invoice Details

Description	Amount
2018 WSPA Annual Conference Registration Form	300.00

Amount Due	300.00
------------	--------

Please submit this invoice to your accounting department for payment. If you have a purchase order you can attach that to the invoice.

**From:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**To:** [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [lmctay@cloverpark.k12.wa.us](mailto:lmctay@cloverpark.k12.wa.us); [lkrining@cloverpark.k12.wa.us](mailto:lkrining@cloverpark.k12.wa.us); [isteinerv@yahoo.com](mailto:isteinerv@yahoo.com); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [kellyg@wapatosd.org](mailto:kellyg@wapatosd.org); [gaviganj@riverview.wednet.edu](mailto:gaviganj@riverview.wednet.edu); [jhodson@fwps.org](mailto:jhodson@fwps.org); [TNeidhold@psd1.org](mailto:TNeidhold@psd1.org); [ellyn.papenfuse@vansd.org](mailto:ellyn.papenfuse@vansd.org); [csheridan@asd103.org](mailto:csheridan@asd103.org)  
**Cc:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** February Advisory Meeting  
**Date:** Wednesday, December 13, 2017 12:17:23 PM

---

Greetings!

I wanted to give all you advanced notice that we will be having an Advisory Committee Meeting on February 25th, prior to the annual conference. The meeting is scheduled from 2:00-4:00p.m. with the exact location to be provided at a later date. I will be sending the agenda and the location after the new year.

Hope you all have a wonderful holiday!

Jane Rausch  
HELP Coordinator

**From:** [Connie Sheridan](#) on behalf of [Connie Sheridan <csheridan@asd103.org>](#)  
**To:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net)  
**Cc:** [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [lmctay@cloverpark.k12.wa.us](mailto:lmctay@cloverpark.k12.wa.us); [lkrining@cloverpark.k12.wa.us](mailto:lkrining@cloverpark.k12.wa.us); [jsteinernv@yahoo.com](mailto:jsteinernv@yahoo.com); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [kellyg@wapatosd.org](mailto:kellyg@wapatosd.org); [gaviganj@riverview.wednet.edu](mailto:gaviganj@riverview.wednet.edu); [jhodson@fwps.org](mailto:jhodson@fwps.org); [TNeidhold@psd1.org](mailto:TNeidhold@psd1.org); [ellyn.papenfuse@vansd.org](mailto:ellyn.papenfuse@vansd.org); [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** Re: February Advisory Meeting  
**Date:** Wednesday, December 13, 2017 2:22:12 PM

---

Perfect....see you then!!

Happy Holidays everyone. :)

*Thank you!*

*~Connie*

**Connie Sheridan, Human Resources**

**Anacortes School District 103½2200 M Avenue ½ Anacortes, WA 98221**

☎: 360.293.1221 | [www.asd103.org](http://www.asd103.org)

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

On Wed, Dec 13, 2017 at 12:17 PM, [jrausch@wspsa.net](mailto:jrausch@wspsa.net) <[jrausch@wspsa.net](mailto:jrausch@wspsa.net)> wrote:

Greetings!

I wanted to give all you advanced notice that we will be having an Advisory Committee Meeting on February 25th, prior to the annual conference. The meeting is scheduled from 2:00-4:00p.m. with the exact location to be provided at a later date. I will be sending the agenda and the location after the new year.

Hope you all have a wonderful holiday!

Jane Rausch  
HELP Coordinator

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [jrausch@wspsa.net](#); [soniabrown@sequim.k12.wa.us](#); [lmcstay@cloverpark.k12.wa.us](#); [lkrining@cloverpark.k12.wa.us](#); [jsteinerv@yahoo.com](#); [carterd@edmonds.wednet.edu](#); [kellyg@wapatosd.org](#); [gaviganj@riverview.wednet.edu](#); [TNeidhold@psd1.org](#); [ellyn.papenfuse@vansd.org](#); [csheridan@asd103.org](#)  
**Cc:** [admin@wspsa.net](#)  
**Subject:** RE: February Advisory Meeting  
**Date:** Wednesday, December 13, 2017 5:23:37 PM

---

Thank you. See you then.

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](#)

---

**From:** [jrausch@wspsa.net](#) [mailto:[jrausch@wspsa.net](#)]  
**Sent:** Wednesday, December 13, 2017 12:17 PM  
**To:** [sonjabrown@sequim.k12.wa.us](#); [lmcstay@cloverpark.k12.wa.us](#); [lkrining@cloverpark.k12.wa.us](#); [jsteinerv@yahoo.com](#); [carterd@edmonds.wednet.edu](#); [kellyg@wapatosd.org](#); [gaviganj@riverview.wednet.edu](#); Janet Hodson <[jhodson@fwps.org](#)>; [TNeidhold@psd1.org](#); [ellyn.papenfuse@vansd.org](#); [csheridan@asd103.org](#)  
**Cc:** [admin@wspsa.net](#)  
**Subject:** February Advisory Meeting

Greetings!

I wanted to give all you advanced notice that we will be having an Advisory Committee Meeting on February 25th, prior to the annual conference. The meeting is scheduled from 2:00-4:00p.m. with the exact location to be provided at a later date. I will be sending the agenda and the location after the new year.

Hope you all have a wonderful holiday!

Jane Rausch  
HELP Coordinator



**From:** [Manal Tirhi](#) on behalf of [Manal Tirhi <mtirhi@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** Paying for Invoices  
**Date:** Thursday, December 14, 2017 10:52:47 AM

---

Hi Jennifer,

I am having trouble paying for the registrations that I just asked for. I was only able to pay for Janet Hodson's. Is there an easier way to this, besides keep bothering you?

Thank you for all your help in advance,

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools

253-945-2072

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[Click here to learn about FWPS Career Opportunities](#)



**From:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**To:** [Manal Tirhi](#)  
**Subject:** RE: Paying for Invoices  
**Date:** Monday, December 18, 2017 12:14:08 PM

---

Manal,

Were you only able to log in to Janet's account? Or do you need invoices to submit to your business office?

Thank you,

Jennifer

---

**From:** Manal Tirhi [mailto:[mtirhi@fwps.org](mailto:mtirhi@fwps.org)]  
**Sent:** Thursday, December 14, 2017 10:53 AM  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** Paying for Invoices

Hi Jennifer,

I am having trouble paying for the registrations that I just asked for. I was only able to pay for Janet Hodson's. Is there an easier way to this, besides keep bothering you?

Thank you for all your help in advance,

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools  
253-945-2072

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[Click here to learn about FWPS Career Opportunities](#)



**From:** [Manal Tirhi](#) on behalf of [Manal Tirhi <mtirhi@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: Paying for Invoices  
**Date:** Monday, December 18, 2017 1:01:11 PM

---

I was only able to log into Janet's account, but not the others.

*Manal Tirhi*  
*HR Office Manager*

---

**From:** [admin@wspa.net](mailto:admin@wspa.net) [mailto:[admin@wspa.net](mailto:admin@wspa.net)]  
**Sent:** Monday, December 18, 2017 12:14 PM  
**To:** Manal Tirhi <[mtirhi@fwps.org](mailto:mtirhi@fwps.org)>  
**Subject:** RE: Paying for Invoices

Manal,

Were you only able to log in to Janet's account? Or do you need invoices to submit to your business office?

Thank you,

Jennifer

---

**From:** Manal Tirhi [<mailto:mtirhi@fwps.org>]  
**Sent:** Thursday, December 14, 2017 10:53 AM  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** Paying for Invoices

Hi Jennifer,

I am having trouble paying for the registrations that I just asked for. I was only able to pay for Janet Hodson's. Is there an easier way to this, besides keep bothering you?

Thank you for all your help in advance,

*Manal Tirhi*  
*Office Manager*  
Federal Way Public Schools  
253-945-2072

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[Click here to learn about FWPS Career Opportunities](#)



**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [jrausch@wspa.net](#)  
**Subject:** RE: February Advisory Meeting  
**Date:** Monday, January 1, 2018 8:17:33 PM

---

Jane

I cannot seem to find the page to get into the HELP classes to grade papers.

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](#)

---

**From:** [jrausch@wspa.net](#) [mailto:[jrausch@wspa.net](#)]  
**Sent:** Wednesday, December 13, 2017 12:17 PM  
**To:** [sonjabrown@sequim.k12.wa.us](#); [lmcstay@cloverpark.k12.wa.us](#); [lkrining@cloverpark.k12.wa.us](#); [jsteinernv@yahoo.com](#); [carterd@edmonds.wednet.edu](#); [kellyg@wapatosd.org](#); [gaviganj@riverview.wednet.edu](#); Janet Hodson <[jhodson@fwps.org](#)>; [TNeidhold@psd1.org](#); [ellyn.papenfuse@vansd.org](#); [csheridan@asd103.org](#)  
**Cc:** [admin@wspa.net](#)  
**Subject:** February Advisory Meeting

Greetings!

I wanted to give all you advanced notice that we will be having an Advisory Committee Meeting on February 25th, prior to the annual conference. The meeting is scheduled from 2:00-4:00p.m. with the exact location to be provided at a later date. I will be sending the agenda and the location after the new year.

Hope you all have a wonderful holiday!

Jane Rausch  
HELP Coordinator

**From:** [Manal Tirhi](#) on behalf of [Manal Tirhi <mtirhi@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: Registering my Colleagues?  
**Date:** Tuesday, January 2, 2018 10:47:00 AM

---

Hi Jennifer,

What is the easiest way for me to pay for these invoices?

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools

253-945-2072

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---

**From:** [admin@wspa.net](mailto:admin@wspa.net) [mailto:[admin@wspa.net](mailto:admin@wspa.net)]  
**Sent:** Monday, December 11, 2017 10:05 AM  
**To:** Manal Tirhi <[mtirhi@fwps.org](mailto:mtirhi@fwps.org)>  
**Subject:** RE: Registering my Colleagues?

Manal,

Wow—totally booked and out of rooms?! Thank you so much for letting me know! I will update our website and find out about overflow housing nearby. Thank you again for letting me know!

I have processed the registrations requested and the invoices are attached for your records.

Thank you,

Jennifer

---

**From:** Manal Tirhi [<mailto:mtirhi@fwps.org>]  
**Sent:** Monday, December 11, 2017 9:54 AM  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: Registering my Colleagues?

I contacted the hotel and it seems they are out of rooms.

But yes, please register them. David Brower, Tony Frascione, Jennifer Hymer, Chris Patten and Janet Hodson.

Thank you,

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools

253-945-2072

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---

**From:** [admin@wsps.net](mailto:admin@wsps.net) [<mailto:admin@wsps.net>]

**Sent:** Monday, December 11, 2017 9:51 AM

**To:** Manal Tirhi <[mtirhi@fwps.org](mailto:mtirhi@fwps.org)>

**Subject:** RE: Registering my Colleagues?

Hello Manal,

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Would you like me to process the conference registrations on your behalf? I can process those and send invoices, please just let me know and I will take care of those for you.

Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wsps.net/>



---

**From:** Manal Tirhi [<mailto:mtirhi@fwps.org>]  
**Sent:** Thursday, December 07, 2017 12:33 PM  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** Registering my Colleagues?

Hi,  
I need to register David Brower, Tony Frascone, Jennifer Hymer, and Chris Patten.

And I am not sure how the lodging is being reserved, if you can help me with that?

Thank you,

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools  
253-945-2072

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**From:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**To:** [Manal Tirhi](#)  
**Subject:** RE: Registering my Colleagues?  
**Date:** Wednesday, January 3, 2018 3:04:39 PM

---

Manal,

I am happy to take payment by phone if that is convenient. I will give you a call now and hopefully we can connect soon.

Thank you,

Jennifer

---

**From:** Manal Tirhi [mailto:mtirhi@fwps.org]  
**Sent:** Tuesday, January 02, 2018 10:47 AM  
**To:** admin@wspsa.net  
**Subject:** RE: Registering my Colleagues?

Hi Jennifer,

What is the easiest way for me to pay for these invoices?

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools

253-945-2072

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---

**From:** [admin@wspsa.net](mailto:admin@wspsa.net) [mailto:admin@wspsa.net]  
**Sent:** Monday, December 11, 2017 10:05 AM  
**To:** Manal Tirhi <[mtirhi@fwps.org](mailto:mtirhi@fwps.org)>  
**Subject:** RE: Registering my Colleagues?

Manal,

Wow—totally booked and out of rooms?! Thank you so much for letting me know! I will update our

website and find out about overflow housing nearby. Thank you again for letting me know!

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Jennifer

---

**From:** Manal Tirhi [<mailto:mtirhi@fwps.org>]

**Sent:** Monday, December 11, 2017 9:54 AM

**To:** [admin@wsps.net](mailto:admin@wsps.net)

**Subject:** RE: Registering my Colleagues?

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But yes, please register them. David Brower, Tony Frascione, Jennifer Hymer, Chris Patten and Janet Hodson.

Thank you,

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools

253-945-2072

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---

**From:** [admin@wsps.net](mailto:admin@wsps.net) [<mailto:admin@wsps.net>]

**Sent:** Monday, December 11, 2017 9:51 AM

**To:** Manal Tirhi <[mtirhi@fwps.org](mailto:mtirhi@fwps.org)>

**Subject:** RE: Registering my Colleagues?

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WSPA has reserved a block of rooms at discounted rates ranging from \$115-165, plus taxes and fees.

Please use the Group ID when booking: 11905

Would you like me to process the conference registrations on your behalf? I can process those and send invoices, please just let me know and I will take care of those for you.

Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspa.net/>



---

**From:** Manal Tirhi [<mailto:mtirhi@fwps.org>]

**Sent:** Thursday, December 07, 2017 12:33 PM

**To:** [admin@wspa.net](mailto:admin@wspa.net)

**Subject:** Registering my Colleagues?

Hi,

I need to register David Brower, Tony Frascone, Jennifer Hymer, and Chris Patten.

And I am not sure how the lodging is being reserved, if you can help me with that?

Thank you,

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools

253-945-2072

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**From:** [Manal Tirhi](#) on behalf of [Manal Tirhi <mtirhi@fwps.org>](#)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** RE: Registering my Colleagues?  
**Date:** Wednesday, January 3, 2018 3:37:24 PM

---

Can you try calling again?

---

**From:** admin@wspsa.net [mailto:admin@wspsa.net]  
**Sent:** Wednesday, January 3, 2018 3:05 PM  
**To:** Manal Tirhi <mtirhi@fwps.org>  
**Subject:** RE: Registering my Colleagues?

Manal,

I am happy to take payment by phone if that is convenient. I will give you a call now and hopefully we can connect soon.

Thank you,

Jennifer

---

**From:** Manal Tirhi [<mailto:mtirhi@fwps.org>]  
**Sent:** Tuesday, January 02, 2018 10:47 AM  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** RE: Registering my Colleagues?

Hi Jennifer,

What is the easiest way for me to pay for these invoices?

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools  
253-945-2072

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---

**From:** [admin@wspsa.net](mailto:admin@wspsa.net) [mailto:admin@wspsa.net]

**Sent:** Monday, December 11, 2017 10:05 AM  
**To:** Manal Tirhi <[mtirhi@fwps.org](mailto:mtirhi@fwps.org)>  
**Subject:** RE: Registering my Colleagues?

Manal,

Wow—totally booked and out of rooms?! Thank you so much for letting me know! I will update our website and find out about overflow housing nearby. Thank you again for letting me know!

I have processed the registrations requested and the invoices are attached for your records.

Thank you,

Jennifer

---

**From:** Manal Tirhi [<mailto:mtirhi@fwps.org>]  
**Sent:** Monday, December 11, 2017 9:54 AM  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: Registering my Colleagues?

I contacted the hotel and it seems they are out of rooms.

But yes, please register them. David Brower, Tony Frascone, Jennifer Hymer, Chris Patten and Janet Hodson.

Thank you,

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools  
253-945-2072

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---

**From:** [admin@wspa.net](mailto:admin@wspa.net) [<mailto:admin@wspa.net>]  
**Sent:** Monday, December 11, 2017 9:51 AM  
**To:** Manal Tirhi <[mtirhi@fwps.org](mailto:mtirhi@fwps.org)>  
**Subject:** RE: Registering my Colleagues?

Hello Manal,

Hotel reservations are done directly with the hotel. Reservations may be made by phone at: 866-609-8700 or online at [www.clearwatercasino.com](http://www.clearwatercasino.com)

WSPA has reserved a block of rooms at discounted rates ranging from \$115-165, plus taxes and fees. Please use the Group ID when booking: 11905

Would you like me to process the conference registrations on your behalf? I can process those and send invoices, please just let me know and I will take care of those for you.

Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspa.net/>



---

**From:** Manal Tirhi [<mailto:mtirhi@fwps.org>]

**Sent:** Thursday, December 07, 2017 12:33 PM

**To:** [admin@wspa.net](mailto:admin@wspa.net)

**Subject:** Registering my Colleagues?

Hi,

I need to register David Brower, Tony Frascone, Jennifer Hymer, and Chris Patten.

And I am not sure how the lodging is being reserved, if you can help me with that?

Thank you,

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools

253-945-2072

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**From:** [admin@wspa.net](mailto:admin@wspa.net)  
**To:** [Manal Tirhi](#)  
**Subject:** RE: Registering my Colleagues?  
**Date:** Wednesday, January 3, 2018 3:41:58 PM

---

Calling now!

---

**From:** Manal Tirhi [mailto:mtirhi@fwps.org]  
**Sent:** Wednesday, January 03, 2018 3:37 PM  
**To:** admin@wspa.net  
**Subject:** RE: Registering my Colleagues?

Can you try calling again?

---

**From:** [admin@wspa.net](mailto:admin@wspa.net) [mailto:admin@wspa.net]  
**Sent:** Wednesday, January 3, 2018 3:05 PM  
**To:** Manal Tirhi <[mtirhi@fwps.org](mailto:mtirhi@fwps.org)>  
**Subject:** RE: Registering my Colleagues?

Manal,

I am happy to take payment by phone if that is convenient. I will give you a call now and hopefully we can connect soon.

Thank you,

Jennifer

---

**From:** Manal Tirhi [mailto:mtirhi@fwps.org]  
**Sent:** Tuesday, January 02, 2018 10:47 AM  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
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**To:** Manal Tirhi <[mtirhi@fwps.org](mailto:mtirhi@fwps.org)>

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*Office Manager*

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253-945-2072

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WSPA has reserved a block of rooms at discounted rates ranging from \$115-165, plus taxes and fees. Please use the Group ID when booking: 11905

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Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wsps.net/>



---

**From:** Manal Tirhi [<mailto:mtirhi@fwps.org>]

**Sent:** Thursday, December 07, 2017 12:33 PM

**To:** [admin@wsps.net](mailto:admin@wsps.net)

**Subject:** Registering my Colleagues?

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Thank you,

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools

253-945-2072

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**From:** [Manal Tirhi](#) on behalf of [Manal Tirhi <mtirhi@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** FW: 2018 WSPA Annual Conference Registration Form Form Submitted  
**Date:** Wednesday, January 3, 2018 3:44:39 PM

---

---

**From:** Chris Patten  
**Sent:** Monday, December 11, 2017 10:52 AM  
**To:** Manal Tirhi <mtirhi@fwps.org>  
**Subject:** FW: 2018 WSPA Annual Conference Registration Form Form Submitted

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [<mailto:waspa@memberclicks-mail.net>]  
**Sent:** Monday, December 11, 2017 10:04 AM  
**To:** Chris Patten <[cpatten@fwps.org](mailto:cpatten@fwps.org)>  
**Subject:** 2018 WSPA Annual Conference Registration Form Form Submitted

Chris,

Thank you for registering to attend the WSPA Annual Conference.  
This is your receipt for your registration.

Your information provided is as follows:

District: Federal Way Public Schools

Registrant Name: Chris Patten

Receipt Date: 12/11/2017 13:03:30

Receipt ID: 12687450

Total Payment Amount: \$300.00

If you chose the "Invoice Me" option you will receive your invoice through separate email.  
Once received please submit to your accounting department for payment.

Your Conference Materials will be available electronically. You will receive email notice  
closer to the start date of the conference with instructions on how to access those materials.

Thank you for your registration,

Washington School Personnel Association

---

[Privacy Policy](#)



**From:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**To:** [Manal Tirhi](#)  
**Subject:** WSPA receipts  
**Date:** Wednesday, January 3, 2018 5:18:04 PM  
**Attachments:** [Hymer annual conf receipt 2018.pdf](#)  
[Frascone annual conf receipt 2018.pdf](#)  
[Brower annual conf receipt 2018.pdf](#)  
[Hodson annual conf receipt 2018.pdf](#)  
[Patten annual conf receipt 2018.pdf](#)

---

Hello Manal,

The following annual conference registration receipts are attached for your records:

Invoice 11442 – Brower --\$300

Invoice 11443-- Frascione - \$300

Invoice 11444 -- Hymer - \$300

Invoice 11445- Patten -- \$300

I have also attached the receipt for Janet Hodson which was paid previously. Please let me know if you have any questions or if additional documentation is needed.

I have also forwarded that email to our web host to see if I can figure out why it would not let you open the receipt. Thank you for letting me know!

Thank you,

Jennifer



PO Box 1600  
Anacortes, WA 98221

# Invoice

Date	Invoice #
12/18/2017	11444

**PAID**  
**01/03/2018**

Bill To

Federal Way Public Schools  
Attn: Accounts Payable  
33330 8th Ave S.  
Federal Way, WA 98003

P.O. No.

Quantity	Description	Rate	Amount
	HYMER Annual Conference 2018	300.00	300.00
		<b>Total</b>	<b>\$300.00</b>
Phone #	Fax #	Web Site	<b>Payments/Credits</b> <b>-\$300.00</b>
360-825-1415	253-736-0333	www.wspa.net	<b>Balance Due</b> <b>\$0.00</b>



PO Box 1600  
Anacortes, WA 98221

**PAID**  
**01/03/2018**

# Invoice

Date	Invoice #
12/18/2017	11443

Bill To

Federal Way Public Schools  
Attn: Accounts Payable  
33330 8th Ave S.  
Federal Way, WA 98003

P.O. No.

Quantity	Description	Rate	Amount
	FRASCONE Annual Conference 2018	300.00	300.00
		<b>Total</b>	<b>\$300.00</b>
Phone #	Fax #	Web Site	<b>Payments/Credits</b> - \$300.00
360-825-1415	253-736-0333	www.wspa.net	<b>Balance Due</b> \$0.00





PO Box 1600  
Anacortes, WA 98221

# Invoice

Date	Invoice #
12/18/2017	11442

**PAID**  
**01/03/2018**

Bill To

Federal Way Public Schools  
Attn: Accounts Payable  
33330 8th Ave S.  
Federal Way, WA 98003

P.O. No.

Quantity	Description	Rate	Amount
	BROWER Annual Conference 2018	300.00	300.00
		<b>Total</b>	<b>\$300.00</b>
Phone #	Fax #	Web Site	<b>Payments/Credits</b> - \$300.00
360-825-1415	253-736-0333	www.wspa.net	<b>Balance Due</b> \$0.00



PO Box 1600  
Anacortes, WA 98221

# Invoice

Date	Invoice #
12/11/2017	11446

**PAID**  
**12/11/2017**

Bill To

Federal Way Public Schools  
Attn: Accounts Payable  
33330 8th Ave S.  
Federal Way, WA 98003

P.O. No.

Quantity	Description	Rate	Amount
	HODSON Annual Conference 2018	300.00	300.00
		<b>Total</b>	<b>\$300.00</b>
Phone #	Fax #	Web Site	<b>Payments/Credits</b> - \$300.00
360-825-1415	253-736-0333	www.wspa.net	<b>Balance Due</b> \$0.00



PO Box 1600  
Anacortes, WA 98221

# Invoice

Date	Invoice #
12/18/2017	11445

**PAID**  
**01/03/2018**

Bill To

Federal Way Public Schools  
Attn: Accounts Payable  
33330 8th Ave S.  
Federal Way, WA 98003

P.O. No.

Quantity	Description	Rate	Amount
	PATTEN Annual Conference 2018	300.00	300.00
		<b>Total</b>	<b>\$300.00</b>
Phone #	Fax #	Web Site	<b>Payments/Credits</b> <b>-\$300.00</b>
360-825-1415	253-736-0333	www.wspa.net	<b>Balance Due</b> <b>\$0.00</b>

**From:** [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Cc:** [Tara Lofton](#)  
**Subject:** RE: WSPA 21st Century Bargaining Skills Workshop  
**Date:** Thursday, January 4, 2018 1:59:56 PM  
**Attachments:** [brower\\_bargaining\\_2018.pdf](#)

---

Hello Jennifer:

I need to cancel David Brower's attendance to the WSPA workshop on January 11<sup>th</sup>. Is it possible to get his fee refunded or a credit?

**Tara T. Lofton**

Human Resources Employee Relations  
& Legal Assistant Specialist

253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)

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---

**From:** admin@wspa.net [mailto:admin@wspa.net]  
**Sent:** Wednesday, November 22, 2017 12:50 PM  
**To:** Tara Lofton <tlofton@fwps.org>  
**Subject:** RE: WSPA 21st Century Bargaining Skills Workshop

Tara,

I show that David, Janet, and Tony are all registered. I have attached the receipt for each transaction.

I am so sorry for the trouble experienced. Please let me know if you have any questions or if any additional documentation is needed.

Have a wonderful Thanksgiving!

Thank you,

Jennifer

---

**From:** Tara Lofton [<mailto:tlofton@fwps.org>]

**Sent:** Monday, November 20, 2017 8:34 AM

**To:** [admin@wspsa.net](mailto:admin@wspsa.net)

**Subject:** FW: WSPA 21st Century Bargaining Skills Workshop

Good Morning:

I keep getting the below error message when attempting to sign up my Directors for the workshop on January 11<sup>th</sup>. Can you assist me.

**Your group does not have permission to view this page.**

**Tara T. Lofton**

Human Resources Employee Relations  
& Legal Assistant Specialist

253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)

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---

**From:** David Brower

**Sent:** Friday, November 17, 2017 1:56 PM

**To:** Tara Lofton <[tlofton@fwps.org](mailto:tlofton@fwps.org)>

**Cc:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>; Tony Frascione <[tfrascon@fwps.org](mailto:tfrascon@fwps.org)>

**Subject:** Fwd: WSPA 21st Century Bargaining Skills Workshop

Can you sign up, me Janet, and Tony?

Get [Outlook for iOS](#)

---

**From:** Porter Foster Rorick <[pfr@pfrwa.com](mailto:pfr@pfrwa.com)>

**Sent:** Friday, November 17, 2017 1:55:02 PM

**To:** Porter Foster Rorick

**Subject:** WSPA 21st Century Bargaining Skills Workshop

We hope you are having a successful school year.

As we head into a critical season for collective bargaining in 2018, we are again partnering with the Washington School Personnel Association to present a 1-day workshop entitled “21<sup>st</sup> Century Bargaining Skills.” This workshop repeats the core content from previous years for school administrators who may be sitting on a management bargaining team in Washington for the first time, and includes an advanced track for those who are ready to add to their toolbox of bargaining skills. The workshop will include presentations on the bargaining impacts of *McCleary* and EHB 2242, as well as *Janus v. AFSCME*, the U.S. Supreme Court case impacting

agency fees in the public sector. We encourage you to consider sending your entire bargaining team.

The workshop will be held on Thursday, January 11, at the Southcenter Doubletree Suites in Tukwila. A flyer describing the workshop is attached, and registration is available at [www.wspa.net](http://www.wspa.net).

As always, if you have any questions, please feel free to call or e-mail any of our attorneys for more information.



**Tel:** (206) 622-0203 | **Fax:** (206) 223-2003

[www.pfrwa.com](http://www.pfrwa.com)



PO Box 1600  
Anacortes, WA 98221

# Invoice

Date	Invoice #
11/20/2017	11297

**PAID**  
**11/20/2017**

Bill To

Federal Way Public Schools  
Attn: Accounts Payable  
33330 8th Ave S.  
Federal Way, WA 98003

P.O. No.

Quantity	Description	Rate	Amount
	BROWER Bargaining Workshop 2018	150.00	150.00
		<b>Total</b>	<b>\$150.00</b>
Phone #	Fax #	Web Site	<b>Payments/Credits</b> <b>-\$150.00</b>
360-825-1415	253-736-0333	www.wspa.net	<b>Balance Due</b> <b>\$0.00</b>

**From:** [admin@wspa.net](mailto:admin@wspa.net)  
**To:** [dbrower@fwps.org](mailto:dbrower@fwps.org)  
**Subject:** WSPA Transaction Receipt  
**Date:** Friday, January 5, 2018 9:44:39 AM

---

-----  
General Information  
-----

Merchant Account: WSPA  
Date/Time : 01/05/2018 9:44:37 AM PST

-----  
Transaction Information  
-----

Description : Federal Way Public SchoolsDavidBrower1264034811/20/2017 16:23:34\$150.00  
Transaction Amount : \$-150.00  
Transaction ID : 3935770897  
Transaction Type : Card Refund  
Response : SUCCESS

-----  
Customer Billing Information  
-----

First Name : David  
Last Name : Brower  
Address : 33330 8th Avenue South  
City : Federal Way  
State : WA  
Zip Code : 98003  
Country : US  
Phone : 363-945-2049  
Email : [dbrower@fwps.org](mailto:dbrower@fwps.org)

-----  
Customer Shipping Information  
-----

First Name :  
Last Name :  
Address :  
City :  
State :  
Zip Code :  
Country :  
Email :



**From:** [admin@wspa.net](mailto:admin@wspa.net)  
**To:** [Tara Lofton](#)  
**Subject:** RE: WSPA 21st Century Bargaining Skills Workshop  
**Date:** Friday, January 5, 2018 9:46:16 AM  
**Attachments:** [Brower\\_refund\\_bargaining\\_2018.pdf](#)

---

Hi Tara,

I am sorry to hear that David won't be joining us, but I am happy to assist in the cancellation.

I have cancelled his registration and have refunded the \$150 to the credit card (confirmation attached). Please note that the refund will process today, but it may take up to a business week before it posts to your statement.

Please let me know if you have any questions or if I may be of any additional assistance.

Thank you,

Jennifer

---

**From:** Tara Lofton [mailto:[tlofton@fwps.org](mailto:tlofton@fwps.org)]  
**Sent:** Thursday, January 04, 2018 2:00 PM  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Cc:** Tara Lofton <[tlofton@fwps.org](mailto:tlofton@fwps.org)>  
**Subject:** RE: WSPA 21st Century Bargaining Skills Workshop

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---

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**Tara T. Lofton**  
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---

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**To:** Tara Lofton <[tlofton@fwps.org](mailto:tlofton@fwps.org)>  
**Cc:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>; Tony Frascione <[tfrascon@fwps.org](mailto:tfrascon@fwps.org)>  
**Subject:** Fwd: WSPA 21st Century Bargaining Skills Workshop

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---

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**To:** Porter Foster Rorick  
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As always, if you have any questions, please feel free to call or e-mail any of our attorneys for more information.



**Tel:** (206) 622-0203 | **Fax:** (206) 223-2003  
[www.pfrwa.com](http://www.pfrwa.com)

**Transaction Successfully Refunded**

<b>Transaction Receipt</b>	
<b>Merchant:</b>	<b>WSPA - (Tacoma, WA)</b>
<b>Date/Time:</b>	<b>01/05/2018 9:44:37 AM PST</b>
<b>Transaction ID:</b>	<b>3935770897</b>
<b>Transaction Type:</b>	<b>Card Refund</b>
<b>Amount:</b>	<b>-150.00</b>
<b>Credit Card Information</b>	
<b>CC Type:</b>	Visa
<b>CC Number:</b>	*****1409
<b>Processor:</b>	WSPA
<b>Billing Information</b>	<b>Shipping Information</b>
David Brower , dbrower@fwps.org 363-945-2049 33330 8th Avenue South Federal Way WA, 98003 US	
<b>Order Information</b>	
<b>Description:</b>	Federal Way Public SchoolsDavidBrower1264034811/20/2017 16:23:34\$150.00

**From:** [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: WSPA 21st Century Bargaining Skills Workshop  
**Date:** Friday, January 5, 2018 10:11:54 AM

---

Thank you very much.

**Tara T. Lofton**

Human Resources Employee Relations  
& Legal Assistant Specialist

253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)

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---

**From:** [admin@wspa.net](mailto:admin@wspa.net) [mailto:[admin@wspa.net](mailto:admin@wspa.net)]  
**Sent:** Friday, January 5, 2018 9:46 AM  
**To:** Tara Lofton <[tlofton@fwps.org](mailto:tlofton@fwps.org)>  
**Subject:** RE: WSPA 21st Century Bargaining Skills Workshop

Hi Tara,

I am sorry to hear that David won't be joining us, but I am happy to assist in the cancellation.

I have cancelled his registration and have refunded the \$150 to the credit card (confirmation attached). Please note that the refund will process today, but it may take up to a business week before it posts to your statement.

Please let me know if you have any questions or if I may be of any additional assistance.

Thank you,

Jennifer

---

**From:** Tara Lofton [<mailto:tlofton@fwps.org>]  
**Sent:** Thursday, January 04, 2018 2:00 PM  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Cc:** Tara Lofton <[tlofton@fwps.org](mailto:tlofton@fwps.org)>

**Subject:** RE: WSPA 21st Century Bargaining Skills Workshop

Hello Jennifer:

I need to cancel David Brower's attendance to the WSPA workshop on January 11<sup>th</sup>. Is it possible to get his fee refunded or a credit?

**Tara T. Lofton**

Human Resources Employee Relations  
& Legal Assistant Specialist

253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)

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---

**From:** [admin@wsps.net](mailto:admin@wsps.net) [<mailto:admin@wsps.net>]

**Sent:** Wednesday, November 22, 2017 12:50 PM

**To:** Tara Lofton <[tlofton@fwps.org](mailto:tlofton@fwps.org)>

**Subject:** RE: WSPA 21st Century Bargaining Skills Workshop

Tara,

I show that David, Janet, and Tony are all registered. I have attached the receipt for each transaction.

I am so sorry for the trouble experienced. Please let me know if you have any questions or if any additional documentation is needed.

Have a wonderful Thanksgiving!

Thank you,

Jennifer

---

**From:** Tara Lofton [<mailto:tlofton@fwps.org>]

**Sent:** Monday, November 20, 2017 8:34 AM

**To:** [admin@wsps.net](mailto:admin@wsps.net)

**Subject:** FW: WSPA 21st Century Bargaining Skills Workshop

Good Morning:

I keep getting the below error message when attempting to sign up my Directors for the workshop on January 11<sup>th</sup>. Can you assist me.

**Your group does not have permission to view this page.**

**Tara T. Lofton**

Human Resources Employee Relations  
& Legal Assistant Specialist

253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)

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---

**From:** David Brower

**Sent:** Friday, November 17, 2017 1:56 PM

**To:** Tara Lofton <[tlofton@fwps.org](mailto:tlofton@fwps.org)>

**Cc:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>; Tony Frascione <[tfrascon@fwps.org](mailto:tfrascon@fwps.org)>

**Subject:** Fwd: WSPA 21st Century Bargaining Skills Workshop

Can you sign up, me Janet, and Tony?

Get [Outlook for iOS](#)

---

**From:** Porter Foster Rorick <[pfr@pfrwa.com](mailto:pfr@pfrwa.com)>

**Sent:** Friday, November 17, 2017 1:55:02 PM

**To:** Porter Foster Rorick

**Subject:** WSPA 21st Century Bargaining Skills Workshop

We hope you are having a successful school year.

As we head into a critical season for collective bargaining in 2018, we are again partnering with the Washington School Personnel Association to present a 1-day workshop entitled "21<sup>st</sup> Century Bargaining Skills." This workshop repeats the core content from previous years for school administrators who may be sitting on a management bargaining team in Washington for the first time, and includes an advanced track for those who are ready to add to their toolbox of bargaining skills. The workshop will include presentations on the bargaining impacts of *McCleary* and EHB 2242, as well as *Janus v. AFSCME*, the U.S. Supreme Court case impacting agency fees in the public sector. We encourage you to consider sending your entire bargaining team.

The workshop will be held on Thursday, January 11, at the Southcenter Doubletree Suites in Tukwila. A flyer describing the workshop is attached, and registration is available at [www.wspa.net](http://www.wspa.net).

As always, if you have any questions, please feel free to call or e-mail any of our attorneys for more information.



**Tel:** (206) 622-0203 | **Fax:** (206) 223-2003

[www.pfrwa.com](http://www.pfrwa.com)







**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [Curtis Leonard](#)  
**Subject:** HB 1433  
**Date:** Wednesday, January 10, 2018 3:16:51 PM

---

Curtis

Is there any way that you can call a meeting for districts to attend to discuss what we want to do collectively as districts around how we will structure the access to sick leave under 1433

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

**From:** [cleonard@wspsa.net](mailto:cleonard@wspsa.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** Re: HB 1433  
**Date:** Wednesday, January 10, 2018 7:56:41 PM

---

Great idea - let's talk tomorrow.

---

**From:** Janet Hodson <jhodson@fwps.org>  
**Sent:** Wednesday, January 10, 2018 4:16 PM  
**To:** cleonard@wspsa.net  
**Subject:** HB 1433

Curtis

Is there any way that you can call a meeting for districts to attend to discuss what we want to do collectively as districts around how we will structure the access to sick leave under 1433

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
jhodson@fwps.org

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [cleonard@wspsa.net](mailto:cleonard@wspsa.net)  
**Subject:** Re: HB 1433  
**Date:** Thursday, January 11, 2018 10:04:53 AM

---

Great. I will seek you out!!

Get [Outlook for iOS](#)

---

**From:** cleonard@wspsa.net <cleonard@wspsa.net>  
**Sent:** Wednesday, January 10, 2018 7:56:38 PM  
**To:** Janet Hodson  
**Subject:** Re: HB 1433

Great idea - let's talk tomorrow.

---

**From:** Janet Hodson <jhodson@fwps.org>  
**Sent:** Wednesday, January 10, 2018 4:16 PM  
**To:** cleonard@wspsa.net  
**Subject:** HB 1433

Curtis

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Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

**From:** [Chris Patten](#) on behalf of [Chris Patten <cpatten@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** Randy Hathaway Fellowship  
**Date:** Friday, January 12, 2018 5:03:20 PM  
**Attachments:** [Application.pdf](#)  
[HELP Fellowship.docx](#)  
[Patten Chris - letter of support.pdf](#)

---

Good Afternoon, Please find the attached application.

Thank you and have a great weekend 😊

Chris Patten  
School Support Specialist – Area 3  
[cpatten@fwps.org](mailto:cpatten@fwps.org)  
(253) 945-2026

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## Washington School Personnel Association Randy Hathaway Fellowship Application: 2018

Randy Hathaway fellowships are open to individuals who are currently WSPA members and have belonged to the organization for at least one membership year prior to the 2017-2018 year. These competitive, non-continuing fellowships are available for the purpose of supporting the recipients' educational growth in the area of Human Resources. Twelve (12) HELP tuition fellowships of \$910 each are available to be awarded 2 per WSPA Region. Twelve (12) \$500 fellowships are available to use toward college tuition or college credits related to the field of human resources. Awards must be used within 2 years after award is received. Awards for the 2018 Fellowship year must be used prior to August 31, 2020.

Please submit this application and the supporting information requested below to WSPA via email to [admin@wspsa.net](mailto:admin@wspsa.net); or via fax to the WSPA office at 253-736-0333 or via mail to WSPA at PO Box 1600, Anacortes, WA. 98221. **The application deadline is January 12, 2018**

Applicant Name: Chris Patten  
School District/Other: Federal Way Public Schools  
Position: School Support Coordinator  
Business Address: 33330 8th Ave S Federal Way 98003  
Business Telephone: 253 945-2026 Email: cpatten@fwps.org

Number of years you have been a WSPA member: 5. **You must be a current WSPA member to apply and have had a minimum of one prior year's membership within the last 5 years. For those districts with district memberships, the applicant must be an identified district member. Those listed as district member "additional" are not eligible for fellowship awards. If you are unsure of your membership status, please contact us at [admin@wspsa.net](mailto:admin@wspsa.net)**

Please indicate which fellowship award you are applying for: 4  
☒ \$910 HELP fellowship applying through Region 4 (indicate your region #).  
☐ \$500 tuition and/or credit fellowship (may be used for any University program)

**Note: You may apply for both fellowships however only one will be awarded per person, per year.**

### Please provide the following information:

(1.) Write a one page narrative describing the purpose for your application. For example, enroll in HELP, or your plans for obtaining a degree and/or credits pertaining to the human resources profession. Provide details of acceptance in, or current enrollment in, the WSPA HELP program, or a formal educational training program leading to a BA (or advanced degree) in teaching or in a field that would assist you in the personnel/human resource(s) area.

(2.) Provide 2 written letters of recommendation in support of your application for the Fellowship. A minimum of one letter of recommendation must be from a current supervisor.

I certify that information included in this application for the WSPA fellowship to be true and correct.

Chris Patten  
Signature of applicant

1/12/2018  
Date of application

January 2, 2018

To Whom It May Concern:

My intent with this letter is to apply for the HELP Fellowship scholarship and tell you more about myself and why I should be considered. I have worked for Federal Way Public Schools in Human Resources for the past 18 years. While working in the Human Resources Department, I have held several positions which has helped me grow my knowledge and skills.

I started as the Substitute Specialists in August of 2000 after being a stay home mom for seven years. Following this position, I moved into hiring and onboarding. This is where most of my experience has been. I did spend a little over three years working with teacher certification, highly qualified, and compensation. However, the past year, I have moved back into hiring and onboarding as a School Support Coordinator.

Following high school, I received my AA degree and transferred to the University of Washington to complete my four-year degree. Due to unforeseen medical conditions, I had to withdraw after only one quarter. As life takes it's turns and two children later, I never returned to school but started working with Federal Way Public Schools where I have had a rewarding career working in Human Resources. Recently, I have re-enrolled at Green River College to continue my education and work towards getting into a Business Administration program.

I believe that participating in the HELP Fellowship program will only help strengthen my skills and help me grow in my career. I hope that you please consider me for one of the available scholarships and I look forward to hopefully hearing from you soon.

Sincerely,



Chris Patten  
School Support Coordinator  
Federal Way Public Schools  
(253) 945-2026 / cpatten@fwps.org



December 19, 2017

To Whom It May Concern:

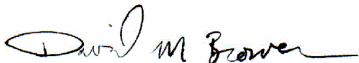
I unequivocally support Chris Patten in pursuit of the Randy Hathaway Fellowship so that she can enroll in the HELP program and further her education in the area of human resources.

Chris is an amazing employee and person. She continuously and consistently learns and seeks self-improvement and is a valuable asset to our Human Resource Department and district.

During her employment with Federal Way Public Schools Human Resources department, she has served as an HR specialist, compensation specialist, and now as an HR partner, that we call a school support coordinator. In these capacities, she has learned and been involved in almost all aspects of HR. This fellowship will allow her to increase her knowledge and skills.

I commend her to you without hesitation. She makes our organization better for all people, regardless of background. I welcome the opportunity to discuss her strengths further. Please feel free to contact me if you would like to hear more.

Sincerely,



David Brower  
Chief Human Resources Officer

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** FW: Attached Image  
**Date:** Friday, January 12, 2018 6:14:55 PM  
**Attachments:** [2177\\_001.pdf](#)

---

Please accept this letter of recommendation for Chris Patten, FWPS employee applying for the Randy Hathaway Fellowship.

Thank you.

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

**From:** [hr@fwps.org](mailto:hr@fwps.org) [mailto:[hr@fwps.org](mailto:hr@fwps.org)]  
**Sent:** Friday, January 12, 2018 6:12 PM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** Attached Image



January 12, 2018

WSPA

Region 4

Randy Hathaway Fellowship Scholarship

RE: Chris Patton

I am writing in support of Chris Patton, a School Support Coordinator for the Federal Way Public Schools. Chris is dedicated to her profession in Human Resources and has held a variety of positions; learning as much as she can about the plethora of tasks performed in this department. Chris demonstrates daily that she would be a worthy recipient of this scholarship, therefore, I fully support her pursuit of the Randy Hathaway Fellowship Scholarship.

Chris has worked for the Federal Way Public Schools Human Resources Department for the past 17 years. She is currently one of four School Support Coordinators in Human Resources providing assistance to the Area 3 locations which includes one high school, two middle schools, seven elementary schools, along with nutrition services and Teaching for Learning. Chris has held a few different titles in HR working in roles providing her experience with classified compensation placement, teacher certification and the OSPI certification tool, and recruiting and hiring. No matter her role, Chris can be counted on to make sound decisions backed by state and federal laws, district policy, and/or collective bargaining language. I supervise Chris in her role as a School Support Coordinator and she needs minimal support from me in this role and provides our new team members with the historical knowledge of our department processes and procedures.

She is highly self-motivated and highly capable of achieving any goals she sets for herself. Chris has adapted well to new changes that have occurred over the past three years I have been in FWPS. Her co-workers perceive her as a valuable resource and look to her for direction when faced with new situations.

Chris is a dedicated professional who works hard to be a leader in Human Resources. Without reservation, I ask that you consider awarding her with a scholarship.

Sincerely,

Janet Hodson  
Executive Director for Human Resources  
Federal Way Public Schools  
253. 945.2020

**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** RE: Attached Image  
**Date:** Monday, January 15, 2018 11:14:12 AM

---

Thank you, Janet.

I have received your letter of recommendation for Chris Patten.

Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wsps.net/>



---

**From:** Janet Hodson [mailto:[jhodson@fwps.org](mailto:jhodson@fwps.org)]  
**Sent:** Friday, January 12, 2018 6:15 PM  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** FW: Attached Image

Please accept this letter of recommendation for Chris Patten, FWPS employee applying for the Randy Hathaway Fellowship.

Thank you.

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

**From:** [hr@fwps.org](mailto:hr@fwps.org) [mailto:[hr@fwps.org](mailto:hr@fwps.org)]  
**Sent:** Friday, January 12, 2018 6:12 PM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** Attached Image

**From:** [admin@wspace.net](mailto:admin@wspace.net)  
**To:** [Chris Patten](#)  
**Subject:** RE: Randy Hathaway Fellowship  
**Date:** Monday, January 15, 2018 12:02:15 PM

---

Thank you, Chris.

Your application has been received. The committee will begin reviewing applications once the application window closes. They will notify applicants of their status in February.

Best of luck with your application!

Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator  
Washington School Personnel Association  
PO Box 1600 Anacortes, Washington 98221  
Phone: 360-825-1415/Fax: 253-736-0333  
<http://www.wspace.net/>



---

**From:** Chris Patten [mailto:cpatten@fwps.org]  
**Sent:** Friday, January 12, 2018 5:03 PM  
**To:** admin@wspace.net  
**Subject:** Randy Hathaway Fellowship

Good Afternoon, Please find the attached application.

Thank you and have a great weekend ☺

Chris Patten  
School Support Specialist – Area 3  
[cpatten@fwps.org](mailto:cpatten@fwps.org)  
(253) 945-2026

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**From:** [Kelly Wittman](#) on behalf of [Kelly Wittman <kwittman@fwps.org>](#)  
**To:** [thompsonc@bsd405.org](#)  
**Cc:** [cleonard@wspa.net](#); [Liz McFarland](#); [Janet Hodson](#)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, January 19, 2018 12:19:29 PM

---

We are working with Power Schools (BusinessPlus). I am confident we will have it up and running in time for issuing contracts this spring.

Kelly Wittman  
Compensation Specialist  
Human Resources  
253-945-2024  
[kwittman@fwps.org](mailto:kwittman@fwps.org)

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---

**From:** Chris Patten  
**Sent:** Friday, January 19, 2018 12:16 PM  
**To:** Kelly Wittman <[kwittman@fwps.org](mailto:kwittman@fwps.org)>  
**Subject:** FW: MEMBER REQUEST

---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [<mailto:waspa@memberclicks-mail.net>]  
**Sent:** Friday, January 19, 2018 8:44 AM  
**To:** Chris Patten <[cpatten@fwps.org](mailto:cpatten@fwps.org)>  
**Subject:** MEMBER REQUEST

Happy Friday!

A couple of member requests for you.

Cheryl Thompson Antony from Bellevue School District would like to hear from anyone who is issuing electronic contracts for certificated staff.

Please send your responses directly to: [thompsonc@bsd405.org](mailto:thompsonc@bsd405.org)

Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

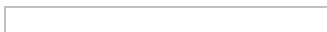
Curtis

---

This email was sent to [cpatten@fwps.org](mailto:cpatten@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

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**From:** [Kelly Wittman](#) on behalf of [Kelly Wittman <kwittman@fwps.org>](#)  
**To:** [thompsonc@bsd405.org](#)  
**Cc:** [cleonard@wspa.net](#); [Liz McFarland](#); [Janet Hodson](#)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, January 19, 2018 12:19:29 PM

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Kelly Wittman  
Compensation Specialist  
Human Resources  
253-945-2024  
[kwittman@fwps.org](mailto:kwittman@fwps.org)

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**Sent:** Friday, January 19, 2018 12:16 PM  
**To:** Kelly Wittman <[kwittman@fwps.org](mailto:kwittman@fwps.org)>  
**Subject:** FW: MEMBER REQUEST

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Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

---

This email was sent to [cpatten@fwps.org](mailto:cpatten@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

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**From:** [Thompson Antony, Cheryl L](#) on behalf of [Thompson Antony, Cheryl L <thompsonc@bsd405.org>](#)  
**To:** [Kelly Wittman](#)  
**Cc:** [cleonard@wspsa.net](#); [Liz McFarland](#); [Janet Hodson](#)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, January 19, 2018 1:26:44 PM

---

What format are you using for signatures on the contracts?

*Cheryl Thompson Antony*  
Certificated Salary Specialist  
Bellevue School District  
12111 N.E. 1<sup>st</sup> Street  
Bellevue WA 98005  
Phone 425-456-4092  
Fax 425-456-4078

[OSPI](#)  
[BEA salary schedule](#)

---

**From:** Kelly Wittman [mailto:[kwittman@fwps.org](mailto:kwittman@fwps.org)]  
**Sent:** Friday, January 19, 2018 12:19 PM  
**To:** Thompson Antony, Cheryl L <[thompsonc@bsd405.org](mailto:thompsonc@bsd405.org)>  
**Cc:** [cleonard@wspsa.net](mailto:cleonard@wspsa.net); [Liz McFarland <lmcfarla@fwps.org>](mailto:LizMcFarland@fwps.org); [Janet Hodson <jhodson@fwps.org>](mailto:JanetHodson@fwps.org)  
**Subject:** RE: MEMBER REQUEST

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Kelly Wittman  
Compensation Specialist  
Human Resources  
253-945-2024  
[kwittman@fwps.org](mailto:kwittman@fwps.org)

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---

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**To:** Kelly Wittman <[kwittman@fwps.org](mailto:kwittman@fwps.org)>  
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---

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Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

---

This email was sent to [cpatten@fwps.org](mailto:cpatten@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

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**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**Subject:** City U  
**Date:** Monday, January 22, 2018 4:53:05 PM

---

Jane

I have tried on many occasion to locate the HELP classes so I can go in and check if there are papers for me to grade. I finally called City U help desk. The guy I talked with can only see the HELP summer 2016-17 classes which are last years. He does not see current classes.

Am I crazy? Should we not be able to see these classes now?

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [dbrower@fwps.org](mailto:dbrower@fwps.org)  
**Subject:** Sno-King invoice 2018  
**Date:** Tuesday, January 23, 2018 6:57:00 AM  
**Attachments:** [Brower SnoKing 2018.pdf](#)

---

Hello,

The invoice for your 2018 Sno-King membership dues is attached for your review.

Please let me know if you have any questions or if I may be of any assistance.

Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wsps.net/>



---

**From:** Lorraine Wilson  
**Sent:** Tuesday, January 16, 2018 5:22 PM  
**Subject:** Items for 2018

Hi,

Some items for your tickle files and calendars for Sno-King 2018, based on our meeting last Friday:

1. Dues for 2018: \$150 (a reduction of \$125 from 2017 for all the same services!). Please watch for a dues billing via email from Jennifer at WSPA.
2. Conference, February 8 and 9, 2018 at the Talaris Conference Center, <https://www.talariscc.com/> The agenda is attached.
3. 2018 Meeting Dates:

January 12

February 8 and 9: Talaris Conference Center

March 9

April 20

May 11

June 8  
August 10  
September 14  
October 26  
November 16

Please mark your calendars or forward to your assistant. I look forward to seeing you at the conference in February!

Thanks,

Lorraine



**Lorraine Wilson, Attorney at Law**



**Tel:** (206) 622-0203 | **Fax:** (206) 223-2003

**Cell:** (253) 209-0409 | [www.pfrwa.com](http://www.pfrwa.com)

Washington School Personnel Association: Sno-King

PO Box 1600  
Anacortes, WA 98221

# Invoice

Date	Invoice #
1/23/2018	42

Bill To
Federal Way Public Schools 33330 8th Avenue S. Federal Way, WA 98003

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
	BROWER 2018 Sno-King Membership Dues	150.00	150.00
		<b>Total</b>	\$150.00

**From:** [jrausch@wsps.net](mailto:jrausch@wsps.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** Re: City U  
**Date:** Tuesday, January 23, 2018 7:57:02 AM

---

Let me reach out to Melissa, because when I go in, all I can see are the 17-18 classes. The 16-17 classes are no longer viewable for me.

---

**From:** Janet Hodson <jhodson@fwps.org>  
**Sent:** Monday, January 22, 2018 4:53:05 PM  
**To:** jrausch@wsps.net  
**Subject:** City U

Jane

I have tried on many occasion to locate the HELP classes so I can go in and check if there are papers for me to grade. I finally called City U help desk. The guy I talked with can only see the HELP summer 2016-17 classes which are last years. He does not see current classes.

Am I crazy? Should we not be able to see these classes now?

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
jhodson@fwps.org



**From:** [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Cc:** [Tara Lofton](#)  
**Subject:** David Brower - Sno-King invoice 2018  
**Date:** Tuesday, January 23, 2018 8:38:55 AM  
**Attachments:** [Brower\\_SnoKing 2018.pdf](#)

---

Good Morning:

Is it possible to pay for Mr. Brower's membership dues online?

**Tara T. Lofton**

Human Resources Employee Relations  
& Legal Assistant Specialist

253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)

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[Click here to learn about FWPS Career Opportunities](#)



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---

**From:** David Brower  
**Sent:** Tuesday, January 23, 2018 8:32 AM  
**To:** Tara Lofton <tlofton@fwps.org>  
**Subject:** FW: Sno-King invoice 2018

---

**From:** [admin@wspsa.net](mailto:admin@wspsa.net) [<mailto:admin@wspsa.net>]  
**Sent:** Tuesday, January 23, 2018 6:57 AM  
**To:** David Brower <[dbrower@fwps.org](mailto:dbrower@fwps.org)>  
**Subject:** Sno-King invoice 2018

Hello,

The invoice for your 2018 Sno-King membership dues is attached for your review.

Please let me know if you have any questions or if I may be of any assistance.

Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

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**To:** [jrausch@wsps.net](mailto:jrausch@wsps.net)  
**Subject:** RE: City U  
**Date:** Tuesday, January 23, 2018 8:40:06 AM

---

Thank you.

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

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**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [Tara Lofton](#)  
**Subject:** RE: David Brower - Sno-King invoice 2018  
**Date:** Tuesday, January 23, 2018 12:06:38 PM

---

Hello Tara,

Unfortunately, we do not have credit card processing services for the Sno-King organization. We can only process check payments.

I apologize for the inconvenience.

Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator  
Washington School Personnel Association  
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Phone: 360-825-1415/Fax: 253-736-0333  
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**From:** Tara Lofton [mailto:[tlofton@fwps.org](mailto:tlofton@fwps.org)]  
**Sent:** Tuesday, January 23, 2018 8:39 AM  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Cc:** Tara Lofton <[tlofton@fwps.org](mailto:tlofton@fwps.org)>  
**Subject:** David Brower - Sno-King invoice 2018

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**Tara T. Lofton**  
Human Resources Employee Relations  
& Legal Assistant Specialist  
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Follow us on Twitter: @FWPSCareers  
[Click here to learn about FWPS Career Opportunities](#)



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**Cell:** (253) 209-0409 | [www.pfrwa.com](http://www.pfrwa.com)



**From:** [Berge, JoLynn D](#) on behalf of [Berge, JoLynn D <jdberge@seattleschools.org>](#)  
**To:** [Paige Scroger](#); [Bill Keim](#); [Brienne King](#); [Cal Brodie](#); [Corine Pennington](#); [Curtis Leonard \(cleonard@wspsa.net\)](#); [Dan Steele](#); [Dana Anderson](#); [Darcy Weisner](#); [David Bond](#); [Doug A. Matson](#); [Duggan Harman](#); [Frank Ashby](#); [Frank Hewins](#); [Gary Cohn](#); [Gary Kipp](#); [Gavin Hottman](#); [Greg Lynch](#); [Heidi Hietpas](#); [Jan Hutton](#); [Jason Franklin](#); [Jeff Moore](#); [Jennifer Farmer](#); [Jennifer M. Priddy](#); [Jessica Vavrus](#); [Jim Frey](#); [John Bash](#); [John Welch](#); [Kate Davis](#); [Kevin Chase \(kevin.chase@esd105.org\)](#); [Kim Brodie \(kbrodie@fwps.org\)](#); [Kim Scott](#); [Larry Francois](#); [Linda McDermott](#); [Lisa Dawn-Fisher](#); [Marie Telecky](#); [Marla Miller](#); [Melissa de Vita](#); [Michael Dunn](#); [Michael Merlino](#); [Michael Nelson](#); ["Michelle Matakas"](#); [Michelle Price](#); [Mike Brophy](#); [Mitch Denning](#); [Monica Hunsaker](#); [Rich Puryear](#); [Rosalind Medina](#); [Roz Thompson](#); [Ruth Russell](#); [Sally McLean](#); [Scott Izutsu](#); [Seever, Cathie](#); [Shelley Redinger](#); [Anderson - Moore, Sheryl J](#); [Nielsen, Stephen J](#); [Steve Webb](#); [Susan Smith Leland](#); [T.J. Kelly](#); [Teresa Main](#); [Tim Garchow](#); [Tim Merlino](#); [Tim Yeomans](#); [tvenable@methow.org](#); [Vic Roberts](#); [Chuck Hole](#); [Cory Plager](#); [David Arp \(davea@ncesd.org\)](#); [Dustin Kinley](#); [Jerry McDermott](#); [Lisa Matthews](#); [Lori McLeod](#); [Michelle Dearlove](#); [Tom Fleming](#); [trishas@ncesd.org](#); [Brienne King](#); [Jane Murray](#); [Joli Valentino](#); [Kim Ferra](#); [Larry Mayfield](#); [Brienne King](#); [Wendy Rimmelspacher](#)  
**Subject:** FW: SB 6362 McCleary Fix bill moves forward  
**Date:** Thursday, January 25, 2018 6:33:52 PM  
**Attachments:** [Scanned from a Xerox Multifunction Printer.pdf](#)

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All -

I was told I could pass along this information regarding the McCleary fix bill and so decided to send it to as many folks as I could.

Sorry if some of you are receiving this twice!

I printed out and wrote comments in the margin on the amendment summary (see the scanned version attached). Please review and send any concerns along, I am sure I missed things. And the scan wasn't the best, but you can print out the summary by clicking on the link below.

Hope all is well-  
JoLynn

JoLynn Berge  
Assistant Superintendent for Business & Finance  
Seattle Public Schools  
2445 3<sup>rd</sup> Avenue South  
Mailing Address: MS 33-300  
PO Box 34165  
Seattle, WA 98124-1165  
Office: 206.252.0087  
[jdberge@seattleschools.org](mailto:jdberge@seattleschools.org)  
[www.seattleschools.org](http://www.seattleschools.org)

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You will remember last Monday the Early Learning and K-12 Committee held a hearing on four McCleary fix bills. Today the committee is moving one of the bills ([SB 6362](#)) forward as a work in progress. Negotiators will continue to meet and make changes as the bill moves through the

process. The good news is the approach to special education funding is through the per student multiplier rather than the safety net. The provisions regarding regionalization were removed through verbal amendment because of drafting errors but it will continue to be discussed. Please see [amendment summary here](#). The bill now heads to the Senate Ways and Means Committee.

**BRIEF SUMMARY OF PROPOSED SUBSTITUTE FOR 6362****Retained from Senate Bill 6362.**

*Good.* Per pupil allocations reporting. Maintains the provision that changes OSPI's reporting requirements from per pupil "allocations" to reporting per pupil "expenditures"; removes reporting by grade levels; and eliminates the requirement for the Legislature to report the statewide per pupil allocations for general apportionment and categorical programs. (Section 2, page 2)

*Great!* K-3 class size. Keeps the provision that delays from 2018-19 SY until the 2019-20 SY, the requirement to demonstrate actual class size in order to receive the 17:1 student teacher ratio funding. (Section 2, page 4)

*Good.* Transportation vehicle enrichment levies. Retains the provisions that removes the transportation vehicle enrichment levies from the local revenue definition, local enrichment levy restrictions, and accounting. (Section 3, page 10; section 13, pages 21 & 22.)

*There are mistakes in drafting that need to be corrected* Professional learning days calculation. Maintains the provision that specifies the calculation to be used. Provides that nothing requires a school district to provide professional learning days in excess of the state allocations. (Section 4, page 11 & 12)

*Sped is not defined by units. What then? ~~same as before~~* Staff mix. Removes the reference to "staff mix" in the salary allocation statutes for tribal compact schools and charter schools. (Sections 8 & 9)

*Can't work.* Temporary limitations on salary increases for 2018-19 SY only. Keeps the provisions that modifies the limit to total school district expenditures on all staff salaries, not individual salary increases. Also retains the prohibition on individuals receiving additional compensation for an unexhaustive list: additional days or hours of service, additional responsibilities, step increases and expansions of academic programs that require additional personnel or increased service provided by current personnel. (Section 10, 11, and 12) *OK*

**Provisions different from Senate Bill 6362.**

*I think this is good.* Hold harmless. Keeps the language from SB 6362 to provide a net revenue (state and local) hold harmless for districts for 2 years. (through the 2019-20 SY).

- Moves the provision out of the statute that defines basic education into a separate statute.
- Eliminates the expiration date of August 31, 2020. (Section 1, page 1)

*Good!* Resident Student. Removes the definition. Current law does not define "resident student."

- SB 6362 provided regionalization for charter schools and tribal compact schools. The PSSB specifically provides that the average salaries for these schools will not be adjusted by a regionalization factor. (Sections 8, page 17; section 9, page 18)
- For districts sharing a boundary with a district with a higher regionalization factor, the regionalization factor for the district with the lower regionalization factor is increased by one-half of the difference of the higher regionalized shared boundary school district. (Section 16, page 24) (Same language used in SB 6397)

Special education multiplier. Increased from 0.9309 percent of a school district's average per-student general apportionment allocation to 0.9609 percent.

Initiative 1433 paid sick leave. States the Legislature's intent to provide funding to provide funding in the operating budget to support school districts with these costs. (Section 19). SB 6397 had increased staffing on the prototypical school funding model as basic education to provide this funding.

??  
What do  
others think?  
I think this  
is better.

Still  
way to low!

This was a  
long shot.

**From:** [Dan Steele](#) on behalf of [Dan Steele <dsteele@wasa-oly.org>](mailto:dsteele@wasa-oly.org)  
**To:** [Berge, JoLynn D](#); [Paige Scroger](#); [Bill Keim](#); [Brienne King](#); [Cal Brodie](#); [Corine Pennington](#); [Curtis Leonard](#) ([cleonard@wspsa.net](mailto:cleonard@wspsa.net)); [Dana Anderson](#); [Darcy Weisner](#); [David Bond](#); [Doug A. Matson](#); [Duggan Harman](#); [Frank Ashby](#); [Frank Hewins](#); [Gary Cohn](#); [Gary Kipp](#); [Gavin Hottman](#); [Greg Lynch](#); [Heidi Hietpas](#); [Jan Hutton](#); [Jason Franklin](#); [Jeff Moore](#); [Jennifer Farmer](#); [Jennifer M. Priddy](#); [Jessica Vavrus](#); [Jim Frey](#); [John Bash](#); [John Welch](#); [Kate Davis](#); [Kevin Chase](#) ([kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)); [Kim Brodie](#) ([kbrodie@fwps.org](mailto:kbrodie@fwps.org)); [Kim Scott](#); [Larry Francois](#); [Linda McDermott](#); [Lisa Dawn-Fisher](#); [Marie Telecky](#); [Marla Miller](#); [Melissa de Vita](#); [Michael Dunn](#); [Michael Merlino](#); [Michael Nelson](#); "Michelle Matakas"; [Michelle Price](#); [Mike Brophy](#); [Mitch Denning](#); [Monica Hunsaker](#); [Rich Puryear](#); [Rosalind Medina](#); [Roz Thompson](#); [Ruth Russell](#); [Sally McLean](#); [Scott Izutsu](#); [Seever, Cathie](#); [Shelley Redinger](#); [Anderson - Moore, Sheryl J](#); [Nielsen, Stephen J](#); [Steve Webb](#); [Susan Smith Leland](#); [T.J. Kelly](#); [Teresa Main](#); [Tim Garchow](#); [Tim Merlino](#); [Tim Yeomans](#); [tvenable@methow.org](mailto:tvenable@methow.org); [Vic Roberts](#); [Chuck Hole](#); [Cory Plager](#); [David Arp](#) ([davea@ncesd.org](mailto:davea@ncesd.org)); [Dustin Kinley](#); [Jerry McDermott](#); [Lisa Matthews](#); [Lori McLeod](#); [Michelle Dearlove](#); [Tom Fleming](#); [trishas@ncesd.org](mailto:trishas@ncesd.org); [Brienne King](#); [Jane Murray](#); [Joli Valentino](#); [Kim Ferra](#); [Larry Mayfield](#); [Brienne King](#); [Wendy Rimmelspacher](#)  
**Subject:** RE: SB 6362 McCleary Fix bill moves forward  
**Date:** Thursday, January 25, 2018 6:46:24 PM  
**Attachments:** [PSSB 6362 Wellman Orchid.pdf](#)  
[PSSB 6362 Zeiger Cherry.pdf](#)  
[image002.png](#)

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JoLynn and company –

FYI, your attachment is missing Page Two of the summary (you have page 1 and 3)

The full three pages are attached (along with the actual substitute).

Please note that Section 16 (regionalization) was struck before the Sub was adopted. Rolfes stated that the language that was in the sub was NOT what was agreed to. She said new/appropriate language would be drafted and added later. She didn't specifically state what was in the agreement.

Also, Zeiger had a sub that was DEFEATED (summary and bill attached). His four points were purely technical – issues that had been agreed upon last year, but were missed or messed up in the final 2242. Billig stated that he agreed with the four points; however, he said that two of them are addressed in the Wellman substitute and the other two are addressed in other bills. Therefore, even though he agreed with the changes, they were already being covered. Zeiger's sub failed.

Hope to see many of you on Sunday,

-dan

Dan Steele  
360.489.3642



**From:** Berge, JoLynn D [mailto:jdberge@seattleschools.org]

**Sent:** Thursday, January 25, 2018 6:34 PM

**To:** Paige Scroger <Paige@wasbo.org>; Bill Keim <bkeim@wasa-oly.org>; Brianne King <brianne@wasbo.org>; Cal Brodie <cbrodie@esd113.org>; Corine Pennington <pennicc@puyallup.k12.wa.us>; Curtis Leonard (cleonard@wspsa.net) <cleonard@wspsa.net>; Dan Steele <dsteeler@wasa-oly.org>; Dana Anderson <danderson@esd113.org>; Darcy Weisner <dweisner@esd123.org>; David Bond <dave.bond@ksd.org>; Doug A. Matson <Doug.Matson@wvwsd.org>; Duggan Harman <duggan.harman@highlineschools.org>; Frank Ashby <fashby@psesd.org>; Frank Hewins <fhewins@fpschools.org>; Gary Cohn <gcohn@everettsd.org>; Gary Kipp <gary@awsp.org>; Gavin Hottman <gavin.hottman@esd112.org>; Greg Lynch <glynch@oesd.wednet.edu>; Heidi Hietpas <hhietpas@sequim.k12.wa.us>; Jan Hutton <jhutton@cvwsd.org>; Jason Franklin <Jason.Franklin@rentonschools.us>; Jeff Moore <jmoore@everettsd.org>; Jennifer Farmer <JFarmer@everettsd.org>; Jennifer M. Priddy <jpriddy@osd.wednet.edu>; Jessica Vavrus <j.vavrus@wssda.org>; Jim Frey <freyj@lynden.wednet.edu>; John Bash <john.bash@tumwater.k12.wa.us>; John Welch <jwelch@psesd.org>; Kate Davis <Kate.Davis@OFM.WA.GOV>; Kevin Chase (kevin.chase@esd105.org) <kevin.chase@esd105.org>; Kim Brodie (kbrodie@fwps.org) <kbrodie@fwps.org>; Kim Scott <KScott@kibesd.org>; Larry Francois <lfrancois@nwesd.org>; Linda McDermott <lindam@spokaneschools.org>; Lisa Dawn-Fisher <Lisa.Dawn-Fisher@k12.wa.us>; Marie Telecky <teleckym@bsd405.org>; Marla Miller <marla.miller@shorelineschools.org>; Melissa de Vita <devitam@bsd405.org>; Michael Dunn <mdunn@esd101.net>; Michael Merlino <michael.merlino@evergreenps.org>; Michael Nelson <michael\_nelson@enumclaw.wednet.edu>; 'Michelle Matakas' <Michelle.Matakas@k12.wa.us>; Michelle Price <michellep@ncesd.org>; Mike Brophy <brophym@wvwsd208.org>; Mitch Denning <medenning@comcast.net>; Monica Hunsaker <mhunsaker@oesd114.org>; Rich Puryear <rich.puryear@rsd.edu>; Rosalind Medina <rmedina@tacoma.k12.wa.us>; Roz Thompson <roz@awsp.org>; Ruth Russell <rrussell@upsd.wednet.edu>; Sally McLean <smclean@fwps.org>; Scott Izutsu <izutsu.scott@yakimaschools.org>; Seever, Cathie <cseever@oesd114.org>; Shelley Redinger <shelleyr@spokaneschools.org>; Anderson - Moore, Sheryl J <sjandersonmo@seattleschools.org>; Nielsen, Stephen J <sjnielsen@seattleschools.org>; Steve Webb <steven.webb@vansd.org>; Susan Smith Leland <susan.leland@rentonschools.us>; T.J. Kelly <thomas.kelly@k12.wa.us>; Teresa Main <Teresa\_Main@lkstevens.wednet.edu>; Tim Garchow <t.garchow@wssda.org>; Tim Merlino <tim.merlino@esd112.org>; Tim Yeomans <yeomats@puyallup.k12.wa.us>; tvenable@methow.org; Vic Roberts <vic.roberts@ksd.org>; Chuck Hole <CHole@psesd.org>; Cory Plager <cplager@esd101.net>; David Arp (davea@ncesd.org) <davea@ncesd.org>; Dustin Kinley <dustin.kinley@esd105.org>; Jerry McDermott <jmcdermott@esd101.net>; Lisa Matthews <lmatthews@nwesd.org>; Lori McLeod <lmcleod@nwesd.org>; Michelle Dearlove <mdearlove@esd123.org>; Tom Fleming <tom.fleming@esd105.org>; trishas@ncesd.org; Brianne King <brianne@wasbo.org>; Jane Murray <jmurray@psesd.org>; Joli Valentino <jvalentino@nsd.org>; Kim Ferra <kim\_ferra@ycs.wednet.edu>; Larry Mayfield <larry.mayfield@washougalsd.org>; Brianne King <brianne@wasbo.org>; Wendy Rimmelspacher <wendy@csdk12.org>

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Mailing Address: MS 33-300  
PO Box 34165  
Seattle, WA 98124-1165  
Office: 206.252.0087  
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You will remember last Monday the Early Learning and K-12 Committee held a hearing on four McCleary fix bills. Today the committee is moving one of the bills ([SB 6362](#)) forward as a work in progress. Negotiators will continue to meet and make changes as the bill moves through the process. The good news is the approach to special education funding is through the per student multiplier rather than the safety net. The provisions regarding regionalization were removed through verbal amendment because of drafting errors but it will continue to be discussed. Please see [amendment summary here](#). The bill now heads to the Senate Ways and Means Committee.

**BRIEF SUMMARY OF PROPOSED SUBSTITUTE FOR 6362****Retained from Senate Bill 6362.**

Per pupil allocations reporting. Maintains the provision that changes OSPI's reporting requirements from per pupil "allocations" to reporting per pupil "expenditures"; removes reporting by grade levels; and eliminates the requirement for the Legislature to report the statewide per pupil allocations for general apportionment and categorical programs. (Section 2, page 2)

K-3 class size. Keeps the provision that delays from 2018-19 SY until the 2019-20 SY, the requirement to demonstrate actual class size in order to receive the 17:1 student teacher ratio funding. (Section 2, page 4)

Transportation vehicle enrichment levies. Retains the provisions that removes the transportation vehicle enrichment levies from the local revenue definition, local enrichment levy restrictions, and accounting.  
(Section 3, page 10; section 13, pages 21 & 22.)

Professional learning days calculation. Maintains the provision that specifies the calculation to be used. Provides that nothing requires a school district to provide professional learning days in excess of the state allocations. (Section 4, page 11 & 12)

Staff mix. Removes the reference to "staff mix" in the salary allocation statutes for tribal compact schools and charter schools. (Sections 8 & 9)

Temporary limitations on salary increases for 2018-19 SY only. Keeps the provisions that modifies the limit to total school district expenditures on all staff salaries, not individual salary increases. Also retains the prohibition on individuals receiving additional compensation for an unexhaustive list: additional days or hours of service, additional responsibilities, step increases, and expansions of academic programs that require additional personnel or increased service provided by current personnel. (Section 10, 11, and 12)

**Provisions different from Senate Bill 6362.**

Hold harmless. Keeps the language from SB 6362 to provide a net revenue (state and local) hold harmless for districts for 2 years. (through the 2019-20 SY).

- Moves the provision out of the statute that defines basic education into a separate statute.
- Eliminates the expiration date of August 31, 2020.  
(Section 1, page 1)

Resident Student. Removes the definition. Current law does not define "resident student."



Pre-ballot approval process. Maintains this process in statute. SB 6362 had repealed it.

Transportation vehicle enrichment levies. Removes these levies from the pre-ballot approval process for enrichment levies. SB 6362 had repealed the pre-ballot approval process. (Section 15, page 23)

Learning Assistance Program (LAP) high poverty allocation. Uses the same language as SB 6362 in the LAP policy statute. Now the language is in two statutes: the LAP funding provision in the prototypical school funding statute and the LAP policy statute to the LAP funding provision in the prototypical schools funding statute.

- Uses a 3-year rolling average of the student enrollment qualifying for free- and reduced-priced meals if that enrollment is equal to or exceeds 50% of enrollment.
- Allows a school to receive the high poverty LAP funding for 1 year after it no longer meets the definition of qualifying school.

(Section 2, page 7; section 5, page 7)

Carryover. Allows districts to carry over up to 20 percent of their categorical funding in the LAP, Transitional Bilingual Instruction Program, and the program for highly capable students to use the next year in the same categorical program. (Section 2, page 2)

Restrictions on use of local levies for administrator salaries. Modifies the limit of use of local levies for administrator's salaries for costs attributable to the administration of enrichment programs. This amount may not exceed 25 percent of the district's local revenues. SB 6362 had removed administrator salaries from local levy restrictions. (Section 3, page 11)

Supplemental contracts.

- Reinstates the struck provision in SB 6362 that supplemental contracts are subject to the limitations on enrichment levies for enrichment only. (Section 3, page 11)
- Stipulates that school districts are not prohibited from providing overtime for work outside the employee's normal schedule. (Section 17, page 28) (Same language used in SB 6397)
- Specifies that the hourly rate applies only to a time-based supplemental contracts. (Section 17, page 28) (Same language used in SB 6397)

Salary inflation measure. Changes the inflationary salary measure from Implicit Price Deflator to CPI. (Section 7, page 16)

Levy and Local Effort Assistance (LEA). Removes the changes to levy or LEA. Instead provides that the Legislature recognizes that modifications to the levy and LEA policies adopted in EHB 2242 are necessary to ensure against negative impact. It is the intent of the Legislature to take action in the 2018 session. (Section 14, page 22)

Regionalization.

- SB 6362 provided regionalization for charter schools and tribal compact schools. The PSSB specifically provides that the average salaries for these schools will not be adjusted by a regionalization factor. (Sections 8, page 17; section 9, page 18)
- For districts sharing a boundary with a district with a higher regionalization factor, the regionalization factor for the district with the lower regionalization factor is increased by one-half of the difference of the higher regionalized shared boundary school district. (Section 16, page 24) (Same language used in SB 6397)

Special education multiplier. Increased from 0.9309 percent of a school district's average per-student general apportionment allocation to 0.9609 percent.

Initiative 1433 paid sick leave. States the Legislature's intent to provide funding to provide funding in the operating budget to support school districts with these costs. (Section 19). SB 6397 had increased staffing on the prototypical school funding model as basic education to provide this funding.

1 AN ACT Relating to modifying basic education funding provisions;  
2 amending RCW 28A.150.260, 28A.150.276, 28A.150.415, 28A.165.055,  
3 28A.320.330, 28A.400.205, 28A.710.280, 28A.715.040, 41.56.800,  
4 41.59.800, 28A.400.006, 84.52.053, 28A.505.240, 28A.150.412,  
5 28A.400.200, and 28A.150.390; adding a new section to chapter 28A.150  
6 RCW; and creating new sections.

7 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

8 NEW SECTION. **Sec. 1.** A new section is added to chapter 28A.150  
9 RCW to read as follows:

10 For the 2018-19 and 2019-20 school years, a school district  
11 qualifies for a hold harmless payment if the sum of the school  
12 district's state basic education allocations plus its enrichment levy  
13 and local effort assistance under chapter 13, Laws of 2017 3rd sp.  
14 sess. is less than the sum of state basic education allocations,  
15 local maintenance and operation levy, and local effort assistance  
16 provided under the law as it existed on January 1, 2017. For the  
17 purposes of this subsection, the local levy is limited to the lesser  
18 of the voter-approved levy as of January 1, 2017, or the maximum levy  
19 allowed under the law as of January 1, 2017.

1       **Sec. 2.** RCW 28A.150.260 and 2017 3rd sp.s. c 13 s 402 are each  
2 amended to read as follows:

3       The purpose of this section is to provide for the allocation of  
4 state funding that the legislature deems necessary to support school  
5 districts in offering the minimum instructional program of basic  
6 education under RCW 28A.150.220. The allocation shall be determined  
7 as follows:

8       (1) The governor shall and the superintendent of public  
9 instruction may recommend to the legislature a formula for the  
10 distribution of a basic education instructional allocation for each  
11 common school district.

12       (2)(a) The distribution formula under this section shall be for  
13 allocation purposes only. Except as may be required under subsections  
14 (4)(b) and (c) and (9) of this section, chapter 28A.155, 28A.165,  
15 28A.180, or 28A.185 RCW, or federal laws and regulations, nothing in  
16 this section requires school districts to use basic education  
17 instructional funds to implement a particular instructional approach  
18 or service. Nothing in this section requires school districts to  
19 maintain a particular classroom teacher-to-student ratio or other  
20 staff-to-student ratio or to use allocated funds to pay for  
21 particular types or classifications of staff. Nothing in this section  
22 entitles an individual teacher to a particular teacher planning  
23 period.

24       (b) To promote transparency (~~((in state funding allocations))~~), the  
25 superintendent of public instruction must report state per-pupil  
26 (~~((allocations))~~) expenditures for each school district for the general  
27 apportionment, special education, learning assistance, transitional  
28 bilingual, highly capable, and career and technical education  
29 programs. The superintendent must also report state general  
30 apportionment (~~((per-pupil allocations by grade))~~) expenditures for  
31 each school (~~((district))~~). The superintendent must report this  
32 information in a user-friendly format on the main page of the  
33 office's web site and on school district apportionment reports.  
34 School districts must include a link to the superintendent's per-  
35 pupil (~~((allocations))~~) expenditures report on the main page of the  
36 school district's web site. (~~((In addition, the budget documents~~  
37 ~~published by the legislature for the enacted omnibus operating~~  
38 ~~appropriations act must report statewide average per-pupil~~  
39 ~~allocations for general apportionment and the categorical programs~~  
40 ~~listed in this subsection.))~~)

1       (3)(a) To the extent the technical details of the formula have  
2 been adopted by the legislature and except when specifically provided  
3 as a school district allocation, the distribution formula for the  
4 basic education instructional allocation shall be based on minimum  
5 staffing and nonstaff costs the legislature deems necessary to  
6 support instruction and operations in prototypical schools serving  
7 high, middle, and elementary school students as provided in this  
8 section. The use of prototypical schools for the distribution formula  
9 does not constitute legislative intent that schools should be  
10 operated or structured in a similar fashion as the prototypes.  
11 Prototypical schools illustrate the level of resources needed to  
12 operate a school of a particular size with particular types and grade  
13 levels of students using commonly understood terms and inputs, such  
14 as class size, hours of instruction, and various categories of school  
15 staff. It is the intent that the funding allocations to school  
16 districts be adjusted from the school prototypes based on the actual  
17 number of annual average full-time equivalent students in each grade  
18 level at each school in the district and not based on the grade-level  
19 configuration of the school to the extent that data is available. The  
20 allocations shall be further adjusted from the school prototypes with  
21 minimum allocations for small schools and to reflect other factors  
22 identified in the omnibus appropriations act.

23       (b) For the purposes of this section, prototypical schools are  
24 defined as follows:

25       (i) A prototypical high school has six hundred average annual  
26 full-time equivalent students in grades nine through twelve;

27       (ii) A prototypical middle school has four hundred thirty-two  
28 average annual full-time equivalent students in grades seven and  
29 eight; and

30       (iii) A prototypical elementary school has four hundred average  
31 annual full-time equivalent students in grades kindergarten through  
32 six.

33       (4)(a)(i) The minimum allocation for each level of prototypical  
34 school shall be based on the number of full-time equivalent classroom  
35 teachers needed to provide instruction over the minimum required  
36 annual instructional hours under RCW 28A.150.220 and provide at least  
37 one teacher planning period per school day, and based on the  
38 following general education average class size of full-time  
39 equivalent students per teacher:

	General education	
	average class size	
Grades K-3. . . . .		17.00
Grade 4. . . . .		27.00
Grades 5-6. . . . .		27.00
Grades 7-8. . . . .		28.53
Grades 9-12. . . . .		28.74

(ii) The minimum class size allocation for each prototypical high school shall also provide for enhanced funding for class size reduction for two laboratory science classes within grades nine through twelve per full-time equivalent high school student multiplied by a laboratory science course factor of 0.0833, based on the number of full-time equivalent classroom teachers needed to provide instruction over the minimum required annual instructional hours in RCW 28A.150.220, and providing at least one teacher planning period per school day:

	Laboratory science	
	average class size	
Grades 9-12. . . . .		19.98

(b)(i) Beginning ((~~September 1, 2018~~)) with the 2019-20 school year, funding for average K-3 class sizes in this subsection (4) may be provided only to the extent of, and proportionate to, the school district's demonstrated actual class size in grades K-3, up to the funded class sizes.

(ii) The office of the superintendent of public instruction shall develop rules to implement this subsection (4)(b).

(c)(i) The minimum allocation for each prototypical middle and high school shall also provide for full-time equivalent classroom teachers based on the following number of full-time equivalent students per teacher in career and technical education:

	Career and technical	
	education average	
	class size	
Approved career and technical education offered at		
the middle school and high school level. . . . .		23.00
Skill center programs meeting the standards established		
by the office of the superintendent of public		
instruction. . . . .		20.00

(ii) Funding allocated under this subsection (4)(c) is subject to RCW 28A.150.265.

(d) In addition, the omnibus appropriations act shall at a minimum specify:

(i) A high-poverty average class size in schools where more than fifty percent of the students are eligible for free and reduced-price meals; and

(ii) A specialty average class size for advanced placement and international baccalaureate courses.

(5) The minimum allocation for each level of prototypical school shall include allocations for the following types of staff in addition to classroom teachers:

	Elementary School	Middle School	High School
Principals, assistant principals, and other certificated building-level administrators. ....	1.253	1.353	1.880
Teacher-librarians, a function that includes information literacy, technology, and media to support school library media programs. ....	0.663	0.519	0.523
Health and social services:			
School nurses. ....	0.076	0.060	0.096
Social workers. ....	0.042	0.006	0.015
Psychologists. ....	0.017	0.002	0.007
Guidance counselors, a function that includes parent outreach and graduation advising. ....	0.493	1.216	2.539
Teaching assistance, including any aspect of educational instructional services provided by classified employees. ....	0.936	0.700	0.652
Office support and other noninstructional aides. ....	2.012	2.325	3.269
Custodians. ....	1.657	1.942	2.965
Classified staff providing student and staff safety. ....	0.079	0.092	0.141
Parent involvement coordinators. ....	0.0825	0.00	0.00

(6)(a) The minimum staffing allocation for each school district to provide district-wide support services shall be allocated per one thousand annual average full-time equivalent students in grades K-12 as follows:

Staff per 1,000

	K-12 students
Technology. . . . .	0.628
Facilities, maintenance, and grounds. . . . .	1.813
Warehouse, laborers, and mechanics. . . . .	0.332

(b) The minimum allocation of staff units for each school district to support certificated and classified staffing of central administration shall be 5.30 percent of the staff units generated under subsections (4)(a) and (5) of this section and (a) of this subsection.

(7) The distribution formula shall include staffing allocations to school districts for career and technical education and skill center administrative and other school-level certificated staff, as specified in the omnibus appropriations act.

(8)(a) Except as provided in (b) of this subsection, the minimum allocation for each school district shall include allocations per annual average full-time equivalent student for the following materials, supplies, and operating costs as provided in the 2017-18 school year, after which the allocations shall be adjusted annually for inflation as specified in the omnibus appropriations act:

	Per annual average full-time equivalent student in grades K-12
Technology. . . . .	\$130.76
Utilities and insurance. . . . .	\$355.30
Curriculum and textbooks. . . . .	\$140.39
Other supplies and library materials. . . . .	\$298.05
Instructional professional development for certificated and classified staff. . . . .	\$21.71
Facilities maintenance. . . . .	\$176.01
Security and central office administration. . . . .	\$121.94

(b) In addition to the amounts provided in (a) of this subsection, beginning in the 2014-15 school year, the omnibus appropriations act shall provide the following minimum allocation for each annual average full-time equivalent student in grades nine through twelve for the following materials, supplies, and operating costs, to be adjusted annually for inflation:

Per annual average  
full-time equivalent student



	in grades 9-12	
Technology. . . . .		\$36.35
Curriculum and textbooks. . . . .		\$39.02
Other supplies and library materials. . . . .		\$82.84
Instructional professional development for certificated and classified staff. . . . .		\$6.04

(9) In addition to the amounts provided in subsection (8) of this section and subject to RCW 28A.150.265, the omnibus appropriations act shall provide an amount based on full-time equivalent student enrollment in each of the following:

- (a) Exploratory career and technical education courses for students in grades seven through twelve;
- (b) Preparatory career and technical education courses for students in grades nine through twelve offered in a high school; and
- (c) Preparatory career and technical education courses for students in grades eleven and twelve offered through a skill center.

(10) In addition to the allocations otherwise provided under this section, amounts shall be provided to support the following programs and services:

(a)(i) To provide supplemental instruction and services for students who are not meeting academic standards through the learning assistance program under RCW 28A.165.005 through 28A.165.065, allocations shall be based on the district percentage of students in grades K-12 who were eligible for free or reduced-price meals in the prior school year. The minimum allocation for the program shall provide for each level of prototypical school resources to provide, on a statewide average, 2.3975 hours per week in extra instruction with a class size of fifteen learning assistance program students per teacher.

(ii) In addition to funding allocated under (a)(i) of this subsection, to provide supplemental instruction and services for students who are not meeting academic standards in ~~((schools where at least fifty percent of students are eligible for free and reduced-price meals))~~ qualifying schools. A qualifying school means a school in which the three-year rolling average of the prior year total annual average enrollment that qualifies for free or reduced-price meals equals or exceeds fifty percent or more of its total annual average enrollment. A school may continue to receive funding for one year after it no longer meets the definition of qualifying school.

1 The minimum allocation for this additional high poverty-based  
2 allocation must provide for each level of prototypical school  
3 resources to provide, on a statewide average, 1.1 hours per week in  
4 extra instruction with a class size of fifteen learning assistance  
5 program students per teacher, under RCW 28A.165.055, school districts  
6 must distribute the high poverty-based allocation to the schools that  
7 generated the funding allocation.

8 (b)(i) To provide supplemental instruction and services for  
9 students whose primary language is other than English, allocations  
10 shall be based on the head count number of students in each school  
11 who are eligible for and enrolled in the transitional bilingual  
12 instruction program under RCW 28A.180.010 through 28A.180.080. The  
13 minimum allocation for each level of prototypical school shall  
14 provide resources to provide, on a statewide average, 4.7780 hours  
15 per week in extra instruction for students in grades kindergarten  
16 through six and 6.7780 hours per week in extra instruction for  
17 students in grades seven through twelve, with fifteen transitional  
18 bilingual instruction program students per teacher. Notwithstanding  
19 other provisions of this subsection (10), the actual per-student  
20 allocation may be scaled to provide a larger allocation for students  
21 needing more intensive intervention and a commensurate reduced  
22 allocation for students needing less intensive intervention, as  
23 detailed in the omnibus appropriations act.

24 (ii) To provide supplemental instruction and services for  
25 students who have exited the transitional bilingual program,  
26 allocations shall be based on the head count number of students in  
27 each school who have exited the transitional bilingual program within  
28 the previous two years based on their performance on the English  
29 proficiency assessment and are eligible for and enrolled in the  
30 transitional bilingual instruction program under RCW  
31 28A.180.040(1)(g). The minimum allocation for each prototypical  
32 school shall provide resources to provide, on a statewide average,  
33 3.0 hours per week in extra instruction with fifteen exited students  
34 per teacher.

35 (c) To provide additional allocations to support programs for  
36 highly capable students under RCW 28A.185.010 through 28A.185.030,  
37 allocations shall be based on 5.0 percent of each school district's  
38 full-time equivalent basic education enrollment. The minimum  
39 allocation for the programs shall provide resources to provide, on a

1 statewide average, 2.1590 hours per week in extra instruction with  
2 fifteen highly capable program students per teacher.

3 (11) For the 2017-18 and 2018-19 school years, a school district  
4 may carry over from one year to the next up to twenty percent of the  
5 funds allocated per program under the provisions of subsection (10)  
6 of this section. Carryover moneys must be expended solely for the  
7 allowable program costs per program as established in subsection (10)  
8 of this section.

9 (12) The allocations under subsections (4)(a), (5), (6), and (8)  
10 of this section shall be enhanced as provided under RCW 28A.150.390  
11 on an excess cost basis to provide supplemental instructional  
12 resources for students with disabilities.

13 ~~((+12+))~~ (13)(a) For the purposes of allocations for prototypical  
14 high schools and middle schools under subsections (4) and (10) of  
15 this section that are based on the percent of students in the school  
16 who are eligible for free and reduced-price meals, the actual percent  
17 of such students in a school shall be adjusted by a factor identified  
18 in the omnibus appropriations act to reflect underreporting of free  
19 and reduced-price meal eligibility among middle and high school  
20 students.

21 (b) Allocations or enhancements provided under subsections (4),  
22 (7), and (9) of this section for exploratory and preparatory career  
23 and technical education courses shall be provided only for courses  
24 approved by the office of the superintendent of public instruction  
25 under chapter 28A.700 RCW.

26 ~~((+13+))~~ (14)(a) This formula for distribution of basic education  
27 funds shall be reviewed biennially by the superintendent and  
28 governor. The recommended formula shall be subject to approval,  
29 amendment or rejection by the legislature.

30 (b) In the event the legislature rejects the distribution formula  
31 recommended by the governor, without adopting a new distribution  
32 formula, the distribution formula for the previous school year shall  
33 remain in effect.

34 (c) The enrollment of any district shall be the annual average  
35 number of full-time equivalent students and part-time students as  
36 provided in RCW 28A.150.350, enrolled on the first school day of each  
37 month, including students who are in attendance pursuant to RCW  
38 28A.335.160 and 28A.225.250 who do not reside within the servicing  
39 school district. The definition of full-time equivalent student shall  
40 be determined by rules of the superintendent of public instruction

1 and shall be included as part of the superintendent's biennial budget  
2 request. The definition shall be based on the minimum instructional  
3 hour offerings required under RCW 28A.150.220. Any revision of the  
4 present definition shall not take effect until approved by the house  
5 ways and means committee and the senate ways and means committee.

6 (d) The office of financial management shall make a monthly  
7 review of the superintendent's reported full-time equivalent students  
8 in the common schools in conjunction with RCW 43.62.050.

9 **Sec. 3.** RCW 28A.150.276 and 2017 3rd sp.s. c 13 s 501 are each  
10 amended to read as follows:

11 (1)(a) Beginning September 1, 2019, school districts may use  
12 local revenues only for documented and demonstrated enrichment of the  
13 state's statutory program of basic education as authorized in  
14 subsection (2) of this section.

15 (b) Nothing in this section revises the definition of the program  
16 of basic education under RCW 28A.150.220 and 28A.150.260.

17 (c) For purposes of this section, "local revenues" means  
18 enrichment levies collected under RCW 84.52.053, (~~transportation~~  
19 ~~vehicle enrichment levies,~~) local effort assistance funding received  
20 under chapter 28A.500 RCW, and other school district local revenues  
21 including, but not limited to, grants, donations, and state and  
22 federal payments in lieu of taxes, except that "local revenues" does  
23 not include other federal revenues, or local revenues that operate as  
24 an offset to the district's basic education allocation under RCW  
25 28A.150.250.

26 (2)(a) Enrichment activities are permitted under this section if  
27 they provide supplementation beyond the state:

28 (i) Minimum instructional offerings of RCW 28A.150.220 or  
29 28A.150.260;

30 (ii) Staffing ratios or program components of RCW 28A.150.260,  
31 including providing additional staff for class size reduction beyond  
32 class sizes allocated in the prototypical school model and additional  
33 staff beyond the staffing ratios allocated in the prototypical school  
34 formula;

35 (iii) Program components of RCW 28A.150.200, 28A.150.220, or  
36 28A.150.260; or

37 (iv) Program of professional learning as defined by RCW  
38 28A.415.430 beyond that allocated pursuant to RCW 28A.150.415.

39 (b) Permitted enrichment activities consist of:

1 (i) Extracurricular activities, extended school days, or an  
2 extended school year;

3 (ii) Additional course offerings beyond the minimum instructional  
4 program established in the state's statutory program of basic  
5 education;

6 (iii) Activities associated with early learning programs;

7 (iv) Any additional salary costs attributable to the provision or  
8 administration of the enrichment activities allowed under this  
9 subsection; and

10 (v) Additional activities or enhancements that the office of the  
11 superintendent of public instruction determines to be a documented  
12 and demonstrated enrichment of the state's statutory program of basic  
13 education under (a) of this subsection and for which the  
14 superintendent approves proposed expenditures during the preballot  
15 approval process required by RCW 84.52.053 and 28A.505.240.

16 (3) In addition to the limitations of subsections (1) and (2) of  
17 this section and of RCW 28A.400.200, permitted enrichment activities  
18 are subject to the following conditions and limitations:

19 (a) If a school district spends local revenues for salary costs  
20 attributable to the administration of enrichment programs, the  
21 portion of administrator salaries attributable to that purpose may  
22 not exceed (~~(the proportion)~~) twenty-five percent of the district's  
23 local revenues (~~(to its other revenues)~~); and

24 (b) Supplemental contracts under RCW 28A.400.200 are subject to  
25 the limitations of this section.

26 (4) The superintendent of public instruction must adopt rules to  
27 implement this section.

28 **Sec. 4.** RCW 28A.150.415 and 2017 3rd sp.s. c 13 s 105 are each  
29 amended to read as follows:

30 (1) Beginning with the 2018-19 school year, the legislature shall  
31 begin phasing in funding for professional learning days for  
32 certificated instructional staff. At a minimum, the state must  
33 allocate funding for:

34 (a) One professional learning day in the 2018-19 school year;

35 (b) Two professional learning days in the 2019-20 school year;  
36 and

37 (c) Three professional learning days in the 2020-21 school year.

38 (2) The calculation for the professional development allocation  
39 is as follows:

1 (a) Multiply the number of state allocated certificated  
2 instructional staff units by the statewide average salary allocation  
3 and the regionalization factor;

4 (b) Divide the result of (a) of this subsection by one hundred  
5 eighty to derive a daily rate; and

6 (c) Multiply the daily rate resulting from (b) of this subsection  
7 by the number of professional development days described in  
8 subsection (1) of this section.

9 (3) Nothing in this section entitles an individual certificated  
10 instructional staff to any particular number of professional learning  
11 days.

12 ~~((+3))~~ (4) Nothing in this section requires a school district to  
13 provide professional learning days in excess of the days that are  
14 funded by this allotment.

15 (5) The professional learning days must meet the definitions and  
16 standards provided in RCW 28A.415.430, 28A.415.432, and 28A.415.434.

17 **Sec. 5.** RCW 28A.165.055 and 2017 3rd sp.s. c 13 s 405 are each  
18 amended to read as follows:

19 (1) The funds for the learning assistance program shall be  
20 appropriated in accordance with RCW 28A.150.260 and the omnibus  
21 appropriations act. The distribution formula is for school district  
22 allocation purposes only, except as provided in RCW  
23 28A.150.260(10)(a)(ii), but all funds appropriated for the learning  
24 assistance program must be expended for the purposes of RCW  
25 28A.165.005 through 28A.165.065.

26 (2) A district's high poverty-based allocation is generated by  
27 its qualifying school buildings and must be expended by the district  
28 for those buildings. This funding must supplement and not supplant  
29 the district's expenditures under this chapter for those school  
30 buildings.

31 (3) A school may continue to receive funding for one year after  
32 it no longer meets the definition of qualifying school.

33 (4) For the purposes of this section, "qualifying school" means a  
34 school in which the three-year rolling average of the prior year  
35 total annual average enrollment that qualifies for free or reduced-  
36 price meals equals or exceeds fifty percent or more of its total  
37 annual average enrollment.

1       **Sec. 6.** RCW 28A.320.330 and 2017 3rd sp.s. c 13 s 601 are each  
2 amended to read as follows:

3       School districts shall establish the following funds in addition  
4 to those provided elsewhere by law:

5       (1)(a) A general fund for the school district to account for all  
6 financial operations of the school district except those required to  
7 be accounted for in another fund.

8       (b) By the 2019-20 school year, a local revenue subfund of its  
9 general fund to account for the financial operations of a school  
10 district that are paid from local revenues. The local revenues that  
11 must be deposited in the local revenue subfund are enrichment levies  
12 (~~((and transportation vehicle enrichment levies))~~) collected under RCW  
13 84.52.053, local effort assistance funding received under chapter  
14 28A.500 RCW, and other school district local revenues including, but  
15 not limited to, grants, donations, and state and federal payments in  
16 lieu of taxes, but do not include other federal revenues, or local  
17 revenues that operate as an offset to the district's basic education  
18 allocation under RCW 28A.150.250. School districts must track  
19 expenditures from this subfund separately to account for the  
20 expenditure of each of these streams of revenue by source, and must  
21 provide any supplemental expenditure schedules required by the  
22 superintendent of public instruction or state auditor for purposes of  
23 RCW 43.09.2856.

24       (2) A capital projects fund shall be established for major  
25 capital purposes. All statutory references to a "building fund" shall  
26 mean the capital projects fund so established. Money to be deposited  
27 into the capital projects fund shall include, but not be limited to,  
28 bond proceeds, proceeds from excess levies authorized by RCW  
29 84.52.053, state apportionment proceeds as authorized by RCW  
30 28A.150.270, earnings from capital projects fund investments as  
31 authorized by RCW 28A.320.310 and 28A.320.320, and state forest  
32 revenues transferred pursuant to subsection (3) of this section.

33       Money derived from the sale of bonds, including interest earnings  
34 thereof, may only be used for those purposes described in RCW  
35 28A.530.010, except that accrued interest paid for bonds shall be  
36 deposited in the debt service fund.

37       Money to be deposited into the capital projects fund shall  
38 include but not be limited to rental and lease proceeds as authorized  
39 by RCW 28A.335.060, and proceeds from the sale of real property as  
40 authorized by RCW 28A.335.130.

1 Money legally deposited into the capital projects fund from other  
2 sources may be used for the purposes described in RCW 28A.530.010,  
3 and for the purposes of:

4 (a) Major renovation and replacement of facilities and systems  
5 where periodical repairs are no longer economical or extend the  
6 useful life of the facility or system beyond its original planned  
7 useful life. Such renovation and replacement shall include, but shall  
8 not be limited to, major repairs, exterior painting of facilities,  
9 replacement and refurbishment of roofing, exterior walls, windows,  
10 heating and ventilating systems, floor covering in classrooms and  
11 public or common areas, and electrical and plumbing systems.

12 (b) Renovation and rehabilitation of playfields, athletic fields,  
13 and other district real property.

14 (c) The conduct of preliminary energy audits and energy audits of  
15 school district buildings. For the purpose of this section:

16 (i) "Preliminary energy audits" means a determination of the  
17 energy consumption characteristics of a building, including the size,  
18 type, rate of energy consumption, and major energy using systems of  
19 the building.

20 (ii) "Energy audit" means a survey of a building or complex which  
21 identifies the type, size, energy use level, and major energy using  
22 systems; which determines appropriate energy conservation maintenance  
23 or operating procedures and assesses any need for the acquisition and  
24 installation of energy conservation measures, including solar energy  
25 and renewable resource measures.

26 (iii) "Energy capital improvement" means the installation, or  
27 modification of the installation, of energy conservation measures in  
28 a building which measures are primarily intended to reduce energy  
29 consumption or allow the use of an alternative energy source.

30 (d) Those energy capital improvements which are identified as  
31 being cost-effective in the audits authorized by this section.

32 (e) Purchase or installation of additional major items of  
33 equipment and furniture: PROVIDED, That vehicles shall not be  
34 purchased with capital projects fund money.

35 (f)(i) Costs associated with implementing technology systems,  
36 facilities, and projects, including acquiring hardware, licensing  
37 software, and online applications and training related to the  
38 installation of the foregoing. However, the software or applications  
39 must be an integral part of the district's technology systems,  
40 facilities, or projects.



(ii) Costs associated with the application and modernization of technology systems for operations and instruction including, but not limited to, the ongoing fees for online applications, subscriptions, or software licenses, including upgrades and incidental services, and ongoing training related to the installation and integration of these products and services. However, to the extent the funds are used for the purpose under this subsection (2)(f)(ii), the school district shall transfer to the district's general fund the portion of the capital projects fund used for this purpose. The office of the superintendent of public instruction shall develop accounting guidelines for these transfers in accordance with internal revenue service regulations.

(g) Major equipment repair, painting of facilities, and other major preventative maintenance purposes. However, to the extent the funds are used for the purpose under this subsection (2)(g), the school district shall transfer to the district's general fund the portion of the capital projects fund used for this purpose. The office of the superintendent of public instruction shall develop accounting guidelines for these transfers in accordance with internal revenue service regulations. Based on the district's most recent two-year history of general fund maintenance expenditures, funds used for this purpose may not replace routine annual preventive maintenance expenditures made from the district's general fund.

(3) A debt service fund to provide for tax proceeds, other revenues, and disbursements as authorized in chapter 39.44 RCW. State forestland revenues that are deposited in a school district's debt service fund pursuant to RCW 79.64.110 and to the extent not necessary for payment of debt service on school district bonds may be transferred by the school district into the district's capital projects fund.

(4) An associated student body fund as authorized by RCW 28A.325.030.

(5) Advance refunding bond funds and refunded bond funds to provide for the proceeds and disbursements as authorized in chapter 39.53 RCW.

**Sec. 7.** RCW 28A.400.205 and 2017 3rd sp.s. c 13 s 102 are each amended to read as follows:

(1) School district employees shall be provided an annual salary inflationary increase in accordance with this section.

1 (a) The inflationary increase shall be calculated by applying the  
2 rate of the yearly increase in the inflationary adjustment index to  
3 any state-funded salary base used in state funding formulas for  
4 teachers and other school district employees. Beginning with the  
5 2020-21 school year, each school district shall be provided an  
6 inflationary adjustment allocation sufficient to grant this  
7 inflationary increase.

8 (b) A school district shall distribute its inflationary  
9 adjustment allocation for salaries and salary-related benefits in  
10 accordance with the district's collective bargaining agreements and  
11 compensation policies. No later than the end of the school year, each  
12 school district shall certify to the superintendent of public  
13 instruction that it has spent funds provided for inflationary  
14 increases on salaries and salary-related benefits.

15 (c) Any funded inflationary increase shall be included in the  
16 salary base used to determine inflationary increases for school  
17 employees in subsequent years. For teachers and other certificated  
18 instructional staff, the rate of the annual inflationary increase  
19 funded for certificated instructional staff shall be applied to the  
20 base salary used with the statewide salary allocation methodology  
21 established under RCW 28A.150.410 and to any other salary allocation  
22 methodologies used to recognize school district personnel costs.

23 (2) For the purposes of this section, "inflationary adjustment  
24 index" means, for any school year, the ~~((implicit price deflator for~~  
25 ~~that fiscal year, using the official current base, compiled by the~~  
26 ~~bureau of labor statistics, United States department of labor for the~~  
27 ~~state of Washington))~~ previous calendar year's annual average  
28 consumer price index, using the official current base, compiled by  
29 the bureau of labor statistics, United States department of labor for  
30 the state of Washington. If the bureau of labor statistics develops  
31 more than one consumer price index for areas within the state, the  
32 index covering the greatest number of people, covering areas  
33 exclusively within the boundaries of the state, and including all  
34 items must be used for the inflationary adjustment index in this  
35 section.

36 **Sec. 8.** RCW 28A.710.280 and 2016 c 241 s 128 are each amended to  
37 read as follows:

1 (1) The legislature intends that state funding for charter  
2 schools be distributed equitably with state funding provided for  
3 other public schools.

4 (2) For eligible students enrolled in a charter school  
5 established and operating in accordance with this chapter, the  
6 superintendent of public instruction shall transmit to each charter  
7 school an amount calculated as provided in this section and based on  
8 the statewide average (~~((staff mix factor))~~) salaries set forth in RCW  
9 28A.150.410 for certificated instructional staff, including any  
10 enrichment to those statutory formulae that is specified in the  
11 omnibus appropriations act, except that the average salaries shall  
12 not be adjusted by a regionalization factor. The amount must be the  
13 sum of (a) and (b) of this subsection, as applicable.

14 (a) The superintendent shall, for purposes of making  
15 distributions under this section, separately calculate and distribute  
16 to charter schools moneys appropriated for general apportionment  
17 under the same ratios as in RCW 28A.150.260.

18 (b) The superintendent also shall, for purposes of making  
19 distributions under this section, and in accordance with the  
20 applicable formulae for categorical programs specified in (b)(i)  
21 through (v) of this subsection (2) and any enrichment to those  
22 statutory formulae that is specified in the omnibus appropriations  
23 act, separately calculate and distribute moneys appropriated by the  
24 legislature to charter schools for:

25 (i) Supplemental instruction and services for underachieving  
26 students through the learning assistance program under RCW  
27 28A.165.005 through 28A.165.065;

28 (ii) Supplemental instruction and services for eligible and  
29 enrolled students and exited students whose primary language is other  
30 than English through the transitional bilingual instruction program  
31 under RCW 28A.180.010 through 28A.180.080;

32 (iii) The opportunity for an appropriate education at public  
33 expense as defined by RCW 28A.155.020 for all eligible students with  
34 disabilities as defined in RCW 28A.155.020;

35 (iv) Programs for highly capable students under RCW 28A.185.010  
36 through 28A.185.030; and

37 (v) Pupil transportation services to and from school in  
38 accordance with RCW 28A.160.150 through 28A.160.180. Distributions  
39 for pupil transportation must be calculated on a per eligible student

1 basis based on the allocation for the previous school year to the  
2 school district in which the charter school is located.

3 (3) The superintendent of public instruction must adopt rules  
4 necessary for the distribution of funding required by this section  
5 and to comply with federal reporting requirements.

6 **Sec. 9.** RCW 28A.715.040 and 2013 c 242 s 5 are each amended to  
7 read as follows:

8 (1) A school that is the subject of a state-tribal education  
9 compact must report student enrollment. Reporting must be done in the  
10 same manner and use the same definitions of enrolled students and  
11 annual average full-time equivalent enrollment as is required of  
12 school districts. The reporting requirements in this subsection are  
13 required for a school to receive state or federal funding that is  
14 allocated based on student characteristics.

15 (2) Funding for a school that is the subject of a state-tribal  
16 education compact shall be apportioned by the superintendent of  
17 public instruction according to the schedule established under RCW  
18 28A.510.250, including general apportionment, special education,  
19 categorical, and other nonbasic education moneys. Allocations for  
20 certificated instructional staff must be based on the statewide  
21 average ((staff mix ratio of the school, as calculated by the  
22 superintendent of public instruction using the statewide salary  
23 allocation schedule and related documents, conditions, and  
24 limitations established by the omnibus appropriations act)) salary  
25 set forth in RCW 28A.150.410, except that the average salaries shall  
26 not be adjusted by a regionalization factor. Allocations for  
27 classified staff and certificated administrative staff must be based  
28 on the salary allocations of the school district in which the school  
29 is located(~~((, subject to conditions and limitations established by~~  
30 ~~the omnibus appropriations act))~~ as set forth in RCW 28A.150.410,  
31 except that the average salaries shall not be adjusted by a  
32 regionalization factor. Nothing in this section requires a school  
33 that is the subject of a state-tribal education compact to use the  
34 statewide salary allocation schedule. Such a school is eligible to  
35 apply for state grants on the same basis as a school district.

36 (3) Any moneys received by a school that is the subject of a  
37 state-tribal education compact from any source that remain in the  
38 school's accounts at the end of any budget year must remain in the

1 school's accounts for use by the school during subsequent budget  
2 years.

3 **Sec. 10.** RCW 41.56.800 and 2017 3rd sp.s. c 13 s 701 are each  
4 amended to read as follows:

5 (1) A school district collective bargaining agreement that is  
6 executed or modified after July 6, 2017, and that is in effect for  
7 the 2018-19 school year may not ~~((provide))~~ increase total school  
8 district expenditures for classified staff ~~((with a percentage~~  
9 ~~increase to total salary))~~ salaries for the 2018-19 school year~~((,~~  
10 ~~including supplemental contracts, that exceeds))~~ by more than the  
11 previous calendar year's annual average consumer price index, using  
12 the official current base compiled by the bureau of labor statistics,  
13 United States department of labor, for the city of Seattle. However,  
14 if a district's average classified staff salary is less than the  
15 average classified salary allocated by the state for that year, the  
16 district may increase salaries not to exceed the point where the  
17 district's average classified staff salary equals the average  
18 classified staff salary allocated by the state.

19 (2) Nothing in this section prohibits individuals from receiving  
20 additional compensation for service including, but not limited to,  
21 additional days or hours of service, additional responsibilities,  
22 step increases, and expansions of academic programs that require  
23 additional personnel or increased service provided by current  
24 personnel.

25 (3) This section expires August 31, 2019.

26 **Sec. 11.** RCW 41.59.800 and 2017 3rd sp.s. c 13 s 702 are each  
27 amended to read as follows:

28 (1) A school district collective bargaining agreement that is  
29 executed or modified after July 6, 2017, and that is in effect for  
30 the 2018-19 school year may not ~~((provide))~~ increase total school  
31 district expenditures for certificated instructional staff ~~((with a~~  
32 ~~percentage increase to total salary))~~ salaries for the 2018-19 school  
33 year~~((,~~ ~~including supplemental contracts, that exceeds))~~ by more than  
34 the previous calendar year's annual average consumer price index,  
35 using the official current base compiled by the bureau of labor  
36 statistics, United States department of labor, for the city of  
37 Seattle. However, if a district's average certificated instructional  
38 staff salary is less than the average certificated instructional

1 staff salary allocated by the state for that year, the district may  
2 increase salaries not to exceed the point where the district's  
3 average certificated instructional staff salary equals the average  
4 certificated instructional staff salary allocated by the state.

5 (2) Nothing in this section prohibits individuals from receiving  
6 additional compensation for service including, but not limited to,  
7 additional days or hours of service, additional responsibilities,  
8 step increases, and expansions of academic programs that require  
9 additional personnel or increased service provided by current  
10 personnel.

11 (3) This section expires August 31, 2019.

12 **Sec. 12.** RCW 28A.400.006 and 2017 3rd sp.s. c 13 s 703 are each  
13 amended to read as follows:

14 (1) A school district may not (~~(provide any)~~) increase total  
15 school district expenditures for certificated administrative staff  
16 (~~((with a percentage increase to total salary))~~) for the 2018-19 school  
17 year(~~(, including supplemental contracts, that exceeds)~~) by more than  
18 the previous calendar year's annual average consumer price index,  
19 using the official current base compiled by the bureau of labor  
20 statistics, United States department of labor, for the city of  
21 Seattle. However, if a district's average certificated administrative  
22 staff salary is less than the average certificated administrative  
23 salary allocated by the state for that year, the district may  
24 increase salaries not to exceed the point where the district's  
25 average certificated administrative staff salary equals the average  
26 certificated administrative staff salary allocated by the state.

27 (2) Nothing in this section prohibits individuals from receiving  
28 additional compensation for service including, but not limited to,  
29 additional days or hours of service, additional responsibilities,  
30 step increases, and expansions of academic programs that require  
31 additional personnel or increased service provided by current  
32 personnel.

33 (3) This section expires August 31, 2019.

34 **Sec. 13.** RCW 84.52.053 and 2017 3rd sp.s. c 13 s 201 are each  
35 amended to read as follows:

36 (1) The limitations imposed by RCW 84.52.050 through 84.52.056,  
37 and 84.52.043 shall not prevent the levy of taxes by school  
38 districts, when authorized so to do by the voters of such school

1 district in the manner and for the purposes and number of years  
2 allowable under Article VII, section 2(a) and Article IX, section 1  
3 of the Constitution of this state. Elections for such taxes shall be  
4 held in the year in which the levy is made or, in the case of  
5 propositions authorizing two-year through four-year levies for  
6 enrichment funding for a school district, authorizing two-year levies  
7 for transportation vehicle funds established in RCW 28A.160.130  
8 through calendar year 2019, authorizing two-year levies for  
9 transportation vehicle (~~enrichment~~) levies beginning with calendar  
10 year 2020, or authorizing two-year through six-year levies to support  
11 the construction, modernization, or remodeling of school facilities,  
12 which includes the purposes of RCW 28A.320.330(2) (f) and (g), in the  
13 year in which the first annual levy is made.

14 (2)(a) Once additional tax levies have been authorized for  
15 enrichment funding for a school district for a two-year through four-  
16 year period as provided under subsection (1) of this section, no  
17 further additional tax levies for enrichment funding for the district  
18 for that period may be authorized, except for additional levies to  
19 provide for subsequently enacted increases affecting the district's  
20 maximum levy.

21 (b) Notwithstanding (a) of this subsection, any school district  
22 that is required to annex or receive territory pursuant to a  
23 dissolution of a financially insolvent school district pursuant to  
24 RCW 28A.315.225 may call either a replacement or supplemental levy  
25 election within the school district, including the territory annexed  
26 or transferred, as follows:

27 (i) An election for a proposition authorizing two-year through  
28 four-year levies for enrichment funding for a school district may be  
29 called and held before the effective date of dissolution to replace  
30 existing enrichment levies and to provide for increases due to the  
31 dissolution.

32 (ii) An election for a proposition authorizing additional tax  
33 levies may be called and held before the effective date of  
34 dissolution to provide for increases due to the dissolution.

35 (iii) In the event a replacement levy election under (b)(i) of  
36 this subsection is held but does not pass, the affected school  
37 district may subsequently hold a supplemental levy election pursuant  
38 to (b)(ii) of this subsection if the supplemental levy election is  
39 held before the effective date of dissolution. In the event a  
40 supplemental levy election is held under (b)(ii) of this subsection

1 but does not pass, the affected school district may subsequently hold  
2 a replacement levy election pursuant to (b)(i) of this subsection if  
3 the replacement levy election is held before the effective date of  
4 dissolution. Failure of a replacement levy or supplemental levy  
5 election does not affect any previously approved and existing  
6 enrichment levy within the affected school district or districts.

7 (c) For the purpose of applying the limitation of this subsection  
8 (2), a two-year through six-year levy to support the construction,  
9 modernization, or remodeling of school facilities shall not be deemed  
10 to be a tax levy for enrichment funding for a school district.

11 (3) A special election may be called and the time therefor fixed  
12 by the board of school directors, by giving notice thereof by  
13 publication in the manner provided by law for giving notices of  
14 general elections, at which special election the proposition  
15 authorizing such excess levy shall be submitted in such form as to  
16 enable the voters favoring the proposition to vote "yes" and those  
17 opposed thereto to vote "no."

18 (4)(a) Beginning September 1, 2019, school districts may use  
19 enrichment levies (~~((and transportation vehicle enrichment levies))~~)  
20 solely to enrich the state's statutory program of basic education as  
21 authorized under RCW 28A.150.276.

22 (b) Beginning with propositions for enrichment levies (~~((and~~  
23 ~~transportation vehicle enrichment levies))~~) for collection in calendar  
24 year 2020 and thereafter, a district must receive approval of an  
25 enrichment levy expenditure plan from the superintendent of public  
26 instruction under RCW 28A.505.240 before submission of the  
27 proposition to the voters.

28 NEW SECTION. **Sec. 14.** The legislature recognizes that  
29 modifications to the local levy and local effort assistance policies  
30 adopted as part of Engrossed House Bill No. 2242 (chapter 13, Laws of  
31 2017 3rd sp. sess.) in 2017 are necessary in order to ensure that  
32 those policies do not negatively impact our schools and our students.  
33 It is the intent of the legislature to take action to reform those  
34 policies in the 2018 legislative session.

35 **Sec. 15.** RCW 28A.505.240 and 2017 3rd sp.s. c 13 s 204 are each  
36 amended to read as follows:

37 (1) As required by RCW 84.52.053(4), before a school district may  
38 submit an enrichment levy(~~((, including a transportation vehicle~~



1 ~~enrichment levy,~~) under RCW 84.52.053 to the voters, it must have  
2 received approval from the office of the superintendent of public  
3 instruction of an expenditure plan for the district's enrichment levy  
4 and other local revenues as defined in RCW 28A.150.276. Within thirty  
5 days after receiving the plan the office of the superintendent of  
6 public instruction must notify the school district whether the  
7 spending plan is approved. If the office of the superintendent of  
8 public instruction rejects a district's proposed spending plan, then  
9 the district may submit a revised spending plan, and the  
10 superintendent must approve or reject the revised submission within  
11 thirty days. The office of the superintendent of public instruction  
12 may approve a spending plan only if it determines that the enrichment  
13 levy and other local revenues as defined in RCW 28A.150.276(1) will  
14 be used solely for permitted enrichment activities as provided in RCW  
15 28A.150.276(2).

16 (2)(a) Except as provided in (b) of this subsection, after a  
17 school district has received voter approval for a levy for an  
18 enrichment levy under RCW 84.52.053, a school district may change its  
19 spending plan for the voter-approved levy by submitting a revised  
20 spending plan to the office of the superintendent of public  
21 instruction for review and approval. To revise a previously approved  
22 spending plan, the district must provide notice and an opportunity  
23 for review and comment at an open meeting of the school board, and  
24 the board must adopt the revised spending plan by resolution. The  
25 board must then submit the plan to the office of the superintendent  
26 of public instruction. Within thirty days after receiving the revised  
27 spending plan the office must notify the school district whether the  
28 revised spending plan is approved. The office of the superintendent  
29 of public instruction may approve a revised spending plan only if it  
30 determines that the enrichment levy and other local revenues as  
31 defined in RCW 28A.150.276(1) will be used solely for permitted  
32 enrichment activities as provided in RCW 28A.150.276(2).

33 (b) If the superintendent has approved expenditures for specific  
34 purposes under (a) of this subsection, a district may change the  
35 relative amounts to be spent for those respective purposes for the  
36 same levy in subsequent years without having to first receive  
37 approval for the change from the office of the superintendent of  
38 public instruction if the district adopts the change as part of its  
39 annual budget proposal after a public hearing under RCW 28A.505.060.

(3) This section applies to taxes levied for collection beginning in calendar year 2020 and thereafter.

**Sec. 16.** RCW 28A.150.412 and 2017 3rd sp.s. c 13 s 104 are each amended to read as follows:

(1) Beginning with the 2023 regular legislative session, and every six years thereafter, the legislature shall review and rebase state basic education compensation allocations compared to school district compensation data, regionalization factors, and other economic information. The legislature shall revise the minimum allocations and regionalization factors if necessary to ensure that state basic education allocations continue to provide market-rate salaries and that regionalization adjustments reflect actual economic differences between school districts.

(2)(a) For school districts with single-family residential values above the statewide median residential value, regionalization factors for school years 2018-19 through school year 2022-23 are as follows:

(i) For school districts in tercile 1, state salary allocations for school district employees are regionalized by six percent;

(ii) For school districts in tercile 2, state salary allocations for school district employees are regionalized by twelve percent;

~~((and))~~

(iii) For school districts in tercile 3, state salary allocations for school district employees are regionalized by eighteen percent;

and

(iv) For school districts sharing a boundary with a school district receiving a higher regionalization factor, state salary allocations for school district employees are increased by half of the difference of the higher regionalized shared boundary school district and the school district.

(b) Additional school district adjustments are identified in the omnibus appropriations act, and these adjustments are partially reduced or eliminated by the 2022-23 school year as follows:

(i) Adjustments that increase the regionalization factor to a value that is greater than the tercile 3 regionalization factor must be reduced by two percentage points each school year beginning with school year 2020-21, through 2022-23.

(ii) Adjustments that increase the regionalization factor to a value that is less than or equal to the tercile 3 regionalization

1 factor must be reduced by one percentage point each school year  
2 beginning with school year 2020-21, through 2022-23.

3 (3) To aid the legislature in reviewing and rebasing  
4 regionalization factors, the department of revenue shall, by November  
5 1, 2022, and by November 1st every six years thereafter, determine  
6 the median single-family residential value of each school district as  
7 well as the median value of proximate districts within fifteen miles  
8 of the boundary of the school district for which the median  
9 residential value is being calculated.

10 (4) No district may receive less state funding for the minimum  
11 state salary allocation as compared to its prior school year salary  
12 allocation as a result of adjustments that reflect updated  
13 regionalized salaries.

14 (5) The definitions in this subsection apply throughout this  
15 section unless the context clearly requires otherwise.

16 (a) "Median residential value of each school district" means the  
17 median value of all single-family residential parcels included within  
18 a school district and any other school district that is proximate to  
19 the school district.

20 (b) "Proximate to the school district" means within fifteen miles  
21 of the boundary of the school district for which the median  
22 residential value is being calculated.

23 (c) "School district employees" means state-funded certificated  
24 instructional staff, certificated administrative staff, and  
25 classified staff.

26 (d) "School districts in tercile 1" means school districts with  
27 median single-family residential values in the first tercile of  
28 districts with single-family residential values above the statewide  
29 median residential value.

30 (e) "School districts in tercile 2" means school districts with  
31 median single-family residential values in the second tercile of  
32 districts with single-family residential values above the statewide  
33 median residential value.

34 (f) "School districts in tercile 3" means school districts with  
35 median single-family residential values in the third tercile of  
36 districts with single-family residential values above the statewide  
37 median residential value.

38 (g) "Statewide median residential value" means the median value  
39 of single-family residential parcels located within all school  
40 districts, reduced by five percent.

1       **Sec. 17.** RCW 28A.400.200 and 2017 3rd sp.s. c 13 s 103 are each  
2 amended to read as follows:

3       (1) Every school district board of directors shall fix, alter,  
4 allow, and order paid salaries and compensation for all district  
5 employees in conformance with this section.

6       (2)(a) Through the 2017-18 school year, salaries for certificated  
7 instructional staff shall not be less than the salary provided in the  
8 appropriations act in the statewide salary allocation schedule for an  
9 employee with a baccalaureate degree and zero years of service;

10       (b) Salaries for certificated instructional staff with a master's  
11 degree shall not be less than the salary provided in the  
12 appropriations act in the statewide salary allocation schedule for an  
13 employee with a master's degree and zero years of service; and

14       (c) Beginning with the 2019-20 school year:

15       (i) Salaries for full-time certificated instructional staff must  
16 not be less than forty thousand dollars, to be adjusted for regional  
17 differences in the cost of hiring staff as specified in RCW  
18 28A.150.410, and to be adjusted annually by the same inflationary  
19 measure as provided in RCW 28A.400.205;

20       (ii) Salaries for full-time certificated instructional staff with  
21 at least five years of experience must exceed by at least ten percent  
22 the value specified in (c)(i) of this subsection;

23       (iii) A district may not pay full-time certificated instructional  
24 staff a salary that exceeds ninety thousand dollars, subject to  
25 adjustment for regional differences in the cost of hiring staff as  
26 specified in RCW 28A.150.410. This maximum salary is adjusted  
27 annually by the inflationary measure in RCW 28A.400.205;

28       (iv) These minimum and maximum salaries apply to the services  
29 provided as part of the state's statutory program of basic education  
30 and exclude supplemental contracts for additional time,  
31 responsibility, or incentive pursuant to this section or for  
32 enrichment pursuant to RCW 28A.150.276;

33       (v) A district may pay a salary that exceeds this maximum salary  
34 by up to ten percent for full-time certificated instructional staff:  
35 Who are educational staff associates; who teach in the subjects of  
36 science, technology, engineering, or math; or who teach in the  
37 transitional bilingual instruction or special education programs.

38       (3)(a)(i) Through the 2017-18 school year the actual average  
39 salary paid to certificated instructional staff shall not exceed the  
40 district's average certificated instructional staff salary used for

1 the state basic education allocations for that school year as  
2 determined pursuant to RCW 28A.150.410.

3 (ii) For the 2018-19 school year, salaries for certificated  
4 instructional staff are subject to the limitations in RCW 41.59.800.

5 (iii) Beginning with the 2019-20 school year, for purposes of  
6 subsection (4) of this section, RCW 28A.150.276, and 28A.505.100,  
7 each school district must annually identify the actual salary paid to  
8 each certificated instructional staff for services rendered as part  
9 of the state's program of basic education.

10 (b) Through the 2018-19 school year, fringe benefit contributions  
11 for certificated instructional staff shall be included as salary  
12 under (a)(i) of this subsection only to the extent that the  
13 district's actual average benefit contribution exceeds the amount of  
14 the insurance benefits allocation, less the amount remitted by  
15 districts to the health care authority for retiree subsidies,  
16 provided per certificated instructional staff unit in the state  
17 operating appropriations act in effect at the time the compensation  
18 is payable. For purposes of this section, fringe benefits shall not  
19 include payment for unused leave for illness or injury under RCW  
20 28A.400.210; employer contributions for old age survivors insurance,  
21 workers' compensation, unemployment compensation, and retirement  
22 benefits under the Washington state retirement system; or employer  
23 contributions for health benefits in excess of the insurance benefits  
24 allocation provided per certificated instructional staff unit in the  
25 state operating appropriations act in effect at the time the  
26 compensation is payable. A school district may not use state funds to  
27 provide employer contributions for such excess health benefits.

28 (c) Salary and benefits for certificated instructional staff in  
29 programs other than basic education shall be consistent with the  
30 salary and benefits paid to certificated instructional staff in the  
31 basic education program.

32 (4)(a) Salaries and benefits for certificated instructional staff  
33 may exceed the limitations in subsection (3) of this section only by  
34 separate contract for additional time, for additional  
35 responsibilities, or for incentives. Supplemental contracts shall not  
36 cause the state to incur any present or future funding obligation.  
37 Supplemental contracts must be accounted for by a school district  
38 when the district is developing its four-year budget plan under RCW  
39 28A.505.040.

(b) Supplemental contracts shall be subject to the collective bargaining provisions of chapter 41.59 RCW and the provisions of RCW 28A.405.240, shall not exceed one year, and if not renewed shall not constitute adverse change in accordance with RCW 28A.405.300 through 28A.405.380. No district may enter into a supplemental contract under this subsection for the provision of services which are a part of the basic education program required by Article IX, section 1 of the state Constitution and RCW 28A.150.220. Beginning September 1, 2019, supplemental contracts for certificated instructional staff are subject to the following additional restrictions: School districts may enter into supplemental contracts only for enrichment activities as defined in and subject to the limitations of RCW 28A.150.276. The rate the district pays under a time-based supplemental contract may not exceed the hourly rate provided to that same instructional staff for services under the basic education salary identified pursuant to subsection (3)(a)(iii) of this section. Nothing in this section prohibits school districts from providing overtime payments for time worked outside the employee's normal schedule.

(5) Employee benefit plans offered by any district shall comply with RCW 28A.400.350, 28A.400.275, and 28A.400.280.

**Sec. 18.** RCW 28A.150.390 and 2017 3rd sp.s. c 13 s 406 are each amended to read as follows:

(1) The superintendent of public instruction shall submit to each regular session of the legislature during an odd-numbered year a programmed budget request for special education programs for students with disabilities. Funding for programs operated by local school districts shall be on an excess cost basis from appropriations provided by the legislature for special education programs for students with disabilities and shall take account of state funds accruing through RCW 28A.150.260 (4)(a), (5), (6), and (8).

(2) The excess cost allocation to school districts shall be based on the following:

(a) A district's annual average headcount enrollment of students ages birth through four and those five year olds not yet enrolled in kindergarten who are eligible for and enrolled in special education, multiplied by the district's base allocation per full-time equivalent student, multiplied by 1.15; and

(b) A district's annual average full-time equivalent basic education enrollment, multiplied by the district's funded enrollment

1 percent, multiplied by the district's base allocation per full-time  
2 equivalent student, multiplied by ((~~0.9309~~)) 0.9609.

3 (3) As used in this section:

4 (a) "Base allocation" means the total state allocation to all  
5 schools in the district generated by the distribution formula under  
6 RCW 28A.150.260 (4)(a), (5), (6), and (8), to be divided by the  
7 district's full-time equivalent enrollment.

8 (b) "Basic education enrollment" means enrollment of resident  
9 students including nonresident students enrolled under RCW  
10 28A.225.225 and students from nonhigh districts enrolled under RCW  
11 28A.225.210 and excluding students residing in another district  
12 enrolled as part of an interdistrict cooperative program under RCW  
13 28A.225.250.

14 (c) "Enrollment percent" means the district's resident special  
15 education annual average enrollment, excluding students ages birth  
16 through four and those five year olds not yet enrolled in  
17 kindergarten, as a percent of the district's annual average full-time  
18 equivalent basic education enrollment.

19 (d) "Funded enrollment percent" means the lesser of the  
20 district's actual enrollment percent or thirteen and five-tenths  
21 percent.

22 NEW SECTION. **Sec. 19.** The legislature recognizes that  
23 Initiative Measure No. 1433 was approved by the voters of the state  
24 of Washington in 2016 requiring employers to provide paid sick leave  
25 to each of its employees. The legislature acknowledges that the  
26 enactment of this initiative contributes to the costs of operations  
27 of the state's public schools and intends to provide funding in the  
28 omnibus appropriations act to support school districts with these  
29 additional costs.

--- END ---

**BRIEF SUMMARY OF PROPOSED SUBSTITUTE SENATE BILL 6362**

- Moves the exact language regarding the net revenue (state and local) hold harmless, including the expiration date, from the state's statutory definition of basic education to the apportionment chapter. This does not change the apportionment schedule.
- Re-establishes the nonhigh/high maximum levy amount, effective on January 1, 2019.
- Revises the health care provisions for the required school district employee share of the cost for family coverage premiums may not exceed three times the premiums for a school employee purchasing single coverage for the same coverage plan.
- Removes the reference to "staff mix" factor, which was eliminated in EHB 2242, in the charter school and tribal compact school statutes.

1       AN ACT Relating to modifying basic education funding provisions;  
2       amending RCW 41.05.740, 28A.710.280, and 28A.715.040; adding a new  
3       section to chapter 28A.150 RCW; adding a new section to chapter 84.52  
4       RCW; providing an effective date; and providing an expiration date.

5       BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

6       NEW SECTION.   **Sec. 1.**   A new section is added to chapter 28A.150  
7       RCW to read as follows:

8       (1) For the 2018-19 and 2019-20 school years, a school district  
9       qualifies for a hold harmless payment if the sum of the school  
10      district's state basic education allocations plus its enrichment levy  
11      and local effort assistance under chapter 13, Laws of 2017 3rd sp.  
12      sess. is less than the sum of state basic education allocations,  
13      local maintenance and operation levy, and local effort assistance  
14      provided under the law as it existed on January 1, 2017. For the  
15      purposes of this subsection, the local levy is limited to the lesser  
16      of the voter-approved levy as of January 1, 2017, or the maximum levy  
17      allowed under the law as of January 1, 2017.

18      (2) This section expires August 31, 2020.

19      NEW SECTION.   **Sec. 2.**   A new section is added to chapter 84.52  
20      RCW to read as follows:



1 For districts in a high/nonhigh relationship, if the district is  
2 subject to the maximum per pupil limit under RCW 84.52.0531, the high  
3 school district's maximum levy amount must be reduced by an amount  
4 equal to the estimated amount of the nonhigh payment due to the high  
5 school district under RCW 28A.545.030(3) and 28A.545.050 for the  
6 school year commencing the year of the levy.

7 **Sec. 3.** RCW 41.05.740 and 2017 3rd sp.s. c 13 s 801 are each  
8 amended to read as follows:

9 (1) The school employees' benefits board is created within the  
10 authority. The function of the board is to design and approve  
11 insurance benefit plans for school employees and to establish  
12 eligibility criteria for participation in insurance benefit plans.

13 (2) By September 30, 2017, the governor shall appoint the  
14 following voting members to the board as follows:

15 (a) Two members from associations representing certificated  
16 employees;

17 (b) Two members from associations representing classified  
18 employees;

19 (c) Four members with expertise in employee health benefits  
20 policy and administration, one of which is nominated by an  
21 association representing school business officials; and

22 (d) The director of the authority or his or her designee.

23 (3) Initial members of the board shall serve staggered terms not  
24 to exceed four years. Members appointed thereafter shall serve two-  
25 year terms.

26 (4) Members of the board must be compensated in accordance with  
27 RCW 43.03.250 and must be reimbursed for their travel expenses while  
28 on official business in accordance with RCW 43.03.050 and 43.03.060.

29 (5) The director of the authority or his or her designee shall be  
30 the chair and another member shall be selected by the board as vice  
31 chair. The chair shall conduct meetings of the board. The vice chair  
32 shall preside over meetings in the absence of the chair. The board  
33 shall develop bylaws for the conduct of its business.

34 (6) The board shall:

35 (a) Study all matters connected with the provision of health care  
36 coverage, life insurance, liability insurance, accidental death and  
37 dismemberment, and disability insurance, or any of, or combination  
38 of, the enumerated types of insurance for eligible employees and  
39 their dependents on the best basis possible with relation both to the

welfare of the employees and the state. However, liability insurance should not be made available to dependents;

(b) Develop employee benefit plans that include comprehensive, evidence-based health care benefits for employees. In developing these plans, the board shall consider the following elements:

(i) Methods of maximizing cost containment while ensuring access to quality health care;

(ii) Development of provider arrangements that encourage cost containment and ensure access to quality care including, but not limited to, prepaid delivery systems and prospective payment methods;

(iii) Wellness, preventive care, chronic disease management, and other incentives that focus on proven strategies;

(iv) Utilization review procedures to support cost-effective benefits delivery;

(v) Ways to leverage efficient purchasing by coordinating with the public employees' benefits board;

(vi) Effective coordination of benefits; and

(vii) Minimum standards for insuring entities;

(c) Authorize premium contributions for ~~((an))~~ a school employee and the employee's dependents in a manner that encourages the use of cost-efficient health care systems. For participating school employees, the required employee share of the cost for family coverage ~~((under a plan))~~ premiums may not exceed ~~((the required employee share of the cost for employee-only coverage))~~ three times the premiums for a school employee purchasing single coverage for the same coverage plan;

(d) Determine the terms and conditions of employee and dependent eligibility criteria, enrollment policies, and scope of coverage. At a minimum, the eligibility criteria established by the board shall address the following:

(i) The effective date of coverage following hire;

(ii) An employee must work at least six hundred thirty hours per year to qualify for coverage; and

(iii) Coverage for dependents, including criteria for legal spouses; children up to age twenty-six; children of any age with disabilities, mental illness, or intellectual or other developmental disabilities; and state registered domestic partners, as defined in RCW 26.60.020, and others authorized by the legislature;

(e) Determine the terms and conditions of purchasing system participation, consistent with chapter 13, Laws of 2017 3rd sp.

1 sess., including establishment of criteria for employing districts  
2 and individual employees;

3 (f) Establish penalties to be imposed when the employing district  
4 fails to comply with established participation criteria; and

5 (g) Participate with the authority in the preparation of  
6 specifications and selection of carriers contracted for employee  
7 benefit plan coverage of eligible employees in accordance with the  
8 criteria set forth in rules. To the extent possible, the board shall  
9 leverage efficient purchasing by coordinating with the public  
10 employees' benefits board.

11 (7) By November 30, 2021, the authority shall review the benefit  
12 plans provided through the school employees' benefits board, complete  
13 an analysis of the benefits provided and the administration of the  
14 benefits plans, and determine whether provisions in chapter 13, Laws  
15 of 2017 3rd sp. sess. have resulted in cost savings to the state. The  
16 authority shall submit a report to the relevant legislative policy  
17 and fiscal committees summarizing the results of the review and  
18 analysis.

19 **Sec. 4.** RCW 28A.710.280 and 2016 c 241 s 128 are each amended to  
20 read as follows:

21 (1) The legislature intends that state funding for charter  
22 schools be distributed equitably with state funding provided for  
23 other public schools.

24 (2) For eligible students enrolled in a charter school  
25 established and operating in accordance with this chapter, the  
26 superintendent of public instruction shall transmit to each charter  
27 school an amount calculated as provided in this section and based on  
28 the statewide average (~~((staff mix factor))~~) salaries set forth in RCW  
29 28A.150.410 for certificated instructional staff, including any  
30 enrichment to those statutory formulae that is specified in the  
31 omnibus appropriations act. The amount must be the sum of (a) and (b)  
32 of this subsection, as applicable.

33 (a) The superintendent shall, for purposes of making  
34 distributions under this section, separately calculate and distribute  
35 to charter schools moneys appropriated for general apportionment  
36 under the same ratios as in RCW 28A.150.260.

37 (b) The superintendent also shall, for purposes of making  
38 distributions under this section, and in accordance with the  
39 applicable formulae for categorical programs specified in (b)(i)

1 through (v) of this subsection (2) and any enrichment to those  
2 statutory formulae that is specified in the omnibus appropriations  
3 act, separately calculate and distribute moneys appropriated by the  
4 legislature to charter schools for:

5 (i) Supplemental instruction and services for underachieving  
6 students through the learning assistance program under RCW  
7 28A.165.005 through 28A.165.065;

8 (ii) Supplemental instruction and services for eligible and  
9 enrolled students and exited students whose primary language is other  
10 than English through the transitional bilingual instruction program  
11 under RCW 28A.180.010 through 28A.180.080;

12 (iii) The opportunity for an appropriate education at public  
13 expense as defined by RCW 28A.155.020 for all eligible students with  
14 disabilities as defined in RCW 28A.155.020;

15 (iv) Programs for highly capable students under RCW 28A.185.010  
16 through 28A.185.030; and

17 (v) Pupil transportation services to and from school in  
18 accordance with RCW 28A.160.150 through 28A.160.180. Distributions  
19 for pupil transportation must be calculated on a per eligible student  
20 basis based on the allocation for the previous school year to the  
21 school district in which the charter school is located.

22 (3) The superintendent of public instruction must adopt rules  
23 necessary for the distribution of funding required by this section  
24 and to comply with federal reporting requirements.

25 **Sec. 5.** RCW 28A.715.040 and 2013 c 242 s 5 are each amended to  
26 read as follows:

27 (1) A school that is the subject of a state-tribal education  
28 compact must report student enrollment. Reporting must be done in the  
29 same manner and use the same definitions of enrolled students and  
30 annual average full-time equivalent enrollment as is required of  
31 school districts. The reporting requirements in this subsection are  
32 required for a school to receive state or federal funding that is  
33 allocated based on student characteristics.

34 (2) Funding for a school that is the subject of a state-tribal  
35 education compact shall be apportioned by the superintendent of  
36 public instruction according to the schedule established under RCW  
37 28A.510.250, including general apportionment, special education,  
38 categorical, and other nonbasic education moneys. Allocations for  
39 certificated instructional staff must be based on the statewide

1 average ((~~staff mix ratio of the school, as calculated by the~~  
2 ~~superintendent of public instruction using the statewide salary~~  
3 ~~allocation schedule and related documents, conditions, and~~  
4 ~~limitations established by the omnibus appropriations act~~)) salary  
5 set forth in RCW 28A.150.410. Allocations for classified staff and  
6 certificated administrative staff must be based on the salary  
7 allocations of the school district in which the school is located,  
8 subject to conditions and limitations established by the omnibus  
9 appropriations act. Nothing in this section requires a school that is  
10 the subject of a state-tribal education compact to use the statewide  
11 salary allocation schedule. Such a school is eligible to apply for  
12 state grants on the same basis as a school district.

13 (3) Any moneys received by a school that is the subject of a  
14 state-tribal education compact from any source that remain in the  
15 school's accounts at the end of any budget year must remain in the  
16 school's accounts for use by the school during subsequent budget  
17 years.

18 NEW SECTION. **Sec. 6.** Section 2 of this act takes effect January  
19 1, 2019.

--- END ---

**From:** [Berge, JoLynn D](#) on behalf of [Berge, JoLynn D <jdberge@seattleschools.org>](#)  
**To:** [Dan Steele](#); [Paige Scroger](#); [Bill Keim](#); [Brienne King](#); [Cal Brodie](#); [Corine Pennington](#); [Curtis Leonard](#) ([cleonard@wspsa.net](#)); [Dana Anderson](#); [Darcy Weisner](#); [David Bond](#); [Doug A. Matson](#); [Duggan Harman](#); [Frank Ashby](#); [Frank Hewins](#); [Gary Cohn](#); [Gary Kipp](#); [Gavin Hottman](#); [Greg Lynch](#); [Heidi Hietpas](#); [Jan Hutton](#); [Jason Franklin](#); [Jeff Moore](#); [Jennifer Farmer](#); [Jennifer M. Priddy](#); [Jessica Vavrus](#); [Jim Frey](#); [John Bash](#); [John Welch](#); [Kate Davis](#); [Kevin Chase](#) ([kevin.chase@esd105.org](#)); [Kim Brodie](#) ([kbrodie@fwps.org](#)); [Kim Scott](#); [Larry Francois](#); [Linda McDermott](#); [Lisa Dawn-Fisher](#); [Marie Telecky](#); [Marla Miller](#); [Melissa de Vita](#); [Michael Dunn](#); [Michael Merlino](#); [Michael Nelson](#); "Michelle Matakas"; [Michelle Price](#); [Mike Brophy](#); [Mitch Denning](#); [Monica Hunsaker](#); [Rich Puryear](#); [Rosalind Medina](#); [Roz Thompson](#); [Ruth Russell](#); [Sally McLean](#); [Scott Izutsu](#); [Seever, Cathie](#); [Shelley Redinger](#); [Anderson - Moore, Sheryl J](#); [Nielsen, Stephen J](#); [Steve Webb](#); [Susan Smith Leland](#); [T.J. Kelly](#); [Teresa Main](#); [Tim Garchow](#); [Tim Merlino](#); [Tim Yeomans](#); [tvenable@methow.org](#); [Vic Roberts](#); [Chuck Hole](#); [Cory Plager](#); [David Arp](#) ([davea@ncesd.org](#)); [Dustin Kinley](#); [Jerry McDermott](#); [Lisa Matthews](#); [Lori McLeod](#); [Michelle Dearlove](#); [Tom Fleming](#); [trishas@ncesd.org](#); [Brienne King](#); [Jane Murray](#); [Joli Valentino](#); [Kim Ferra](#); [Larry Mayfield](#); [Brienne King](#); [Wendy Rimmelspacher](#)  
**Subject:** RE: SB 6362 McCleary Fix bill moves forward  
**Date:** Thursday, January 25, 2018 7:02:14 PM  
**Attachments:** [Scanned from a Xerox Multifunction Printer.pdf](#)  
[image001.png](#)

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Dan –

I would love to say I had company when I didn't scan this right, but it was all me!

Trying again, and I made the notation that regionalization was struck.

Thanks for the additional information!

JoLynn

---

**From:** Dan Steele [<mailto:dsteale@wasa-oly.org>]  
**Sent:** Thursday, January 25, 2018 6:46 PM  
**To:** [Berge, JoLynn D <jdberge@seattleschools.org>](#); [Paige Scroger <Paige@wasbo.org>](#); [Bill Keim <bkeim@wasa-oly.org>](#); [Brienne King <brienne@wasbo.org>](#); [Cal Brodie <cbrodie@esd113.org>](#); [Corine Pennington <pennicc@puyallup.k12.wa.us>](#); [Curtis Leonard](#) ([cleonard@wspsa.net](#)) [<cleonard@wspsa.net>](#); [Dana Anderson <danderson@esd113.org>](#); [Darcy Weisner <dweisner@esd123.org>](#); [David Bond <dave.bond@ksd.org>](#); [Doug A. Matson <Doug.Matson@wvwd.org>](#); [Duggan Harman <duggan.harman@highlineschools.org>](#); [Frank Ashby <fashby@psed.org>](#); [Frank Hewins <fhewins@fpschools.org>](#); [Gary Cohn <gcohn@everettsd.org>](#); [Gary Kipp <gary@awsp.org>](#); [Gavin Hottman <gavin.hottman@esd112.org>](#); [Greg Lynch <glynch@oesd.wednet.edu>](#); [Heidi Hietpas <hhietpas@sequim.k12.wa.us>](#); [Jan Hutton <jhutton@cvsd.org>](#); [Jason Franklin <Jason.Franklin@rentonschools.us>](#); [Jeff Moore <jmoore@everettsd.org>](#); [Jennifer Farmer <JFarmer@everettsd.org>](#); [Jennifer M. Priddy <jpriddy@osd.wednet.edu>](#); [Jessica Vavrus <j.vavrus@wssda.org>](#); [Jim Frey <freyj@lynden.wednet.edu>](#); [John Bash <john.bash@tumwater.k12.wa.us>](#); [John Welch <jwelch@psed.org>](#); [Kate Davis <Kate.Davis@OFM.WA.GOV>](#); [Kevin Chase](#) ([kevin.chase@esd105.org](#)) [<kevin.chase@esd105.org>](#); [Kim Brodie](#) ([kbrodie@fwps.org](#)) [<kbrodie@fwps.org>](#); [Kim Scott <KScott@kibesd.org>](#); [Larry Francois <lfrancois@nwesd.org>](#); [Linda McDermott <lindam@spokaneschools.org>](#); [Lisa Dawn-Fisher <Lisa.Dawn-Fisher@k12.wa.us>](#); [Marie Telecky <teleckym@bsd405.org>](#); [Marla Miller <marla.miller@shorelineschools.org>](#); [Melissa de Vita <devitam@bsd405.org>](#); [Michael Dunn <mdunn@esd101.net>](#); [Michael Merlino <michael.merlino@evergreenps.org>](#); [Michael Nelson <michael\\_nelson@enumclaw.wednet.edu>](#); 'Michelle Matakas' [<Michelle.Matakas@k12.wa.us>](#); [Michelle Price <michellep@ncesd.org>](#); [Mike](#)

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**Subject:** RE: SB 6362 McCleary Fix bill moves forward

**WARNING:** The sender of this email could not be validated and may not match the person in the "From" field. This might be a fake e-mail

JoLynn and company –

FYI, your attachment is missing Page Two of the summary (you have page 1 and 3)

The full three pages are attached (along with the actual substitute).

Please note that Section 16 (regionalization) was struck before the Sub was adopted. Rolfes stated that the language that was in the sub was NOT what was agreed to. She said new/appropriate language would be drafted and added later. She didn't specifically state what was in the agreement.

Also, Zeiger had a sub that was DEFEATED (summary and bill attached). His four points were purely technical – issues that had been agreed upon last year, but were missed or messed up in the final 2242. Billig stated that he agreed with the four points; however, he said that two of them are addressed in the Wellman substitute and the other two are addressed in other bills. Therefore, even though he agreed with the changes, they were already being covered. Zeiger's sub failed.

Hope to see many of you on Sunday,

-dan

Dan Steele



**From:** Berge, JoLynn D [<mailto:jdberge@seattleschools.org>]

**Sent:** Thursday, January 25, 2018 6:34 PM

**To:** Paige Scroger <[Paige@wasbo.org](mailto:Paige@wasbo.org)>; Bill Keim <[bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org)>; Brianne King <[brianne@wasbo.org](mailto:brianne@wasbo.org)>; Cal Brodie <[cbrodie@esd113.org](mailto:cbrodie@esd113.org)>; Corine Pennington <[pennicc@puyallup.k12.wa.us](mailto:pennicc@puyallup.k12.wa.us)>; Curtis Leonard ([cleonard@wspa.net](mailto:cleonard@wspa.net)) <[cleonard@wspa.net](mailto:cleonard@wspa.net)>; Dan Steele <[dsteELE@wasa-oly.org](mailto:dsteELE@wasa-oly.org)>; Dana Anderson <[danderson@esd113.org](mailto:danderson@esd113.org)>; Darcy Weisner <[dweisner@esd123.org](mailto:dweisner@esd123.org)>; David Bond <[dave.bond@ksd.org](mailto:dave.bond@ksd.org)>; Doug A. Matson <[Doug.Matson@wvSD.org](mailto:Doug.Matson@wvSD.org)>; Duggan Harman <[duggan.harman@highlineschools.org](mailto:duggan.harman@highlineschools.org)>; Frank Ashby <[fashby@psed.org](mailto:fashby@psed.org)>; Frank Hewins <[fhewins@fpschools.org](mailto:fhewins@fpschools.org)>; Gary Cohn <[gcohn@everettsd.org](mailto:gcohn@everettsd.org)>; Gary Kipp <[gary@awsp.org](mailto:gary@awsp.org)>; Gavin Hottman <[gavin.hottman@esd112.org](mailto:gavin.hottman@esd112.org)>; Greg Lynch <[glynch@oesd.wednet.edu](mailto:glynch@oesd.wednet.edu)>; Heidi Hietpas <[hhietpas@sequim.k12.wa.us](mailto:hhietpas@sequim.k12.wa.us)>; Jan Hutton <[jhutton@cvsd.org](mailto:jhutton@cvsd.org)>; Jason Franklin <[Jason.Franklin@rentonschools.us](mailto:Jason.Franklin@rentonschools.us)>; Jeff Moore <[jmoore@everettsd.org](mailto:jmoore@everettsd.org)>; Jennifer Farmer <[JFarmer@everettsd.org](mailto:JFarmer@everettsd.org)>; Jennifer M. Priddy <[jpriddy@osd.wednet.edu](mailto:jpriddy@osd.wednet.edu)>; Jessica Vavrus <[j.vavrus@wssda.org](mailto:j.vavrus@wssda.org)>; Jim Frey <[frej@lynden.wednet.edu](mailto:frej@lynden.wednet.edu)>; John Bash <[john.bash@tumwater.k12.wa.us](mailto:john.bash@tumwater.k12.wa.us)>; John Welch <[jwelch@psed.org](mailto:jwelch@psed.org)>; Kate Davis <[Kate.Davis@OFM.WA.GOV](mailto:Kate.Davis@OFM.WA.GOV)>; Kevin Chase ([kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)) <[kevin.chase@esd105.org](mailto:kevin.chase@esd105.org)>; Kim Brodie ([kbrodie@fwps.org](mailto:kbrodie@fwps.org)) <[kbrodie@fwps.org](mailto:kbrodie@fwps.org)>; Kim Scott <[KScott@kibesd.org](mailto:KScott@kibesd.org)>; Larry Francois <[lfrancois@nwesd.org](mailto:lfrancois@nwesd.org)>; Linda McDermott <[lindam@spokaneschools.org](mailto:lindam@spokaneschools.org)>; Lisa Dawn-Fisher <[Lisa.Dawn-Fisher@k12.wa.us](mailto:Lisa.Dawn-Fisher@k12.wa.us)>; Marie Telecky <[teleckym@bsd405.org](mailto:teleckym@bsd405.org)>; Marla Miller <[marla.miller@shorelineschools.org](mailto:marla.miller@shorelineschools.org)>; Melissa de Vita <[devitam@bsd405.org](mailto:devitam@bsd405.org)>; Michael Dunn <[mdunn@esd101.net](mailto:mdunn@esd101.net)>; Michael Merlino <[michael.merlino@evergreenps.org](mailto:michael.merlino@evergreenps.org)>; Michael Nelson <[michael\\_nelson@enumclaw.wednet.edu](mailto:michael_nelson@enumclaw.wednet.edu)>; 'Michelle Matakas' <[Michelle.Matakas@k12.wa.us](mailto:Michelle.Matakas@k12.wa.us)>; Michelle Price <[michellep@ncesd.org](mailto:michellep@ncesd.org)>; Mike Brophy <[brophym@wvSD208.org](mailto:brophym@wvSD208.org)>; Mitch Denning <[medenning@comcast.net](mailto:medenning@comcast.net)>; Monica Hunsaker <[mhunsaker@oesd114.org](mailto:mhunsaker@oesd114.org)>; Rich Puryear <[rich.puryear@rsd.edu](mailto:rich.puryear@rsd.edu)>; Rosalind Medina <[rmedina@tacoma.k12.wa.us](mailto:rmedina@tacoma.k12.wa.us)>; Roz Thompson <[roz@awsp.org](mailto:roz@awsp.org)>; Ruth Russell <[rrussell@upsd.wednet.edu](mailto:rrussell@upsd.wednet.edu)>; Sally McLean <[smclean@fwps.org](mailto:smclean@fwps.org)>; Scott Izutsu <[izutsu.scott@yakimaschools.org](mailto:izutsu.scott@yakimaschools.org)>; SeEVERS, Cathie <[cseEVERS@oesd114.org](mailto:cseEVERS@oesd114.org)>; Shelley Redinger <[shelleyr@spokaneschools.org](mailto:shelleyr@spokaneschools.org)>; Anderson - Moore, Sheryl J <[sjandersonmo@seattleschools.org](mailto:sjandersonmo@seattleschools.org)>; Nielsen, Stephen J <[sjnielsen@seattleschools.org](mailto:sjnielsen@seattleschools.org)>; Steve Webb <[steven.webb@vansd.org](mailto:steven.webb@vansd.org)>; Susan Smith Leland <[susan.leland@rentonschools.us](mailto:susan.leland@rentonschools.us)>; T.J. Kelly <[thomas.kelly@k12.wa.us](mailto:thomas.kelly@k12.wa.us)>; Teresa Main <[Teresa\\_Main@lkstevens.wednet.edu](mailto:Teresa_Main@lkstevens.wednet.edu)>; Tim Garchow <[t.garchow@wssda.org](mailto:t.garchow@wssda.org)>; Tim Merlino <[tim.merlino@esd112.org](mailto:tim.merlino@esd112.org)>; Tim Yeomans <[yeomats@puyallup.k12.wa.us](mailto:yeomats@puyallup.k12.wa.us)>; [tvenable@methow.org](mailto:tvenable@methow.org); Vic Roberts <[vic.roberts@ksd.org](mailto:vic.roberts@ksd.org)>; Chuck Hole <[CHole@psed.org](mailto:CHole@psed.org)>; Cory Plager <[cplager@esd101.net](mailto:cplager@esd101.net)>; David Arp ([davea@ncesd.org](mailto:davea@ncesd.org)) <[davea@ncesd.org](mailto:davea@ncesd.org)>; Dustin Kinley <[dustin.kinley@esd105.org](mailto:dustin.kinley@esd105.org)>; Jerry McDermott <[jmcdermott@esd101.net](mailto:jmcdermott@esd101.net)>; Lisa Matthews



<[lmattthews@nwesd.org](mailto:lmattthews@nwesd.org)>; Lori McLeod <[lmcleod@nwesd.org](mailto:lmcleod@nwesd.org)>; Michelle Dearlove  
<[mdearlove@esd123.org](mailto:mdearlove@esd123.org)>; Tom Fleming <[tom.fleming@esd105.org](mailto:tom.fleming@esd105.org)>; [trishas@ncesd.org](mailto:trishas@ncesd.org); Brianne  
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<[jvalentino@nsd.org](mailto:jvalentino@nsd.org)>; Kim Ferra <[kim\\_ferra@ycs.wednet.edu](mailto:kim_ferra@ycs.wednet.edu)>; Larry Mayfield  
<[larry.mayfield@washougalsd.org](mailto:larry.mayfield@washougalsd.org)>; Brianne King <[brianne@wasbo.org](mailto:brianne@wasbo.org)>; Wendy Rimmelspacher  
<[wendy@csdk12.org](mailto:wendy@csdk12.org)>

**Subject:** FW: SB 6362 McCleary Fix bill moves forward

All -

I was told I could pass along this information regarding the McCleary fix bill and so decided to send it to as many folks as I could.

Sorry if some of you are receiving this twice!

I printed out and wrote comments in the margin on the amendment summary (see the scanned version attached). Please review and send any concerns along, I am sure I missed things. And the scan wasn't the best, but you can print out the summary by clicking on the link below.

Hope all is well-  
JoLynn

JoLynn Berge  
Assistant Superintendent for Business & Finance  
Seattle Public Schools  
2445 3<sup>rd</sup> Avenue South  
Mailing Address: MS 33-300  
PO Box 34165  
Seattle, WA 98124-1165  
Office: 206.252.0087  
[jdberge@seattleschools.org](mailto:jdberge@seattleschools.org)  
[www.seattleschools.org](http://www.seattleschools.org)

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You will remember last Monday the Early Learning and K-12 Committee held a hearing on four McCleary fix bills. Today the committee is moving one of the bills ([SB 6362](#)) forward as a work in progress. Negotiators will continue to meet and make changes as the bill moves through the process. The good news is the approach to special education funding is through the per student multiplier rather than the safety net. The provisions regarding regionalization were removed through verbal amendment because of drafting errors but it will continue to be discussed. Please see [amendment summary here](#). The bill now heads to the Senate Ways and Means Committee.

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**BRIEF SUMMARY OF PROPOSED SUBSTITUTE FOR 6362****Retained from Senate Bill 6362.**

*Good.* Per pupil allocations reporting. Maintains the provision that changes OSPI's reporting requirements from per pupil "allocations" to reporting per pupil "expenditures"; removes reporting by grade levels; and eliminates the requirement for the Legislature to report the statewide per pupil allocations for general apportionment and categorical programs. (Section 2, page 2)

*Great!* K-3 class size. Keeps the provision that delays from 2018-19 SY until the 2019-20 SY, the requirement to demonstrate actual class size in order to receive the 17:1 student teacher ratio funding. (Section 2, page 4)

*Good.* Transportation vehicle enrichment levies. Retains the provisions that removes the transportation vehicle enrichment levies from the local revenue definition, local enrichment levy restrictions, and accounting. (Section 3, page 10; section 13, pages 21 & 22.)

*There are mistakes in drafting that need to be corrected* Professional learning days calculation. Maintains the provision that specifies the calculation to be used. Provides that nothing requires a school district to provide professional learning days in excess of the state allocations. (Section 4, page 11 & 12) *Sped is not defined by units. What then? ~~same as before~~*

Staff mix. Removes the reference to "staff mix" in the salary allocation statutes for tribal compact schools and charter schools. (Sections 8 & 9)

*Can't work.* Temporary limitations on salary increases for 2018-19 SY only. Keeps the provisions that modifies the limit to total school district expenditures on all staff salaries, not individual salary increases. Also retains the prohibition on individuals receiving additional compensation for an unexhaustive list: additional days or hours of service, additional responsibilities, step increases and expansions of academic programs that require additional personnel or increased service provided by current personnel. (Section 10, 11, and 12) *OK*

**Provisions different from Senate Bill 6362.**

*I think this is good.* Hold harmless. Keeps the language from SB 6362 to provide a net revenue (state and local) hold harmless for districts for 2 years. (through the 2019-20 SY).

- Moves the provision out of the statute that defines basic education into a separate statute.
- Eliminates the expiration date of August 31, 2020. (Section 1, page 1)

*Good!* Resident Student. Removes the definition. Current law does not define "resident student."



Pre-ballot approval process. Maintains this process in statute. SB 6362 had repealed it.

Good.

Transportation vehicle enrichment levies. Removes these levies from the pre-ballot approval process for enrichment levies. SB 6362 had repealed the pre-ballot approval process. (Section 15, page 23)

Good.

Learning Assistance Program (LAP) high poverty allocation. Uses the same language as SB 6362 in the LAP policy statute. Now the language is in two statutes: the LAP funding provision in the prototypical school funding statute and the LAP policy statute to the LAP funding provision in the prototypical schools funding statute.

- Uses a 3-year rolling average of the student enrollment qualifying for free- and reduced-priced meals if that enrollment is equal to or exceeds 50% of enrollment.
- Allows a school to receive the high poverty LAP funding for 1 year after it no longer meets the definition of qualifying school.

(Section 2, page 7; section 5, page 7)

Good.

Carryover. Allows districts to carry over up to 20 percent of their categorical funding in the LAP, Transitional Bilingual Instruction Program, and the program for highly capable students to use the next year in the same categorical program. (Section 2, page 2)

Restrictions on use of local levies for administrator salaries. Modifies the limit of use of local levies for administrator's salaries for costs attributable to the administration of enrichment programs. This amount may not exceed 25 percent of the district's local revenues. SB 6362 had removed administrator salaries from local levy restrictions. (Section 3, page 11)

Supplemental contracts.

- Reinstates the struck provision in SB 6362 that supplemental contracts are subject to the limitations on enrichment levies for enrichment only. (Section 3, page 11)
- Stipulates that school districts are not prohibited from providing overtime for work outside the employee's normal schedule. (Section 17, page 28) (Same language used in SB 6397)
- Specifies that the hourly rate applies only to a time-based supplemental contracts. (Section 17, page 28) (Same language used in SB 6397)

Salary inflation measure. Changes the inflationary salary measure from Implicit Price Deflator to CPI. (Section 7, page 16)

Levy and Local Effort Assistance (LEA). Removes the changes to levy or LEA. Instead provides that the Legislature recognizes that modifications to the levy and LEA policies adopted in EHB 2242 are necessary to ensure against negative impact. It is the intent of the Legislature to take action in the 2018 session. (Section 14, page 22)

Regionalization.

struck before adoption

- SB 6362 provided regionalization for charter schools and tribal compact schools. The PSSB specifically provides that the average salaries for these schools will not be adjusted by a regionalization factor. (Sections 8, page 17; section 9, page 18)
- For districts sharing a boundary with a district with a higher regionalization factor, the regionalization factor for the district with the lower regionalization factor is increased by one-half of the difference of the higher regionalized shared boundary school district. (Section 16, page 24) (Same language used in SB 6397)

Special education multiplier. Increased from 0.9309 percent of a school district's average per-student general apportionment allocation to 0.9609 percent.

Initiative 1433 paid sick leave. States the Legislature's intent to provide funding to provide funding in the operating budget to support school districts with these costs. (Section 19). SB 6397 had increased staffing on the prototypical school funding model as basic education to provide this funding.

This was a long shot.

1 AN ACT Relating to modifying basic education funding provisions;  
2 amending RCW 28A.150.260, 28A.150.276, 28A.150.415, 28A.165.055,  
3 28A.320.330, 28A.400.205, 28A.710.280, 28A.715.040, 41.56.800,  
4 41.59.800, 28A.400.006, 84.52.053, 28A.505.240, 28A.150.412,  
5 28A.400.200, and 28A.150.390; adding a new section to chapter 28A.150  
6 RCW; and creating new sections.

7 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

8 NEW SECTION. **Sec. 1.** A new section is added to chapter 28A.150  
9 RCW to read as follows:

10 For the 2018-19 and 2019-20 school years, a school district  
11 qualifies for a hold harmless payment if the sum of the school  
12 district's state basic education allocations plus its enrichment levy  
13 and local effort assistance under chapter 13, Laws of 2017 3rd sp.  
14 sess. is less than the sum of state basic education allocations,  
15 local maintenance and operation levy, and local effort assistance  
16 provided under the law as it existed on January 1, 2017. For the  
17 purposes of this subsection, the local levy is limited to the lesser  
18 of the voter-approved levy as of January 1, 2017, or the maximum levy  
19 allowed under the law as of January 1, 2017.

**From:** [Ellyn Papenfuse](#) on behalf of [Ellyn Papenfuse <Ellyn.Papenfuse@vansd.org>](#)  
**To:** [Connie Sheridan](#); [Linda Krininger](#); [Lori McStay](#); [carterd@edmonds.wednet.edu](#); [Janet-Hodson -ESC](#); [TNeidhold@psd1.org](#); [gaviganj@riverview.wednet.edu](#); [sonjabrown@sequim.k12.wa.us](#); [kellyg@wapatosd.org](#); [jrausch@wspa.net](#); [jsteinerv@yahoo.com](#)  
**Cc:** [Chris Callahan](#)  
**Subject:** Re: February Advisory Meeting  
**Date:** Thursday, February 1, 2018 11:54:37 AM

---

Hi Jane,

I won't be at the February 25th Advisory Committee meeting now as I previously stated.

I'll catch up later.

Ellyn Papenfuse  
Senior Human Resources Specialist  
Vancouver Public Schools  
Phone: 360.313.1089



Please consider whether it is necessary to print this email

>>> "jrausch@wspa.net" <jrausch@wspa.net> 12/13/2017 12:17 PM >>>  
Greetings!

I wanted to give all you advanced notice that we will be having an Advisory Committee Meeting on February 25th, prior to the annual conference. The meeting is scheduled from 2:00-4:00p.m. with the exact location to be provided at a later date. I will be sending the agenda and the location after the new year.

Hope you all have a wonderful holiday!

Jane Rausch  
HELP Coordinator

**From:** [Manal Tirhi](#) on behalf of [Manal Tirhi <mtirhi@fwps.org>](#)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** Sno-King Invoice  
**Date:** Thursday, February 1, 2018 1:03:49 PM

---

Hi Jennifer,

I have left a couple of vm's for you about this invoice. Is there a way to pay for this online or over the phone?

Invoice #42  
Date 1/23/2017  
Amount \$150

Thank you,

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools  
253-945-2072

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**From:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**To:** [Manal Tirhi](#)  
**Subject:** RE: Sno-King Invoice  
**Date:** Friday, February 2, 2018 10:20:25 AM

---

Hi Manal,

Unfortunately, we cannot take credit card payments for Sno-King. They are a separate entity, we just provide some administrative assistance. Payment can be made by check only for their membership fees.

The mailing address remains the same:  
WA School Personnel Association: Sno-King  
PO Box 1600  
Anacortes, WA 98221

I am sorry for the inconvenience.

Thank you,

Jennifer

---

**From:** Manal Tirhi [mailto:mtirhi@fwps.org]  
**Sent:** Thursday, February 01, 2018 1:04 PM  
**To:** admin@wspsa.net  
**Subject:** Sno-King Invoice

Hi Jennifer,

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Date 1/23/2017  
Amount \$150

Thank you,

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools  
253-945-2072

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**From:** [Manal Tirhi](#) on behalf of [Manal Tirhi <mtirhi@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: Sno-King Invoice  
**Date:** Friday, February 2, 2018 10:25:18 AM

---

Ok, thank you for getting back to me.

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools

253-945-2072

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---

**From:** [admin@wspa.net](mailto:admin@wspa.net) [mailto:[admin@wspa.net](mailto:admin@wspa.net)]  
**Sent:** Friday, February 2, 2018 10:20 AM  
**To:** Manal Tirhi <[mtirhi@fwps.org](mailto:mtirhi@fwps.org)>  
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The mailing address remains the same:  
WA School Personnel Association: Sno-King  
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Anacortes, WA 98221

I am sorry for the inconvenience.

Thank you,

Jennifer

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*Manal Tirhi*

*Office Manager*

Federal Way Public Schools

253-945-2072

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**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** Question about conference  
**Date:** Wednesday, February 14, 2018 1:05:58 PM

---

Hi Jennifer

What time does the Sunday meetings begin? WSPA Board and HELP Advisory?

Also, what time is the pre-conference?

Janet Hodson

Federal Way Public Schools

Executive Director of Human Resources

253.945.2020

[jhodson@fwps.org](mailto:jhodson@fwps.org)

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [admin@wspsa.net](#)  
**Cc:** [Curtis Leonard](#)  
**Subject:** Question for the week  
**Date:** Wednesday, February 14, 2018 3:36:53 PM

---

Can you ask other districts:

Do you pay the classified employee their hourly rate for attending orientation and doing safe school training?

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** RE: Question about conference  
**Date:** Thursday, February 15, 2018 5:56:29 AM

---

Hi Janet,

Pre-conference: 1:30-4:30  
HELP: 2:00-4:00  
Board: 5:00-7:30 (includes dinner)

I will be sending out a board meeting reminder with all of the information this week. I am just waiting on the final agenda and the name of the meeting room so I can wrap up details.

I will also be attending the planning meeting on Friday and will have the final conference agenda to post after that meeting.

Thank you,

Jennifer

---

**From:** Janet Hodson [mailto:[jhodson@fwps.org](mailto:jhodson@fwps.org)]  
**Sent:** Wednesday, February 14, 2018 1:06 PM  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** Question about conference

Hi Jennifer  
What time does the Sunday meetings begin? WSPA Board and HELP Advisory?  
Also, what time is the pre-conference?

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** RE: Question about conference  
**Date:** Thursday, February 15, 2018 7:30:58 AM

---

Thank you.

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [admin@wsps.net](mailto:admin@wsps.net) [mailto:[admin@wsps.net](mailto:admin@wsps.net)]  
**Sent:** Thursday, February 15, 2018 5:56 AM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** RE: Question about conference

Hi Janet,

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HELP: 2:00-4:00  
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**Subject:** Question about conference

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Also, what time is the pre-conference?

Janet Hodson  
Federal Way Public Schools



Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

**From:** [Aneeka Ferrell](#) on behalf of [Aneeka Ferrell <Aneeka.Ferrell@rentonschools.us>](#)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Cc:** [cleonard@wspsa.net](mailto:cleonard@wspsa.net)  
**Subject:** classified employee paid training  
**Date:** Friday, February 16, 2018 6:12:15 AM

---

Janet

I'm the Renton School District Substitute Coordinator, Aneeka Ferrell. And to answer the question of whether we pay classified employee's their hourly rate for attending orientation and doing safe schools, the answer(s) are as follows for the Renton School District:

- no, we do not pay any substitutes for attending substitute orientation
- yes, we do pay all substitutes (class/cert) for the completion of their safe schools training - their compensation is equivalent to their hourly rate of pay

I hope this information helps.

Aneeka Ferrell, MBA/PA, BA  
Substitute Coordinator  
Renton School District  
300 SW7th Street  
Renton, WA 98057

**From:** [Stephanie Drake](#) on behalf of [Stephanie Drake <StephanieDr@spokaneschools.org>](#)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Cc:** [cleonard@wspa.net](mailto:cleonard@wspa.net)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, February 16, 2018 6:29:21 AM

---

Hi Janet,

For Classified Staff, we pay for orientation at the person's normal hourly rate, with overtime if it pushes them past the 8 hour/day or 40 hour/week. For Safe School Training, we do not pay for that, but they can use their Tri Time bank if they choose to.

Have a great day!

Stephanie

~~~~~

*Stephanie Drake*  
*Spokane Public Schools*  
*HR Supervisor of Staffing and Fiscal Reporting*  
*(509) 354-5993*  
[stephaniedr@spokaneschools.org](mailto:stephaniedr@spokaneschools.org)

---

**From:** Curtis Leonard [mailto:[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)]  
**Sent:** Thursday, February 15, 2018 10:32 PM  
**To:** Stephanie Drake <[StephanieDr@spokaneschools.org](mailto:StephanieDr@spokaneschools.org)>  
**Subject:** MEMBER REQUEST

Last request of the week!

Janet Hodson from Federal Way is asking if you pay the classified employee their hourly rate for attending orientation and doing safe school training?

Please send your responses directly to: [jhodson@fwps.org](mailto:jhodson@fwps.org)

Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks!!

Curtis

|

---

This email was sent to [stephaniedr@spokaneschools.org](mailto:stephaniedr@spokaneschools.org) by [cleonard@wsipa.net](mailto:cleonard@wsipa.net)

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**From:** [Bradbeer Sandra](#) on behalf of [Bradbeer Sandra <sbradbeer@fpschools.org>](#)  
**To:** [jhodson@fwps.org](#)  
**Cc:** [cleonard@wsipa.net](#)  
**Subject:** FW: MEMBER REQUEST  
**Date:** Friday, February 16, 2018 6:58:19 AM

---

In Franklin Pierce Schools, we do not pay classified staff for attending orientation. We **do** pay them for SafeSchools.

Sandy Bradbeer  
Classified Manager  
Human Resources  
253-298-3083

---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Thursday, February 15, 2018 10:32 PM  
**To:** Bradbeer Sandra  
**Subject:** MEMBER REQUEST

Last request of the week!

Janet Hodson from Federal Way is asking if you pay the classified employee their hourly rate for attending orientation and doing safe school training?

Please send your responses directly to: [jhodson@fwps.org](#)

Also, cc your responses to: [cleonard@wsipa.net](#)

Thanks!!

Curtis

---

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**From:** [Valerie Evans](#) on behalf of [Valerie Evans <vevans@rochester.wednet.edu>](#)  
**To:** [jhodson@fwps.org](#)  
**Cc:** [leonard@wspa.net](#)  
**Subject:** Fwd: MEMBER REQUEST  
**Date:** Friday, February 16, 2018 7:10:53 AM

---

Hi Janet,

In Rochester School District, we pay classified their hourly rate for attending orientation and completing Safe Schools training.

Thank you,

**Valerie Evans**

[Payroll & HR Specialist](#)  
[Rochester School District No. 401](#)  
[\(360\) 273-5536, Ext 1012](#)

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

From: **Curtis Leonard** <[waspa@memberclicks-mail.net](#)>  
Date: Thu, Feb 15, 2018 at 10:32 PM  
Subject: MEMBER REQUEST  
To: [vevans@rochester.wednet.edu](#)

Last request of the week!

Janet Hodson from Federal Way is asking if you pay the classified employee their hourly rate for attending orientation and doing safe school training?

Please send your responses directly to: [jhodson@fwps.org](#)

Also, cc your responses to: [cleonard@wspa.net](#)

Thanks!!

Curtis

---

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**From:** [Lisa Turner](#) on behalf of [Lisa Turner <turner.l@wenatcheeschools.org>](#)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Cc:** [Curtis Leonard](#)  
**Subject:** member request  
**Date:** Friday, February 16, 2018 7:21:31 AM

---

Good morning Janet,

In Wenatchee we pay the employee hourly rate for orientation, we give release time for safe schools during conference time.

Have a great weekend.

Lisa N. Turner, PHR  
Executive Director of Human Resources  
Wenatchee School District  
509-663-8161 ext. 33238

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**From:** [Lynn Stellick](#) on behalf of [Lynn Stellick <lstellick@bisd303.org>](#)  
**To:** [Janet-Hodson -ESC](#)  
**Cc:** [cleonard@wspsa.net](#)  
**Subject:** Pay for Classified  
**Date:** Friday, February 16, 2018 7:26:41 AM

---

Hi Janet!

We don't have a formal orientation for classified employees. We do have them come in to do hiring paperwork prior to their start date and do not pay them. We pay their hourly rate for Safe Schools training if they cannot arrange to do the training within their work day. We also pay them for other required training and some voluntary staff development hours (funded by our foundation) at their hourly rate outside their work day.

Have a great Friday!

Lynn

Lynn Stellick, SPHR  
Human Resources Director  
Bainbridge Island School District  
206.780.1066



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Bainbridge Island School District Office  
8489 Madison Ave NE, Bainbridge Island, WA 98110

**From:** [Cabigting, Sue](#) on behalf of [Cabigting, Sue <scabigting@steilacoom.k12.wa.us>](#)  
**To:** [cleonard@wspsa.net](mailto:cleonard@wspsa.net)  
**Cc:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, February 16, 2018 7:41:00 AM

---

Hi Janet

New hires (all) are paid 5 hours for completing their training.

Annually training for returning staff are not paid and are required to do on one of our PD days in August.

☺sue

Sue Cabigting  
Steilacoom Historical School District No. 1  
HR Coordinator  
511 Chambers  
Steilacoom, WA 98388  
253-983-2220 office  
253-584-7198 fax  
253-208-6499 text  
[scabigting@steilacoom.k12.wa.us](mailto:scabigting@steilacoom.k12.wa.us)

---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Thursday, February 15, 2018 10:32 PM  
**To:** Cabigting, Sue  
**Subject:** MEMBER REQUEST

Last request of the week!

Janet Hodson from Federal Way is asking if you pay the classified employee their hourly rate for attending orientation and doing safe school training?

Please send your responses directly to: [jhodson@fwps.org](mailto:jhodson@fwps.org)

Also, cc your responses to: [cleonard@wspsa.net](mailto:cleonard@wspsa.net)

Thanks!!

Curtis

---

This email was sent to [scabigting@steilacoom.k12.wa.us](mailto:scabigting@steilacoom.k12.wa.us) by [cleonard@wsps.net](mailto:cleonard@wsps.net)

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**From:** [Sheryl Montgomery](#) on behalf of [Sheryl Montgomery <SMontgomery@slschools.org>](#)  
**To:** [jhodson@fwps.org](#)  
**Cc:** [cleonard@wspsa.net](#)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, February 16, 2018 7:50:33 AM

---

Hello Janet,

We do pay our classified their hourly rate for attending orientation, but we do not pay them for SafeSchools Training. The expectation is that they can do the training on school time so they are getting paid, but within their contracted hours.

I did payroll for another district where classified contracts included a day for orientation and SafeSchools was paid at \$10.00 per module completed by a certain date (paid on September payroll).

Hope this helps!

Sheryl Montgomery  
Payroll / HR Officer  
Soap Lake School District #156  
410 Ginkgo Street S  
Soap Lake, WA 98851  
[smontgomery@slschools.org](mailto:smontgomery@slschools.org)  
PH 509-246-1822 X5508 ~ FX 509-246-0669

---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [mailto:[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)]  
**Sent:** Thursday, February 15, 2018 10:33 PM  
**To:** Sheryl Montgomery <[SMontgomery@slschools.org](mailto:SMontgomery@slschools.org)>  
**Subject:** MEMBER REQUEST

Last request of the week!

Janet Hodson from Federal Way is asking if you pay the classified employee their hourly rate for attending orientation and doing safe school training?

Please send your responses directly to: [jhodson@fwps.org](mailto:jhodson@fwps.org)

Also, cc your responses to: [cleonard@wspsa.net](mailto:cleonard@wspsa.net)

Thanks!!

Curtis

---

This email was sent to [smontgomery@slschools.org](mailto:smontgomery@slschools.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

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**From:** [Holum, Karen](#) on behalf of [Holum, Karen <kholum@sw.wednet.edu>](#)  
**To:** [Janet-Hodson -ESC](#)  
**Cc:** [cleonard@wspsa.net](#)  
**Subject:** WSPA Member Request  
**Date:** Friday, February 16, 2018 7:51:04 AM

---

Good morning Janet.

We pay our classified staff their regular rate of pay for all required meetings and training.

Have a wonderful weekend!

*Karen Q. Holum  
Human Resource Specialist*

*South Whidbey School District # 206  
360-221-6808 ext 2222  
fax 360-221-3835*

**Go *BLUE!!!***

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**From:** [Gena Lont](#) on behalf of [Gena Lont <glont@qsd48.org>](#)  
**To:** [jhodson@fwps.org](#)  
**Cc:** [cleonard@wspsa.net](#)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, February 16, 2018 7:52:05 AM

---

Quilcene School District does pay the classified staff their hourly rate to attend the orientation day at the beginning of the school year and also for the time spent completing the mandatory annual Safe School trainings that are assigned.

Gena Lont  
HR/Payroll Specialist  
Quilcene School District  
360-765-2956

---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Thursday, February 15, 2018 10:32 PM  
**To:** Gena Lont <glont@qsd48.org>  
**Subject:** MEMBER REQUEST

Last request of the week!

Janet Hodson from Federal Way is asking if you pay the classified employee their hourly rate for attending orientation and doing safe school training?

Please send your responses directly to: [jhodson@fwps.org](#)

Also, cc your responses to: [cleonard@wspsa.net](#)

Thanks!!

Curtis

---

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**From:** [Barbara Puhl](#) on behalf of [Barbara Puhl <barbara\\_puhl@enumclaw.wednet.edu>](#)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Cc:** [CLEONARD@wspa.net](mailto:CLEONARD@wspa.net)  
**Subject:** Fwd: MEMBER REQUEST  
**Date:** Friday, February 16, 2018 7:59:24 AM

---

Good morning Janet

We do not pay for either orientation or SafeSchools training.  
We do have Pool hours staff can use with approval of principal to do training;  
including SafeSchools; individual principals may allow  
their staff to do training during non-student time; we don't track that; and we  
do not pay extra time for training/orientations.  
Some departments like Nutrition Services and Transportation have paid PD time  
and hold group sessions to watch SafeSchools; it saves  
the bird-dogging to be sure everyone has done their mandatory training.

Have a great Friday.

--

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

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

From: **Curtis Leonard** <[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)>  
Date: Thu, Feb 15, 2018 at 10:31 PM  
Subject: MEMBER REQUEST  
To: [barbara\\_puhl@enumclaw.wednet.edu](mailto:barbara_puhl@enumclaw.wednet.edu)

Last request of the week!

Janet Hodson from Federal Way is asking if you pay the classified employee their hourly rate  
for attending orientation and doing safe school training?

Please send your responses directly to: [jhodson@fwps.org](mailto:jhodson@fwps.org)

Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks!!

Curtis

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This email was sent to [barbara\\_puhl@enumclaw.wednet.edu](mailto:barbara_puhl@enumclaw.wednet.edu) by [cleonard@wspa.net](mailto:cleonard@wspa.net)  
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**From:** [Caldwell, Therese](#) on behalf of [Caldwell, Therese <TCaldwell@nkschools.org>](#)  
**To:** ["cleonard@wspa.net"](#); ["jhodson@fwps.org"](#)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, February 16, 2018 8:04:11 AM

---

Hi Janet,

North Kitsap SD pays our classified employees (except for coaches) their hourly rate for the employee orientation they attend as new hires. We haven't figured out how to address Safe School training as a district.

Thank you -

*Therese Caldwell*

**Human Resources, North Kitsap School District**  
**18360 Caldart Ave NE, Poulsbo, WA 98370**  
**Phone: (360) 396-3007 ~ FAX: (360) 396-3935**  
**Email: [hr@nkschools.org](mailto:hr@nkschools.org) ~ Website: [www.nkschools.org](http://www.nkschools.org)**

---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Thursday, February 15, 2018 10:33 PM  
**To:** Caldwell, Therese <TCaldwell@nkschools.org>  
**Subject:** MEMBER REQUEST

Last request of the week!

Janet Hodson from Federal Way is asking if you pay the classified employee their hourly rate for attending orientation and doing safe school training?

Please send your responses directly to: [jhodson@fwps.org](mailto:jhodson@fwps.org)

Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks!!

Curtis

---

This email was sent to [tcaldwell@nkschools.org](mailto:tcaldwell@nkschools.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

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**From:** [Christine Anderson](#) on behalf of [Christine Anderson <canderson@webmail.blainesd.org>](#)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Cc:** [cleonard@wspa.net](mailto:cleonard@wspa.net)  
**Subject:** Re: MEMBER REQUEST  
**Date:** Friday, February 16, 2018 8:13:02 AM

---

Hi there,

Yes -

We pay all employees, including classified employees to attend orientation (2-3 hours) and for doing their SAFESCHOOLS Training, an additional 2-3 hours.

We are currently implementing SAFESCHOOLS training for our Substitutes (Class and Cert) and we will be paying them 2 hours of time to complete 3 trainings.

Thank you,

**Christine Anderson**

**FWHS Class of 1981**

**Human Resources Supervisor ~ Blaine School District ~ 360/332-0712  
(Internal x1712)**

**From:** Curtis Leonard <waspa@memberclicks-mail.net>  
**To:** <canderson@blainesd.org>  
**Sent:** 2/15/2018 10:31 PM  
**Subject:** MEMBER REQUEST

Last request of the week!

Janet Hodson from Federal Way is asking if you pay the classified employee their hourly rate for attending orientation and doing safe school training?

Please send your responses directly to: [jhodson@fwps.org](mailto:jhodson@fwps.org)

Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks!!

Curtis

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**From:** [Jennifer Whitney](#) on behalf of [Jennifer Whitney <jwhitney@be.wednet.edu>](#)  
**To:** [Janet Hodson](#)  
**Cc:** [Curtis Leonard](#)  
**Subject:** Fwd: MEMBER REQUEST  
**Date:** Friday, February 16, 2018 8:36:40 AM

---

Hello Janet,

We do not pay our classified employees to attend orientation nor do we pay them to do the Safe Schools training. We tell them it is a requirement and a condition of employment, but the time is not paid.

That being said, we are currently playing "catchup" and are having some existing employees attend orientation that have not yet had the opportunity; they did leave their position to attend during their normal work day, so they did get paid for that time (we didn't dock pay in the middle of their shift).

I hope this helps.

Thanks!  
Jen

*Jennifer Whitney*

Human Resources Manager  
Burlington-Edison School District #100  
[jwhitney@be.wednet.edu](mailto:jwhitney@be.wednet.edu)  
(360) 757-3311 x 1016

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**From:** **Curtis Leonard** <[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)>  
**Date:** Thu, Feb 15, 2018 at 10:31 PM  
**Subject:** MEMBER REQUEST  
**To:** [jwhitney@be.wednet.edu](mailto:jwhitney@be.wednet.edu)

Last request of the week!

Janet Hodson from Federal Way is asking if you pay the classified employee their hourly rate for attending orientation and doing safe school training?

Please send your responses directly to: [jhodson@fwps.org](mailto:jhodson@fwps.org)



Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks!!

Curtis

---

This email was sent to [jwhitney@be.wednet.edu](mailto:jwhitney@be.wednet.edu) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

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**From:** [Angela Spencer](#) on behalf of [Angela Spencer <aspencer@9mile.org>](#)  
**To:** [jhodson@fwps.org](#)  
**Cc:** [cleonard@wspsa.net](#)  
**Subject:** Pay Safe Schools - Orientation  
**Date:** Friday, February 16, 2018 8:42:44 AM  
**Attachments:** [SafeSchools What other districts are doing.xlsx](#)

---

I asked a question about SafeSchools pay a while back and compiled quite the list from the responses. I didn't ask about orientation:(

We don't pay for sub orientation but we do pay for regular staff orientation at the beginning of the school year.

Angela Spencer  
Human Resources  
Nine Mile Falls School District  
10110 West Charles Road  
Nine Mile Falls WA 99026  
509-340-4304

| School          | Pay | Notes                                                                                                                                                                                                                                 |
|-----------------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Selah           | n/a | Does not require subs to take SafeSchools                                                                                                                                                                                             |
| Arlington       | No  | Condition of employment                                                                                                                                                                                                               |
| Bethel          | No  | Subs have from 8/1 - 9/20 to complete - condition of employment                                                                                                                                                                       |
| Central Kitsap  | Yes | Part of the hiring process. Pays for 3 hours.                                                                                                                                                                                         |
| Clarkston       | No  | Condition of employmentp do the same with coaches                                                                                                                                                                                     |
| Fife            | No  |                                                                                                                                                                                                                                       |
| Grandview       | No  | Does not require subs to take SafeSchools                                                                                                                                                                                             |
| Highline        | No  | Sent via email and required to complete within 60 days of first day                                                                                                                                                                   |
| Lake Washington | No  |                                                                                                                                                                                                                                       |
| Lakewood        | No  | Condition of employment                                                                                                                                                                                                               |
| Lynden          | No  |                                                                                                                                                                                                                                       |
| Marysville      | No  |                                                                                                                                                                                                                                       |
| Mead            | No  | Condition of employment- Complaint filed with L&I but it ruled in Meads favor                                                                                                                                                         |
| Mercer Island   | No  |                                                                                                                                                                                                                                       |
| Mukilteo        | No  | Condition of employment                                                                                                                                                                                                               |
| Nine Mile Falls | No  | Condition of Employment which is included on our Reasonable Assurance Letters                                                                                                                                                         |
| North Kitsap    | No  | The only training they require is the initial orientation. They hold those throughout the school year and sub must attend one of these two-hour sessions.before they can begin working. They do not use SafeSchools for sub training. |
| North Thurston  | No  | All Subs and Reg. Emp. Condition of employment no pay                                                                                                                                                                                 |
| Northshore      | No  | Condition of employment                                                                                                                                                                                                               |
| Oak Harbor      | No  | Condition of employment                                                                                                                                                                                                               |
| Oting           | No  | New Subs complete prior to orientation and every year before they are allowed to sub.                                                                                                                                                 |
| Ridgefield      | No  | Free training and a condition of employment                                                                                                                                                                                           |
| Snohomish       | No  |                                                                                                                                                                                                                                       |
| Snohomish       | No  | The trainins is free - subs must sign a sheet that says the training is mandatory and their responsibility to to complete.                                                                                                            |
| Spokane         | No  |                                                                                                                                                                                                                                       |
| Stanwood-Camano | No  | Do on late start or teacher prep while subbing                                                                                                                                                                                        |
| Tacoma          | No  | Condition of employment and need to finish by 12/31/each year or may not be offered work                                                                                                                                              |
| Tahoma          | No  | Training is Free and a condition of employment which is on the reasonable assurance                                                                                                                                                   |

|                   |     |                                                                                                                                                |
|-------------------|-----|------------------------------------------------------------------------------------------------------------------------------------------------|
| Tumwater          | No  | Don't compensate any of their employees- considered a condition of employment                                                                  |
| Auburn            | Yes | Auburn Pays the sub and require completion as a condition of employment                                                                        |
| Issaquah          | Yes | Request for compensation form submitted within 30 days of completed training that states the hours for completion and their hourly rate- 3hrs. |
| Lake Washington   | Yes |                                                                                                                                                |
| North Kitsap      | Yes | This is done during orientation                                                                                                                |
| Puyallup          | Yes | Did NOT previously pay but lost an L&I claim so started paying                                                                                 |
| Quilcene          | Yes | Doing this as an extra incentive to get subs- it is mandatory                                                                                  |
| Quillayute Valley | Yes | All subs, all classifications, pay is for time listed for training, paid at sub para rate                                                      |
| Renton            | Yes | Pay new subs to complete the training                                                                                                          |
| Royal             | Yes |                                                                                                                                                |
| Sumner            |     |                                                                                                                                                |
| Yakima            | Yes | Requires all prospective substitutes to complete mandatory trainings within 30 days as a condition of employment.                              |
|                   |     |                                                                                                                                                |

**From:** [Betsy Dickinson](#) on behalf of [Betsy Dickinson <betsy.dickinson@ksd.org>](#)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Cc:** [Curtis Leonard](#)  
**Subject:** Pay for Paras/Safe schools etc  
**Date:** Friday, February 16, 2018 8:48:04 AM

---

Hi there,

Kennewick School District does not pay for orientation, but does pay for Safe Schools.

Betsy Dickinson  
Classified Human Resources Manager  
Kennewick School District  
Phone: 509-222-6414  
Fax: 509-222-5051  
Website: [www.ksd.org](http://www.ksd.org)

**From:** [Cynthia Luna McVeigh](#) on behalf of [Cynthia Luna McVeigh <CynthiaMcVeigh@sjisd.wednet.edu>](#)  
**To:** [Janet Hodson](#)  
**Cc:** [cleonard@wspsa.net](#)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, February 16, 2018 8:54:47 AM

---

Hi Janet - Our guidelines are as follows:

### **Deadlines for Training Mandates**

- All New Hires: Please complete your training mandates within 30 days of your start date.
- Certificated staff: Please complete the course(s) within 30 days of being notified, each academic year.
- Classified staff: Please take the training during working hours within 30 days of being notified, each academic year. For some of you, the early release days might be a good time to take the training. If you are absolutely unable to take the training during your working hours, ask your supervisor if you are allowed to take the training after hours and add the time on your time sheet.

I hope this helps,

C

### **Cynthia Luna McVeigh**

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

---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Thursday, February 15, 2018 10:31 PM  
**To:** Cynthia Luna McVeigh <CynthiaMcVeigh@sjisd.wednet.edu>  
**Subject:** MEMBER REQUEST

Last request of the week!

Janet Hodson from Federal Way is asking if you pay the classified employee their hourly rate for attending orientation and doing safe school training?

Please send your responses directly to: [jhodson@fwps.org](mailto:jhodson@fwps.org)

Also, cc your responses to: [cleonard@wspsa.net](mailto:cleonard@wspsa.net)

Thanks!!

Curtis

---

This email was sent to [cynthiamcveigh@sjisd.wednet.edu](mailto:cynthiamcveigh@sjisd.wednet.edu) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

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United States

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**From:** [Elizabeth \(Beth\) Porter](#) on behalf of [Elizabeth \(Beth\) Porter <Elizabeth.Porter@rentonschools.us>](#)  
**To:** [cleonard@wsps.net](#); [jhodson@fwps.org](#)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, February 16, 2018 9:07:49 AM

---

Janet—we don't have a classified orientation. We do have required SafeSchools training. New classified employees who work less than 8 hours/day are paid to complete the training. 8 hour/day employees are expected to complete it during the course of their day.

*Beth Porter, Ed.D.*

Executive Director, Human Resources

Renton School District #403 | 300 SW 7<sup>th</sup> Street | Renton, WA 98057-2307

Phone: 425-204-2371 Fax: 425-204-2416

[elizabeth.porter@rentonschools.us](mailto:elizabeth.porter@rentonschools.us)

---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Thursday, February 15, 2018 10:31 PM  
**To:** Elizabeth (Beth) Porter <Elizabeth.Porter@rentonschools.us>  
**Subject:** MEMBER REQUEST

Last request of the week!

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Please send your responses directly to: [jhodson@fwps.org](mailto:jhodson@fwps.org)

Also, cc your responses to: [cleonard@wsps.net](mailto:cleonard@wsps.net)

Thanks!!

Curtis

---

This email was sent to [elizabeth.porter@rentonschools.us](mailto:elizabeth.porter@rentonschools.us) by [cleonard@wsps.net](mailto:cleonard@wsps.net)

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001842



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**From:** [Fry, James](#) on behalf of [Fry, James <FryJ@csdk12.org>](#)  
**To:** [jhodson@fwps.org](#)  
**Cc:** [cleonard@wspsa.net](#)  
**Subject:** Classified Pay  
**Date:** Friday, February 16, 2018 9:25:48 AM

---

Janet,

We pay our classified employees regular rate of pay for required trainings (including Safe Schools). We do pay paras a stipend for a ½ day orientation when hired prior to the start of the school year (\$50.00).

Thanks,

Jim Fry  
Assistant Superintendent  
Clarkston School District  
(509) 769-5534  
[fryj@csdk12.org](mailto:fryj@csdk12.org)

**Honor the Past. Be the Future.**

**From:** [Sandra Villarreal](#) on behalf of [Sandra Villarreal <svillarreal@othelloschools.org>](mailto:svillarreal@othelloschools.org)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Cc:** [cleonard@wspsa.net](mailto:cleonard@wspsa.net)  
**Subject:** Orientation for Classified Staff  
**Date:** Friday, February 16, 2018 9:50:57 AM

---

Yes we pay our classified staff to attend orientation and complete safe schools training since they both are required by the district.

**SANDRA VILLARREAL** | Executive Director of Human Resources | Othello School District | 1025 South 1st Avenue, Othello, WA 99344 | O:  [\(509\) 488-2659](tel:(509)488-2659) ext: 1018



\*\*\* Please Note the Othello School District has changed its email domain. All email addresses should be addressed as [username@othelloschools.org](mailto:username@othelloschools.org) Please visit our website at <http://www.othelloschools.org> for additional information \*\*\*

*This message is intended solely for the use of the individual and/or entities to whom it is addressed, it may contain information that is privileged, confidential, and exempt from disclosure under applicable state and federal laws. If you are not the addressee, or are not authorized to receive for the intended addressee, you are hereby notified that you may not use, copy, or disseminate this message or the information contained herein. If you have received this message in error, immediately advise the sender by replying via email and deleting the received message.*

**From:** [Starla Hoff](#) on behalf of [Starla Hoff <shoff@osd.wednet.edu>](#)  
**To:** [jhodson@fwps.org](#); [cleonard@wspa.net](#)  
**Subject:** Fwd: MEMBER REQUEST  
**Date:** Friday, February 16, 2018 10:56:40 AM

---

Hi Janet,

Here at the Olympia School District, we pay new employees their hourly rate to do the safe schools trainings & new employee group orientation. We do not for the onboarding meeting with HR.

Hope this helps.

Starla

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

From: **Curtis Leonard** <[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)>  
Date: Thu, Feb 15, 2018 at 10:32 PM  
Subject: MEMBER REQUEST  
To: [shoff@osd.wednet.edu](mailto:shoff@osd.wednet.edu)

Last request of the week!

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Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks!!

Curtis

---

This email was sent to [shoff@osd.wednet.edu](mailto:shoff@osd.wednet.edu) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

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--

Starla Hoff  
Labor Relations Specialist  
Olympia School District  
1113 Legion Way SE  
Olympia, WA 98501  
360.596.6194  
360.596.6185 -- fax

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**From:** [JODI GREGORY](#) on behalf of [JODI GREGORY <jgregory@bethelsd.org>](#)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Cc:** [cleonard@wspsa.net](mailto:cleonard@wspsa.net)  
**Subject:** Classified employee/orientation  
**Date:** Friday, February 16, 2018 11:30:00 AM

---

Hi Janet.

In Bethel we pay classified staff the sub rate for their classification for attending orientation. If the new employee is already under contract (which we try not to have happen but occasionally it does) then they are paid at their regular rate. For Safe Schools training, all staff are expected to complete within their work day.

Have a great Friday!

Jodi Gregory  
Administrative Assistant  
Bethel Public Schools  
253-683-6020

**"We are more alike, my friends, than we are unlike." Maya Angelou**

**From:** [Pitts, Kathryn AD - Staff](#) on behalf of [Pitts, Kathryn AD - Staff](#) <[PittsK@issaquah.wednet.edu](mailto:PittsK@issaquah.wednet.edu)>  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Cc:** [cleonard@wspsa.net](mailto:cleonard@wspsa.net)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, February 16, 2018 11:37:20 AM  
**Attachments:** [image001.png](#)

---

Janet,

All employees are paid their full hourly wage for time spent outside their standard workday on their initial SafeSchools training. For annual SafeSchools trainings employees are asked to find time in their existing work schedule to complete the courses for compliancy. For example, teachers are asked to do these modules on their planning period. Compensation is provided for annual training for those who are unable to complete the training during their standard workday (i.e.: bus drivers).

With the exception of bus drivers, all ISD employees attend orientation as part of the "onboarding process" and are not directly compensated for their time. Bus drivers are paid at full wage for time spent in orientation (not their reduced training rate).

Please feel free to call/e-mail with questions. I am happy to help in any way that I can.

*Kind regards,*

*Katie Pitts*

*Human Resources Data Specialist*

*Issaquah School District*

*(425) 837-7180*



---

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [mailto:[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)]  
**Sent:** Thursday, February 15, 2018 10:32 PM  
**To:** Pitts, Kathryn AD - Staff <[PittsK@issaquah.wednet.edu](mailto:PittsK@issaquah.wednet.edu)>  
**Subject:** MEMBER REQUEST

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Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks!!

Curtis

---

This email was sent to [pittsk@issaquah.wednet.edu](mailto:pittsk@issaquah.wednet.edu) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

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**From:** [Moritz, Kathy](#) on behalf of [Moritz, Kathy <kathymoritz@selahschools.org>](#)  
**To:** [cleonard@wspa.net](mailto:cleonard@wspa.net); [Contact; Chad Quigley](#)  
**Subject:** Re: MEMBER REQUEST  
**Date:** Friday, February 16, 2018 11:58:17 AM

---

Janet,

We pay classified employees their hourly rate for both. We encourage them to complete them during conferences when they may have limited work available.

Best Regards,

*Kathy Moritz*, SHRM-CP  
Human Resources Specialist  
509.698.8008  
509.698.8097- HR Fax

Selah School District  
*"Cultivating life-long learners"*

On Thu, Feb 15, 2018 at 10:31 PM, Curtis Leonard <[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)> wrote:

Last request of the week!

Janet Hodson from Federal Way is asking if you pay the classified employee their hourly rate for attending orientation and doing safe school training?

Please send your responses directly to: [jhodson@fwps.org](mailto:jhodson@fwps.org)

Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks!!

Curtis

---

This email was sent to [kathymoritz@selahschools.org](mailto:kathymoritz@selahschools.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)  
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United States

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**From:** [Jennifer Harmon](#) on behalf of [Jennifer Harmon <jharmon@gfalls.wednet.edu>](mailto:jharmon@gfalls.wednet.edu)  
**To:** [Janet Hodson](#)  
**Cc:** [cleonard@wspsa.net](mailto:cleonard@wspsa.net)  
**Subject:** Member Request: Classified Staff Pay for NEO & Safe Schools  
**Date:** Friday, February 16, 2018 3:29:53 PM  
**Attachments:** [Safe School Request to Work From Home.xlsx](#)  
[ss\\_approval\\_scannedcopy.pdf](#)

---

Hi Janet,

Yes, we do pay our classified staff for new employee orientation and Safe Schools training. Typically, we ask that they do them during their workday as possible – early release days, conferences days or any day when they may not have students. We have one new employee orientation day in August where all attendees are paid at their hourly rate and then new employee orientations during the year are the same.

If an employee is unable to complete Safe Schools training during the day, such as food service or student supervisors, they work with their supervisor to come up with approved hours to complete the training in. I have attached our approval form and then I check the hours in Safe Schools after they have completed them.

I hope this is helpful!

Jennifer Harmon  
Human Resources Manager  
360.283.4309



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# Safe Schools Request

## STEP 1

Administrator/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_

Employee name \_\_\_\_\_

Job Title \_\_\_\_\_

Work days of the week M-F \_\_\_\_\_ Other(specify) \_\_\_\_\_

Total number of modules needed to complete \_\_\_\_\_

Number yet to be completed \_\_\_\_\_ Time required \_\_\_\_\_

## STEP 2

Reason for not being able to complete safe schools modules. \_\_\_\_\_

\_\_\_\_\_

*Request of time or extra salary for module completion* (please check)

\_\_\_\_\_ Substitute for \_\_\_\_\_ hours.

\_\_\_\_\_ Extra pay for \_\_\_\_\_ hours.

## STEP 3

Superintendent signature \_\_\_\_\_ Date \_\_\_\_\_

Request granted as stated above: yes no

Alternative \_\_\_\_\_

# Safe Schools Request

## STEP 1

Administrator/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_

Employee name \_\_\_\_\_

Job Title \_\_\_\_\_

Work days of the week M-F \_\_\_\_\_ Other(specify) \_\_\_\_\_

Total number of modules needed to complete \_\_\_\_\_

Number yet to be completed \_\_\_\_\_ Time required \_\_\_\_\_

## STEP 2

Reason for not being able to complete safe schools modules. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Request of time or extra salary for module completion* (please check)

\_\_\_\_\_ Substitute for \_\_\_\_\_ hours.

\_\_\_\_\_ Extra pay for \_\_\_\_\_ hours.

## STEP 3

Superintendent signature \_\_\_\_\_ Date \_\_\_\_\_

Request granted as stated above: yes no

Alternative \_\_\_\_\_

**From:** [Shelli Stickell](#) on behalf of [Shelli Stickell <shelli\\_stickell@sumnersd.org>](#)  
**To:** [Janet Hodson \(jhodson@fwps.org\)](#)  
**Cc:** [cleonard@wspa.net](#)  
**Subject:** Fwd: MEMBER REQUEST  
**Date:** Monday, February 19, 2018 4:06:50 PM

---

We pay minimum wage for classified employee orientations and provide time to complete safe school training. fyi

Shelli Stickell  
Human Resources Operations Manager  
Sumner School District  
(253) 891-6027



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

From: **Curtis Leonard** <[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)>  
Date: Thu, Feb 15, 2018 at 10:32 PM  
Subject: MEMBER REQUEST  
To: [shelli\\_stickell@sumnersd.org](mailto:shelli_stickell@sumnersd.org)

Last request of the week!

Janet Hodson from Federal Way is asking if you pay the classified employee their hourly rate for attending orientation and doing safe school training?

Please send your responses directly to: [jhodson@fwps.org](mailto:jhodson@fwps.org)

Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks!!

Curtis

---

This email was sent to [shelli\\_stickell@sumnersd.org](mailto:shelli_stickell@sumnersd.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

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United States

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**From:** [Amanda Davis](#) on behalf of [Amanda Davis <amanda.davis@whitesalmonschools.org>](#)  
**To:** [cleonard@wspa.net](#); [jhodson@fwps.org](#)  
**Subject:** Re: MEMBER REQUEST  
**Date:** Tuesday, February 20, 2018 8:41:42 AM

---

Hello,

White Salmon Valley School District pays the classified employee their regular hourly rate.

Hope that helps,  
Amanda

On Thu, Feb 15, 2018 at 10:31 PM, Curtis Leonard <[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)> wrote:

Last request of the week!

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Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks!!

Curtis

---

This email was sent to [amanda.davis@whitesalmonschools.org](mailto:amanda.davis@whitesalmonschools.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)  
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--  
Amanda Davis  
Administration Assistant



White Salmon Valley Schools  
[amanda.davis@whitesalmonschools.org](mailto:amanda.davis@whitesalmonschools.org)

509-493-1500

Please note my hours are 8 am to noon, Monday through Friday.

**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [Long, Dawn](#); [jhodson@fwps.org](mailto:jhodson@fwps.org); [scarey@fpschools.org](mailto:scarey@fpschools.org)  
**Subject:** Annual conference hotel rooms--response needed  
**Date:** Wednesday, February 21, 2018 6:04:45 AM

---

Hello Dawn, Janet, and Shaun,

Please let me know if you need a room at the annual conference resort hotel. We have had some cancellations and the hotel is holding rooms for me. Please let me know as soon as possible and I can take care of the reservation. Please let me know if you will need a room Sun-Wed or for Sunday only.

WSPA will cover your room charges for Sunday night to attend the board meeting.

Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wsps.net/>



**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** Re: Annual conference hotel rooms--response needed  
**Date:** Wednesday, February 21, 2018 6:14:18 AM

---

Jennifer,

I have a room already for Sunday - Tuesday but if you have 3 rooms on the main conference center my team may want to switch hotels. They were not able to get in so are at the alternate hotel.

Sent from my iPhone

On Feb 21, 2018, at 6:04 AM, "[admin@wspsa.net](mailto:admin@wspsa.net)" <[admin@wspsa.net](mailto:admin@wspsa.net)> wrote:

Hello Dawn, Janet, and Shaun,

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Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator  
Washington School Personnel Association  
PO Box 1600 Anacortes, Washington 98221  
Phone: 360-825-1415/Fax: 253-736-0333  
<http://www.wspsa.net/>

[<image001.gif>](#) 

**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** RE: Annual conference hotel rooms--response needed  
**Date:** Wednesday, February 21, 2018 6:15:55 AM

---

Hi Janet,

I will contact them now to see if I can get three rooms. I believe I can, but don't cancel your other rooms yet!

Thank you,

Jennifer

---

**From:** Janet Hodson [mailto:[jhodson@fwps.org](mailto:jhodson@fwps.org)]  
**Sent:** Wednesday, February 21, 2018 6:14 AM  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** Re: Annual conference hotel rooms--response needed

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*Jennifer Tottenham*

Program Coordinator  
Washington School Personnel Association  
PO Box 1600 Anacortes, Washington 98221  
Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspa.net/>

[<image001.gif>](#) 

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [admin@wspsa.net](#)  
**Subject:** RE: Annual conference hotel rooms--response needed  
**Date:** Wednesday, February 21, 2018 7:23:45 AM

---

Ok. Thank you.

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](#)

---

**From:** [admin@wspsa.net](#) [mailto:[admin@wspsa.net](#)]  
**Sent:** Wednesday, February 21, 2018 6:16 AM  
**To:** Janet Hodson <[jhodson@fwps.org](#)>  
**Subject:** RE: Annual conference hotel rooms--response needed

Hi Janet,

I will contact them now to see if I can get three rooms. I believe I can, but don't cancel your other rooms yet!

Thank you,

Jennifer

---

**From:** Janet Hodson [mailto:[jhodson@fwps.org](#)]  
**Sent:** Wednesday, February 21, 2018 6:14 AM  
**To:** [admin@wspsa.net](#)  
**Subject:** Re: Annual conference hotel rooms--response needed

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*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspa.net/>

[!\[\]\(3cb60d42b10e53f9522bb0b392c1c4cd\_img.jpg\)](#)

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [admin@wspsa.net](#)  
**Subject:** RE: Annual conference hotel rooms--response needed  
**Date:** Wednesday, February 21, 2018 7:27:00 AM

---

Jennifer

I just talked to one of the gals going and they did get into the casino hotel. So I guess I just need to rooms; David Brower and Tony Frascone.

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](#)

---

**From:** [admin@wspsa.net](#) [mailto:[admin@wspsa.net](#)]  
**Sent:** Wednesday, February 21, 2018 6:16 AM  
**To:** Janet Hodson <[jhodson@fwps.org](#)>  
**Subject:** RE: Annual conference hotel rooms--response needed

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Thank you,

Jennifer

---

**From:** Janet Hodson [mailto:[jhodson@fwps.org](#)]  
**Sent:** Wednesday, February 21, 2018 6:14 AM  
**To:** [admin@wspsa.net](#)  
**Subject:** Re: Annual conference hotel rooms--response needed

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Sent from my iPhone

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WSPA will cover your room charges for Sunday night to attend the board meeting.

Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspa.net/>

[<image001.gif>](#) 

**From:** [Boerke, Marilyn](#) on behalf of [Boerke, Marilyn <Marilyn.Boerke@camas.wednet.edu>](#)  
**To:** [jhodson@fwps.org](#)  
**Cc:** ["cleonard@Wspa.net"](#)  
**Subject:** Classified staff  
**Date:** Wednesday, February 21, 2018 10:34:55 AM

---

Hi Janet,

We do pay hourly rate for safety trainings IF they are not able to complete the trainings during their regularly scheduled shifts. We will be paying hourly rate for NEW employees to attend orientation this year.

Hope this helps,  
Marilyn

***Marilyn Boerke***

*Director of Talent Development*

*Title IX Officer*

*Camas School District 117*

*360-833-5454 or 360-335-3000, extension 78175*

[www.camas.wednet.edu](http://www.camas.wednet.edu)

This e-mail, related attachments and/or any response may be subject to public disclosure under state and federal law.

**From:** [Ramon Alvarez](#) on behalf of [Ramon Alvarez <RamonAl@spokaneschools.org>](#)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Cc:** [cleonard@wspa.net](mailto:cleonard@wspa.net)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Wednesday, February 21, 2018 11:07:47 AM

---

Hi Janet,

Spokane Public Schools requires new hires to come in and complete HR paperwork and background check processing and they are not paid for that. We also have a full day of on-boarding/orientation and we do pay them their hourly wage for that. Employees are paid their hourly rate of pay for safe schools training or any other training required for their job.

Hope this helps!

Ramon Alvarez  
HR Director, Classified Personnel  
Spokane Public Schools  
200 North Bernard  
Spokane, WA 99201  
[RamonAl@spokaneschools.org](mailto:RamonAl@spokaneschools.org)  
Ph: (509) 354-7344  
Fax: (509) 354-5963

---

**From:** Curtis Leonard [mailto:[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)]  
**Sent:** Thursday, February 15, 2018 10:32 PM  
**To:** Ramon Alvarez <[RamonAl@spokaneschools.org](mailto:RamonAl@spokaneschools.org)>  
**Subject:** MEMBER REQUEST

Last request of the week!

Janet Hodson from Federal Way is asking if you pay the classified employee their hourly rate for attending orientation and doing safe school training?

Please send your responses directly to: [jhodson@fwps.org](mailto:jhodson@fwps.org)

Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks!!

Curtis

---

This email was sent to [ramonal@spokaneschools.org](mailto:ramonal@spokaneschools.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

[Remove My Email or Manage Preferences](#) • [Privacy Policy](#)



**From:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**To:** [jsteiner@wspa.net](mailto:jsteiner@wspa.net); [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [kellyg@wapatosd.org](mailto:kellyg@wapatosd.org); [gavigani@riverview.wednet.edu](mailto:gavigani@riverview.wednet.edu); [jhodson@fwps.org](mailto:jhodson@fwps.org); [lkrining@cloverpark.k12.wa.us](mailto:lkrining@cloverpark.k12.wa.us); [lmestay@cloverpark.k12.wa.us](mailto:lmestay@cloverpark.k12.wa.us); [TNeidhold@psd1.org](mailto:TNeidhold@psd1.org); [ellyn.papenfuse@vansd.org](mailto:ellyn.papenfuse@vansd.org); [cs Sheridan@asd103.org](mailto:cs Sheridan@asd103.org)  
**Subject:** Advisory Agenda and Details  
**Date:** Wednesday, February 21, 2018 3:39:35 PM  
**Attachments:** [Meeting Agenda 2.25.18.docx](#)

---

Hello All!

Attached is the agenda for our advisory meeting on Sunday, February 25th. Our meeting will be held from 2-4 p.m., with the last hour of that being open to HELP participants seeking guidance on their reports.

Our meeting will be held in the Hotel Tower Boardroom, which is located on the 3rd floor of the hotel tower (which is one floor below the Canoe Ballroom).

This should allow for enough time for those who will be attending the WSPA Board Meeting as well.

Thank you!

Jane Rausch  
HELP Coordinator



# HELP

## HUMAN RESOURCES IN EDUCATION LEADERSHIP PROGRAM

February 25, 2018

HELP Advisory Board Meeting Agenda

2:00-4:00

### UPDATE:

- **HELP Spring Session**  
April 23, 2018  
Level I: Morning: FLSA/Castle Rock  
Level II & III Morning:  
Presentations (eight participants/four topics)  
  
Team 1:       **Evaluations or Hiring Process**  
                  DeeDee Buckingham  
                  Jennifer Hymer  
  
Team 2:       **Ethical Leadership or What does HR do for you?**  
                  Joyce Wilson  
  
Team 3:       **Conflict in the Workplace**  
                  Janet Paeth  
                  Carrie Joy  
  
Team 4:       **Screening and Hiring Process**  
                  Julie Dodd  
                  Jennifer York  
  
Level I, II & III:  
                  Afternoon: FLSA/Castle Rock
- Volunteers for observing/evaluating
- **HELP Summer 2018 Session, July 9-13th**  
Proposed Keynote Speaker:   Forrest Griek  
Topic:                            Whole Educator Support and Creating a  
                                          Balanced Workforce  
  
Cost for WSPA Members:       \$50  
  
Thursday evening: Activity

- Classified Boot Camp
  - Presenters:
    - Day 1:  
Classified Administrator Soft Skills
    - Day 2: Paul Clay, Attorney Stevens, Clay & Manix  
HR 101: An Overview of School Human Resource Leadership Responsibilities for the Classified Administrator
- Certificated Boot Camp
  - Presenters:
    - Day 1:  
ABC's of Human Resources/POG
    - Day 2: Curtis Leonard  
An Overview of School Human Resource Leadership Responsibilities
    - Day 3: Don Austin  
Human Resources Legal Writing
- Grading Reports

**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** RE: Annual conference hotel rooms--response needed  
**Date:** Wednesday, February 21, 2018 5:11:08 PM  
**Attachments:** [image002.png](#)

---

Janet,

Please confirm that rooms are needed at the conference hotel for the following Sunday-Wednesday.  
I think I can make all happen:

You  
Chris Patten  
Jennifer Hymer  
Tony Frascione  
David Brower

Thank you,

Jennifer

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**From:** admin@wsps.net  
**Sent:** Wednesday, February 21, 2018 6:16 AM  
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Jennifer,  
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Sent from my iPhone



On Feb 21, 2018, at 6:04 AM, "[admin@wspace.net](mailto:admin@wspace.net)" <[admin@wspace.net](mailto:admin@wspace.net)> wrote:

Hello Dawn, Janet, and Shaun,

Please let me know if you need a room at the annual conference resort hotel. We have had some cancellations and the hotel is holding rooms for me. Please let me know as soon as possible and I can take care of the reservation. Please let me know if you will need a room Sun-Wed or for Sunday only.

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*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspace.net/>

<[image001.gif](#)> 

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [admin@wspsa.net](#)  
**Subject:** RE: Annual conference hotel rooms--response needed  
**Date:** Wednesday, February 21, 2018 6:40:03 PM  
**Attachments:** [image001.png](#)

---

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Thank you so much for getting Tony and David in the conference hotel. We really appreciate your effort!

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](#)

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**Sent:** Wednesday, February 21, 2018 5:11 PM  
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**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net)  
**Subject:** RE: Advisory Agenda and Details  
**Date:** Wednesday, February 21, 2018 7:15:27 PM

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Jane

I am still not able to log into city u and find the blackboard page that has HELP. I get blackboard as if I am a student and not faculty. It is driving me crazy. What do you suggest?

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

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**From:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net) [mailto:[jrausch@wspsa.net](mailto:jrausch@wspsa.net)]  
**Sent:** Wednesday, February 21, 2018 3:40 PM  
**To:** [jsteiner@wspsa.net](mailto:jsteiner@wspsa.net); [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [kellyg@wapatosd.org](mailto:kellyg@wapatosd.org); [gaviganj@riverview.wednet.edu](mailto:gaviganj@riverview.wednet.edu); Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>; [lkrining@cloverpark.k12.wa.us](mailto:lkrining@cloverpark.k12.wa.us); [lmestay@cloverpark.k12.wa.us](mailto:lmestay@cloverpark.k12.wa.us); [TNeidhold@psd1.org](mailto:TNeidhold@psd1.org); [ellyn.papenfuse@vansd.org](mailto:ellyn.papenfuse@vansd.org); [cs Sheridan@asd103.org](mailto:cs Sheridan@asd103.org)  
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Jane Rausch  
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**From:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** RE: Annual conference hotel rooms--response needed  
**Date:** Thursday, February 22, 2018 6:46:00 AM  
**Attachments:** [image001.png](#)

---

Thank you, Janet. I am confirming rooms for Tony and David and will have confirmation numbers for you today.

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---

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Federal Way Public Schools  
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253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

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[<image001.gif>](#) 

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** RE: Annual conference hotel rooms--response needed  
**Date:** Thursday, February 22, 2018 7:48:28 AM  
**Attachments:** [image001.png](#)

---

Thank you so much. They will be thrilled to hear

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

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**From:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** Re: Advisory Agenda and Details  
**Date:** Thursday, February 22, 2018 8:43:54 AM

---

It's driving me crazy too! Toni Neidhold can't get on either, and Melissa hasn't been replying to her. She isn't replying to me either. I will call her today.

Thank you for letting me know!

---

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Janet Hodson  
Federal Way Public Schools  
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253.945.2020  
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**To:** [jsteiner@wspa.net](mailto:jsteiner@wspa.net); [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [kellyg@wapatosd.org](mailto:kellyg@wapatosd.org); [gaviganj@riverview.wednet.edu](mailto:gaviganj@riverview.wednet.edu); Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>; [lkrining@cloverpark.k12.wa.us](mailto:lkrining@cloverpark.k12.wa.us); [lmestay@cloverpark.k12.wa.us](mailto:lmestay@cloverpark.k12.wa.us); [TNeidhold@psd1.org](mailto:TNeidhold@psd1.org); [ellyn.papenfuse@vansd.org](mailto:ellyn.papenfuse@vansd.org); [cs Sheridan@asd103.org](mailto:cs Sheridan@asd103.org)  
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Thank you!

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HELP Coordinator

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**Subject:** RE: Advisory Agenda and Details  
**Date:** Thursday, February 22, 2018 10:29:21 AM

---

Okay, thank you. I don't feel like we are in as faculty. It seems like the screens I can view are student screens.

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

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**Sent:** Thursday, February 22, 2018 8:44 AM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
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Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [jrausch@wspa.net](mailto:jrausch@wspa.net) [mailto:[jrausch@wspa.net](mailto:jrausch@wspa.net)]  
**Sent:** Wednesday, February 21, 2018 3:40 PM  
**To:** [jsteiner@wspa.net](mailto:jsteiner@wspa.net); [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [kellyg@wapatosd.org](mailto:kellyg@wapatosd.org); [gaviganj@riverview.wednet.edu](mailto:gaviganj@riverview.wednet.edu); Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>; [lkrining@cloverpark.k12.wa.us](mailto:lkrining@cloverpark.k12.wa.us); [lmestay@cloverpark.k12.wa.us](mailto:lmestay@cloverpark.k12.wa.us); [TNeidhold@psd1.org](mailto:TNeidhold@psd1.org); [ellyn.papenfuse@vansd.org](mailto:ellyn.papenfuse@vansd.org); [csheridan@asd103.org](mailto:csheridan@asd103.org)

**Subject:** Advisory Agenda and Details

Hello All!

Attached is the agenda for our advisory meeting on Sunday, February 25th. Our meeting will be held from 2-4 p.m., with the last hour of that being open to HELP participants seeking guidance on their reports.

Our meeting will be held in the Hotel Tower Boardroom, which is located on the 3rd floor of the hotel tower (which is one floor below the Canoe Ballroom).

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Thank you!

Jane Rausch  
HELP Coordinator

**From:** [jrausch@wsps.net](mailto:jrausch@wsps.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** Re: Advisory Agenda and Details  
**Date:** Thursday, February 22, 2018 1:17:53 PM

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Melissa replied! I believe she is working on it.

---

**From:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Sent:** Thursday, February 22, 2018 10:29:21 AM  
**To:** [jrausch@wsps.net](mailto:jrausch@wsps.net)  
**Subject:** RE: Advisory Agenda and Details

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**Sent:** Thursday, February 22, 2018 8:44 AM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** Re: Advisory Agenda and Details

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Thank you for letting me know!

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**Sent:** Wednesday, February 21, 2018 7:15:27 PM  
**To:** [jrausch@wsps.net](mailto:jrausch@wsps.net)  
**Subject:** RE: Advisory Agenda and Details

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**Sent:** Wednesday, February 21, 2018 3:40 PM

**To:** [jsteiner@wspa.net](mailto:jsteiner@wspa.net); [sonjabrown@sequim.k12.wa.us](mailto:sonjabrown@sequim.k12.wa.us); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [kellyg@wapatosd.org](mailto:kellyg@wapatosd.org); [gaviganj@riverview.wednet.edu](mailto:gaviganj@riverview.wednet.edu); Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>; [lkrining@cloverpark.k12.wa.us](mailto:lkrining@cloverpark.k12.wa.us); [lmcstay@cloverpark.k12.wa.us](mailto:lmcstay@cloverpark.k12.wa.us); [TNeidhold@psd1.org](mailto:TNeidhold@psd1.org); [ellyn.papenfuse@vansd.org](mailto:ellyn.papenfuse@vansd.org); [cs Sheridan@asd103.org](mailto:cs Sheridan@asd103.org)

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HELP Coordinator



**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**Subject:** RE: Advisory Agenda and Details  
**Date:** Thursday, February 22, 2018 1:21:33 PM

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Excellent!

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

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**From:** [jrausch@wspa.net](mailto:jrausch@wspa.net) [mailto:[jrausch@wspa.net](mailto:jrausch@wspa.net)]  
**Sent:** Thursday, February 22, 2018 1:18 PM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
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**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [kschonberg@ohsd.net](mailto:kschonberg@ohsd.net); [scarey@fpschools.org](mailto:scarey@fpschools.org); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [jhodson@fwps.org](mailto:jhodson@fwps.org); [turner.l@wenatcheeschools.org](mailto:turner.l@wenatcheeschools.org); [jane.rausch@rsdmail.org](mailto:jane.rausch@rsdmail.org); [kimha@spokaneschools.org](mailto:kimha@spokaneschools.org); [tneidhold@psd1.org](mailto:tneidhold@psd1.org); [marilyn.boerke@camas.wednet.edu](mailto:marilyn.boerke@camas.wednet.edu); [cathibp@msn.com](mailto:cathibp@msn.com); [dlong@nthurston.k12.wa.us](mailto:dlong@nthurston.k12.wa.us); [denise.kennedy@bremertonschools.org](mailto:denise.kennedy@bremertonschools.org); [chellel@ckschools.org](mailto:chellel@ckschools.org); [cs Sheridan@asd103.org](mailto:cs Sheridan@asd103.org); [jason\\_thompson@msvl.k12.wa.us](mailto:jason_thompson@msvl.k12.wa.us)  
**Cc:** [cleonard@wsps.net](mailto:cleonard@wsps.net); [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** WSPA Board Meeting: Sunday 2/25/18  
**Date:** Friday, February 23, 2018 5:12:44 AM  
**Attachments:** [2018 Annual Conference Agenda.pdf](#)  
[Board Agenda FEB 25 2018.doc](#)  
[WSPA Reimbursement Form UPDATED 2018.pdf](#)

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Hello Board Members,

We look forward to seeing each of you at our Board meeting and the Annual Conference.

### **WSPA Board Meeting**

- Sunday, February 25
- 5:00 -7:30 pm – Dinner provided
- Clearwater Resort: RESORT BUILDING, Chico Room

I have attached a copy of the meeting agenda, the conference agenda, and a mileage reimbursement form for your reference

Please let me know if you have any questions or if I may be of any additional assistance.

Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wsps.net/>





***All sessions will be held in the Tower building on the fourth floor***

| Sunday, February 25, 2018                                                     |                                                                                                                                                                                                   |                                                                  |                                                                                         |
|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Schedule                                                                      |                                                                                                                                                                                                   |                                                                  |                                                                                         |
| Registration/Sign-In<br>1:00 pm – 5:00 pm<br>Tower Building, Fourth Floor     | Welcome: Tower Fourth Floor                                                                                                                                                                       |                                                                  |                                                                                         |
| Pre-Conference Session<br>1:30 pm – 4:30 pm<br>Location: Deer A               | 1:30pm –4:30 pm<br>Location: Deer A<br>Topic: Whole Educator Support<br>Presenters: Dr. Lisa Nolan and Dr. Forrest Griek, Tacoma Public Schools                                                   |                                                                  |                                                                                         |
| HELP Advisory Meeting<br>2:00 pm – 4:00 pm<br>Location: Tower Board Room      | HELP Advisory Meeting: HELP Advisory Board members<br>Location: Tower Board Room                                                                                                                  |                                                                  |                                                                                         |
| Board Meeting<br>5:00 pm – 7:30 pm<br>Location: RESORT BUILDING<br>Chico Room | Board Meeting: Board members, Region Representatives, WSPA Administrative Team<br>Dinner provided<br>Location: RESORT BUILDING- Chico Room                                                        |                                                                  |                                                                                         |
| Monday, February 26, 2018                                                     |                                                                                                                                                                                                   |                                                                  |                                                                                         |
| Registration/Sign-In<br>7:00 am – 8:00 am                                     | Welcome: Tower Fourth Floor                                                                                                                                                                       |                                                                  |                                                                                         |
| Schedule                                                                      | Canoe Ballroom                                                                                                                                                                                    |                                                                  |                                                                                         |
| Breakfast & Keynote<br>8:00 am – 9:45 am<br>Location: Canoe Ballroom          | 1. Welcome & Breakfast: Curtis Leonard, WSPA Executive Director<br>2. Entertainment: Chief Kitsap Academy of Song and Dance<br>3. Keynote: Gordy Linse                                            |                                                                  |                                                                                         |
| Break<br>9:45 am – 10:00 am                                                   | Please take time to visit our vendors who are generously supporting this conference and get your vendor passport stamped. Once filled you will be eligible to enter into a raffle and win prizes. |                                                                  |                                                                                         |
| Schedule                                                                      | Deer A                                                                                                                                                                                            | Deer B                                                           | Salmon Room                                                                             |
| Session 1<br>10:00 am – 11:10 am                                              | Recruiting in the 21 <sup>st</sup> Century<br>Kim Harmon,<br>Spokane Public Schools                                                                                                               | Social and Emotional Learning<br>Alyson Rotter,<br>Kitsap Strong | Paraeducator Training and Induction<br>Kari Clithero,<br>Central Kitsap School District |

|                                                                              |                                                                                                                                                                                                   |                                                                                                                                                          |                                                                             |
|------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <b>Session 2</b><br>11:20 am – 12:30 pm                                      | New Employee<br>Onboarding<br>Kim Harmon,<br>Spokane Public Schools                                                                                                                               | Educator Certification:<br>A Place to Find the<br>Answers<br>David Kinnunen, Coleen<br>Putansuu, Mallory<br>Torimino<br>OSPI                             | Crucial Conversations – Building<br>Respectful Relationships<br>Gordy Linse |
| <b>Schedule</b>                                                              | <b>Canoe Ballroom</b>                                                                                                                                                                             |                                                                                                                                                          |                                                                             |
| <b>Lunch</b><br>12:40 pm – 2:00 pm<br>Location: Canoe Ballroom               | 1. Participants Arrive & Sit<br>2. Vendor Introduction: Curtis Leonard<br>3. Entertainment: Kingston High School<br>4. Keynote: Tennille Jeffries-Simmons                                         |                                                                                                                                                          |                                                                             |
| <b>Break</b><br>2:00 pm – 2:15 pm                                            | Please take time to visit our vendors who are generously supporting this conference and get your vendor passport stamped. Once filled you will be eligible to enter into a raffle and win prizes. |                                                                                                                                                          |                                                                             |
| <b>Schedule</b>                                                              | <b>Deer A</b>                                                                                                                                                                                     | <b>Deer B</b>                                                                                                                                            | <b>Salmon Room</b>                                                          |
| <b>Session 3</b><br>2:15 pm – 3:25 pm                                        | Creating a Culture of<br>Quality Service<br>Tracy Johnson,<br>Central Kitsap School<br>District                                                                                                   | E-Certification Updates<br>and Enhancements<br>Troops to Teachers<br>David Kinnunen, Coleen<br>Putansuu, Mallory<br>Torimino, Doug<br>Asbjornsen<br>OSPI | Finding your Joy<br>Gordy Linse                                             |
| <b>Schedule</b>                                                              | <b>Canoe Ballroom</b>                                                                                                                                                                             |                                                                                                                                                          |                                                                             |
| <b>Presidents Reception</b><br>4:00 pm – 5:30 pm<br>Location: Canoe Ballroom | Please join Kurt Schonberg, WSPA President for networking, drinks, and appetizers.<br>Sponsored by: HRM Plus<br>*Dinner on your own                                                               |                                                                                                                                                          |                                                                             |

| Tuesday, February 27, 2018                                                      |                                                                                                                                                                                                   |                                                                                             |                                                                                               |
|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| Schedule                                                                        | Canoe Ballroom                                                                                                                                                                                    |                                                                                             |                                                                                               |
| <b>Breakfast &amp; Keynote</b><br>8:00 am – 9:45 am<br>Location: Canoe Ballroom | 1. Participants Arrive & Sit<br><b>2. General Membership Meeting: Kurt Schonberg</b><br>3. Entertainment: Poulsbo Elementary School<br>4. Keynote: Emily Silver                                   |                                                                                             |                                                                                               |
| <b>Break</b><br>9:45 am – 10:00 am                                              | Please take time to visit our vendors who are generously supporting this conference and get your vendor passport stamped. Once filled you will be eligible to enter into a raffle and win prizes. |                                                                                             |                                                                                               |
| Schedule                                                                        | Deer A                                                                                                                                                                                            | Deer B                                                                                      | Salmon Room                                                                                   |
| <b>Session 1</b><br>10:00 am – 11:10 am                                         | Emergency Substitute Training<br>Lisa Pitcher, Central Kitsap School District                                                                                                                     | Google: Intro to G-Suite for Education<br>Randi Ivancich, Bainbridge Island School District | I-1433 Paid Sick Leave<br>Allison Drake and Brent Debeaumont<br>WA State Labor and Industries |
| <b>Session 2</b><br>11:20 am – 12:30 pm                                         | New to Profession – Teacher Mentor Program<br>Lisa Pitcher, Central Kitsap School District                                                                                                        | Google: Forms and Sheets<br>Randi Ivancich, Bainbridge Island School District               | Creating a Culture of Quality Service<br>Tracy Johnson, Central Kitsap School District        |
| Schedule                                                                        | Canoe Ballroom                                                                                                                                                                                    |                                                                                             |                                                                                               |
| <b>Lunch</b><br>12:40 pm – 2:00 pm<br>Location: Canoe Ballroom                  | 1. Participants Arrive & Sit<br>2. Vendor Introduction: Curtis Leonard<br>3. Entertainment: North Kitsap High School<br>4. Keynote: Larry Davis                                                   |                                                                                             |                                                                                               |
| <b>Break</b><br>2:00 pm – 2:15                                                  | Please take time to visit our vendors who are generously supporting this conference and get your vendor passport stamped. Once filled you will be eligible to enter into a raffle and win prizes. |                                                                                             |                                                                                               |
| Schedule                                                                        | Deer A                                                                                                                                                                                            | Deer B                                                                                      | Salmon Room                                                                                   |
| <b>Session 3</b><br>2:15 pm – 3:25 pm                                           | Public Records Requests<br>Timothy Reynolds, Porter Foster Rorick LLC                                                                                                                             | Certification: PGPs, TPEP, and STEM<br>Maren Johnson, PESB                                  | Bargaining Under HB-2242<br>Lorraine Wilson, Porter Foster Rorick                             |
| Evening Schedule                                                                | Canoe Ballroom                                                                                                                                                                                    |                                                                                             |                                                                                               |
| <b>Socializing</b><br>4:00 pm – 4:30 pm<br>Location: Canoe Ballroom             | Appetizers provided, mingle, free drink ticket(s) and silent auction preview                                                                                                                      |                                                                                             |                                                                                               |
| <b>Vendor Raffle Awards</b><br>4:30 pm – 5:00 pm<br>Location: Canoe Ballroom    | Vendor raffle awards presented and passport prizes                                                                                                                                                |                                                                                             |                                                                                               |
| <b>Dinner Banquet</b><br>5:00 pm<br>Location: Canoe Ballroom                    | Randy Hathaway Fellowship Auction, HELP Awards, President's Award, Silent Auction and Acknowledgements<br>Sponsored By: Porter, Foster and Rorick, LLP                                            |                                                                                             |                                                                                               |

| Wednesday, February 28, 2018                                                    |                                                                                                        |                                                                                     |                                                                                                     |
|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| Schedule                                                                        | Canoe Ballroom                                                                                         |                                                                                     |                                                                                                     |
| <b>Breakfast &amp; Keynote</b><br>8:00 am – 9:15 am<br>Location: Canoe Ballroom | 1. Participants Arrive & Sit<br>2. Entertainment: North Kitsap High School<br>3. Thank you and Closing |                                                                                     |                                                                                                     |
| <b>Break</b><br>9:15 am – 9:30 am                                               | Break                                                                                                  |                                                                                     |                                                                                                     |
| Schedule                                                                        | Deer A                                                                                                 | Deer B                                                                              | Salmon Room                                                                                         |
| <b>Session 1</b><br>9:30 am – 10:40 am                                          | Credit/Experience Import<br>in Skyward<br>Janet Paeth,<br>Bainbridge Island<br>School District         | Unemployment Law<br>Update<br>Nick Streuli.<br>WA Employment Security<br>Department | Gender Identity – Issues in<br>Education<br>Curtis Leonard,<br>Patterson Buchanan<br>Fobes & Leitch |
| <b>Session 2</b><br>10:50 am – 12:00 pm                                         | Marijuana in the<br>Workplace<br>Mara Vinnedge,<br>Archbright                                          | SEBB/Retirement<br>Matt Alvis,<br>Sprague Israel Giles (SIG)                        | Records Retention<br>and Digital Archiving<br>Mike Saunders, State Archivist                        |

**Thank you for attending!**  
**Region 5 Annual Conference Planning Committee**



**Board Meeting  
February 25, 2018  
5:00-7:30 pm  
Suquamish Clearwater Resort  
RESORT BUILDING, Chico Room**

- Welcome – Kurt Schonberg and Curtis Leonard
- Region Updates
  - Region 1
  - Region 2
    - Annual Conference Planning 2019
      - Three Rivers Convention Center, Tri-Cities
  - Region 3
  - Region 4
  - Region 5
    - Annual Conference Updates
  - Region 6
- HELP Update – Jane Rausch
- Secretary's Report
  - Minutes from October Board Meeting - Janet Hodson
  - Membership Report – Jennifer Tottenham
- Treasurer's Report – Kurt Schonberg (Lisa Turner not available to attend)
  - 2016-2017 Final Report
  - 2017-2018 Budget vs. Actual
  - CPA Review Report
- Old Business – NA



- New Business
  - Board Retreat
    - Agenda planning
      - June 7-8, 2018
      - Sleeping Lady Resort, Leavenworth
  - Open positions for 2018-2018
    - Will be announced at general membership meeting on Tuesday, February 27, 2018
    - WSPA Board Call for Nominations: March 5, 2018
    - WSPA Board Elections: March 26, 2017
    - Region Call for Nominations: April 9, 2018
    - Region Elections: April 23, 2018
  - Open positions:
    - President Elect (3 year term)
    - Secretary (2 year term)
    - Region 2 SOUTH Co-Representative (2 year term)
    - Region 4 Co-Representative ( 2 year term)
    - Region 5 Representative (2 year term)
    - Region 6 Co-Representative (2 year term)
- Adjourn

## Reimbursement Detail



Summary of travel and incidental expenses must be detailed on next page.

Meals \_\_\_\_\_

Hotel Rooms \_\_\_\_\_

Transportation \_\_\_\_\_

Stipend \_\_\_\_\_

Other Expenses \_\_\_\_\_

**Total** \_\_\_\_\_

Subscribed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Name (please print) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me, and that no payment has been received by me on account thereof.

Signature: \_\_\_\_\_

**Please submit all reimbursement requests to:**

**WSPA**

**PO Box 1600 Anacortes, WA 98221**

**Phone: 360-825-1415**

**Fax: 253-736-0333**

For office use:

Check # \_\_\_\_\_ Initial: \_\_\_\_\_

Date \_\_\_\_\_

## Reimbursement Detail

(Car mileage is paid at the current IRS rate by the most direct route. Receipts are required for expense items. Claims must be submitted within the current fiscal year (September 1 to August 31) in order to be paid.)

### Meals and Lodging

| Date            | Breakfast \$ | Lunch \$ | Dinner \$ | Hotel \$ | Location | Committee/Reason |
|-----------------|--------------|----------|-----------|----------|----------|------------------|
|                 |              |          |           |          |          |                  |
|                 |              |          |           |          |          |                  |
|                 |              |          |           |          |          |                  |
|                 |              |          |           |          |          |                  |
|                 |              |          |           |          |          |                  |
| <b>\$Totals</b> |              |          |           |          |          |                  |

### Car Mileage and/or Commercial Fares

| Date | To | From | Airline | Car Mileage<br>2018 IRS Rate<br>54.5 cents per mile | Cost            |
|------|----|------|---------|-----------------------------------------------------|-----------------|
|      |    |      |         |                                                     |                 |
|      |    |      |         |                                                     |                 |
|      |    |      |         |                                                     |                 |
|      |    |      |         |                                                     | <b>Total \$</b> |

### Other Necessary Expenditures/STIPEND

| Date | Payee | For | Cost            |
|------|-------|-----|-----------------|
|      |       |     |                 |
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|      |       |     |                 |
|      |       |     |                 |
|      |       |     | <b>Total \$</b> |

(If more space is needed, please make another copy of this form to add the additional items, then total each section's costs on one page only.)

**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [admin@wsps.net](mailto:admin@wsps.net); [cleonard@wsps.net](mailto:cleonard@wsps.net)  
**Subject:** WSPA Annual Conference: Welcome, agenda, and conference materials  
**Date:** Friday, February 23, 2018 5:15:28 AM  
**Attachments:** [2018 Annual Conference Agenda.pdf](#)

---

Hello,

The Region 5 Annual Conference planning committee is looking forward to welcoming you to the beautiful Suquamish Clearwater Resort next week! As we make our final preparations for your arrival we would like to take a moment to share some additional information:

### Conference Venue

- ***The conference will be held in the Tower Building in the fourth floor conference center***
  - Suquamish Clearwater Resort  
15347 Suquamish Way NE  
Suquamish, WA 98392
- Driving directions: <http://www.clearwatercasino.com/location/>

### Registration

- Registration will be open on Sunday from 1:00-5:00 pm on the fourth floor of the Tower Building
- Registration will re-open Monday morning at 7:00 am on the fourth floor of the Tower Building

### Conference Agenda

- The conference agenda is attached for your reference. Full event programs will be available onsite

### Conference Materials

- All conference materials will be available electronically for your review. In order to access these materials, you have been provided a special username and password:
- **Username: Clearwater2018**
- **Password: wsps**
  - *Please note that you must log out of your WPSA membership account and log in using the above username/password in order to access the materials.*
  - We are still finalizing presentation materials and will posting updates to the materials daily. Please check back for the most up-to-date information.
  - WiFi will be available throughout the hotel so that you may access the materials during the conference sessions.

Thank you,

Region 5 Conference Planning Committee

Washington School Personnel Association

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspa.net/>





***All sessions will be held in the Tower building on the fourth floor***

| Sunday, February 25, 2018                                                     |                                                                                                                                                                                                   |                                                                  |                                                                                         |
|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Schedule                                                                      |                                                                                                                                                                                                   |                                                                  |                                                                                         |
| Registration/Sign-In<br>1:00 pm – 5:00 pm<br>Tower Building, Fourth Floor     | Welcome: Tower Fourth Floor                                                                                                                                                                       |                                                                  |                                                                                         |
| Pre-Conference Session<br>1:30 pm – 4:30 pm<br>Location: Deer A               | 1:30pm –4:30 pm<br>Location: Deer A<br>Topic: Whole Educator Support<br>Presenters: Dr. Lisa Nolan and Dr. Forrest Griek, Tacoma Public Schools                                                   |                                                                  |                                                                                         |
| HELP Advisory Meeting<br>2:00 pm – 4:00 pm<br>Location: Tower Board Room      | HELP Advisory Meeting: HELP Advisory Board members<br>Location: Tower Board Room                                                                                                                  |                                                                  |                                                                                         |
| Board Meeting<br>5:00 pm – 7:30 pm<br>Location: RESORT BUILDING<br>Chico Room | Board Meeting: Board members, Region Representatives, WSPA Administrative Team<br>Dinner provided<br>Location: RESORT BUILDING- Chico Room                                                        |                                                                  |                                                                                         |
| Monday, February 26, 2018                                                     |                                                                                                                                                                                                   |                                                                  |                                                                                         |
| Registration/Sign-In<br>7:00 am – 8:00 am                                     | Welcome: Tower Fourth Floor                                                                                                                                                                       |                                                                  |                                                                                         |
| Schedule                                                                      | Canoe Ballroom                                                                                                                                                                                    |                                                                  |                                                                                         |
| Breakfast & Keynote<br>8:00 am – 9:45 am<br>Location: Canoe Ballroom          | 1. Welcome & Breakfast: Curtis Leonard, WSPA Executive Director<br>2. Entertainment: Chief Kitsap Academy of Song and Dance<br>3. Keynote: Gordy Linse                                            |                                                                  |                                                                                         |
| Break<br>9:45 am – 10:00 am                                                   | Please take time to visit our vendors who are generously supporting this conference and get your vendor passport stamped. Once filled you will be eligible to enter into a raffle and win prizes. |                                                                  |                                                                                         |
| Schedule                                                                      | Deer A                                                                                                                                                                                            | Deer B                                                           | Salmon Room                                                                             |
| Session 1<br>10:00 am – 11:10 am                                              | Recruiting in the 21 <sup>st</sup> Century<br>Kim Harmon,<br>Spokane Public Schools                                                                                                               | Social and Emotional Learning<br>Alyson Rotter,<br>Kitsap Strong | Paraeducator Training and Induction<br>Kari Clithero,<br>Central Kitsap School District |

|                                                                              |                                                                                                                                                                                                   |                                                                                                                                                          |                                                                             |
|------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <b>Session 2</b><br>11:20 am – 12:30 pm                                      | New Employee<br>Onboarding<br>Kim Harmon,<br>Spokane Public Schools                                                                                                                               | Educator Certification:<br>A Place to Find the<br>Answers<br>David Kinnunen, Coleen<br>Putansuu, Mallory<br>Torimino<br>OSPI                             | Crucial Conversations – Building<br>Respectful Relationships<br>Gordy Linse |
| <b>Schedule</b>                                                              | <b>Canoe Ballroom</b>                                                                                                                                                                             |                                                                                                                                                          |                                                                             |
| <b>Lunch</b><br>12:40 pm – 2:00 pm<br>Location: Canoe Ballroom               | 1. Participants Arrive & Sit<br>2. Vendor Introduction: Curtis Leonard<br>3. Entertainment: Kingston High School<br>4. Keynote: Tennille Jeffries-Simmons                                         |                                                                                                                                                          |                                                                             |
| <b>Break</b><br>2:00 pm – 2:15 pm                                            | Please take time to visit our vendors who are generously supporting this conference and get your vendor passport stamped. Once filled you will be eligible to enter into a raffle and win prizes. |                                                                                                                                                          |                                                                             |
| <b>Schedule</b>                                                              | <b>Deer A</b>                                                                                                                                                                                     | <b>Deer B</b>                                                                                                                                            | <b>Salmon Room</b>                                                          |
| <b>Session 3</b><br>2:15 pm – 3:25 pm                                        | Creating a Culture of<br>Quality Service<br>Tracy Johnson,<br>Central Kitsap School<br>District                                                                                                   | E-Certification Updates<br>and Enhancements<br>Troops to Teachers<br>David Kinnunen, Coleen<br>Putansuu, Mallory<br>Torimino, Doug<br>Asbjornsen<br>OSPI | Finding your Joy<br>Gordy Linse                                             |
| <b>Schedule</b>                                                              | <b>Canoe Ballroom</b>                                                                                                                                                                             |                                                                                                                                                          |                                                                             |
| <b>Presidents Reception</b><br>4:00 pm – 5:30 pm<br>Location: Canoe Ballroom | Please join Kurt Schonberg, WSPA President for networking, drinks, and appetizers.<br>Sponsored by: HRM Plus<br>*Dinner on your own                                                               |                                                                                                                                                          |                                                                             |

| Tuesday, February 27, 2018                                                      |                                                                                                                                                                                                   |                                                                                             |                                                                                               |
|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| Schedule                                                                        | Canoe Ballroom                                                                                                                                                                                    |                                                                                             |                                                                                               |
| <b>Breakfast &amp; Keynote</b><br>8:00 am – 9:45 am<br>Location: Canoe Ballroom | 1. Participants Arrive & Sit<br><b>2. General Membership Meeting: Kurt Schonberg</b><br>3. Entertainment: Poulsbo Elementary School<br>4. Keynote: Emily Silver                                   |                                                                                             |                                                                                               |
| <b>Break</b><br>9:45 am – 10:00 am                                              | Please take time to visit our vendors who are generously supporting this conference and get your vendor passport stamped. Once filled you will be eligible to enter into a raffle and win prizes. |                                                                                             |                                                                                               |
| Schedule                                                                        | Deer A                                                                                                                                                                                            | Deer B                                                                                      | Salmon Room                                                                                   |
| <b>Session 1</b><br>10:00 am – 11:10 am                                         | Emergency Substitute Training<br>Lisa Pitcher, Central Kitsap School District                                                                                                                     | Google: Intro to G-Suite for Education<br>Randi Ivancich, Bainbridge Island School District | I-1433 Paid Sick Leave<br>Allison Drake and Brent Debeaumont<br>WA State Labor and Industries |
| <b>Session 2</b><br>11:20 am – 12:30 pm                                         | New to Profession – Teacher Mentor Program<br>Lisa Pitcher, Central Kitsap School District                                                                                                        | Google: Forms and Sheets<br>Randi Ivancich, Bainbridge Island School District               | Creating a Culture of Quality Service<br>Tracy Johnson, Central Kitsap School District        |
| Schedule                                                                        | Canoe Ballroom                                                                                                                                                                                    |                                                                                             |                                                                                               |
| <b>Lunch</b><br>12:40 pm – 2:00 pm<br>Location: Canoe Ballroom                  | 1. Participants Arrive & Sit<br>2. Vendor Introduction: Curtis Leonard<br>3. Entertainment: North Kitsap High School<br>4. Keynote: Larry Davis                                                   |                                                                                             |                                                                                               |
| <b>Break</b><br>2:00 pm – 2:15                                                  | Please take time to visit our vendors who are generously supporting this conference and get your vendor passport stamped. Once filled you will be eligible to enter into a raffle and win prizes. |                                                                                             |                                                                                               |
| Schedule                                                                        | Deer A                                                                                                                                                                                            | Deer B                                                                                      | Salmon Room                                                                                   |
| <b>Session 3</b><br>2:15 pm – 3:25 pm                                           | Public Records Requests<br>Timothy Reynolds, Porter Foster Rorick LLC                                                                                                                             | Certification: PGPs, TPEP, and STEM<br>Maren Johnson, PESB                                  | Bargaining Under HB-2242<br>Lorraine Wilson, Porter Foster Rorick                             |
| Evening Schedule                                                                | Canoe Ballroom                                                                                                                                                                                    |                                                                                             |                                                                                               |
| <b>Socializing</b><br>4:00 pm – 4:30 pm<br>Location: Canoe Ballroom             | Appetizers provided, mingle, free drink ticket(s) and silent auction preview                                                                                                                      |                                                                                             |                                                                                               |
| <b>Vendor Raffle Awards</b><br>4:30 pm – 5:00 pm<br>Location: Canoe Ballroom    | Vendor raffle awards presented and passport prizes                                                                                                                                                |                                                                                             |                                                                                               |
| <b>Dinner Banquet</b><br>5:00 pm<br>Location: Canoe Ballroom                    | Randy Hathaway Fellowship Auction, HELP Awards, President's Award, Silent Auction and Acknowledgements<br>Sponsored By: Porter, Foster and Rorick, LLP                                            |                                                                                             |                                                                                               |



| Wednesday, February 28, 2018                                                    |                                                                                                        |                                                                                     |                                                                                                     |
|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| Schedule                                                                        | Canoe Ballroom                                                                                         |                                                                                     |                                                                                                     |
| <b>Breakfast &amp; Keynote</b><br>8:00 am – 9:15 am<br>Location: Canoe Ballroom | 1. Participants Arrive & Sit<br>2. Entertainment: North Kitsap High School<br>3. Thank you and Closing |                                                                                     |                                                                                                     |
| <b>Break</b><br>9:15 am – 9:30 am                                               | Break                                                                                                  |                                                                                     |                                                                                                     |
| Schedule                                                                        | Deer A                                                                                                 | Deer B                                                                              | Salmon Room                                                                                         |
| <b>Session 1</b><br>9:30 am – 10:40 am                                          | Credit/Experience Import<br>in Skyward<br>Janet Paeth,<br>Bainbridge Island<br>School District         | Unemployment Law<br>Update<br>Nick Streuli.<br>WA Employment Security<br>Department | Gender Identity – Issues in<br>Education<br>Curtis Leonard,<br>Patterson Buchanan<br>Fobes & Leitch |
| <b>Session 2</b><br>10:50 am – 12:00 pm                                         | Marijuana in the<br>Workplace<br>Mara Vinnedge,<br>Archbright                                          | SEBB/Retirement<br>Matt Alvis,<br>Sprague Israel Giles (SIG)                        | Records Retention<br>and Digital Archiving<br>Mike Saunders, State Archivist                        |

**Thank you for attending!**  
**Region 5 Annual Conference Planning Committee**

**From:** [jrausch@wspa.net](mailto:jrausch@wspa.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** CityU Blackboard  
**Date:** Friday, February 23, 2018 8:34:15 AM

---

Melissa emailed me and said you should be good to go! Please double check and let me know!

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net)  
**Subject:** RE: CityU Blackboard  
**Date:** Friday, February 23, 2018 8:37:39 AM

---

I will check it out soon

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net) [mailto:[jrausch@wspsa.net](mailto:jrausch@wspsa.net)]  
**Sent:** Friday, February 23, 2018 8:34 AM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** CityU Blackboard

Melissa emailed me and said you should be good to go! Please double check and let me know!

**From:** [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)  
**To:** [scabiting@steilacoom.k12.wa.us](#); [cleonard@wsapa.net](#)  
**Subject:** FW: MEMBER REQUEST  
**Date:** Friday, February 23, 2018 8:44:12 AM  
**Attachments:** [Career & College Specialist.pdf](#)

---

Here is a job description close to your request.

Tara T. Lofton  
Human Resources Employee Relations  
& Legal Assistant Specialist  
253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)  
Follow us on Twitter: [@FWPSCareers](#)  
Click here to learn about FWPS Career Opportunities

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

From: [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [<mailto:waspa@memberclicks-mail.net>]  
Sent: Thursday, February 22, 2018 9:37 PM  
To: Tara Lofton <[tlofton@fwps.org](mailto:tlofton@fwps.org)>  
Subject: MEMBER REQUEST

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](mailto:scabigting@steilacoom.k12.wa.us)

Also, cc your responses to: [cleonard@wsapa.net](mailto:cleonard@wsapa.net)

Thanks,

Curtis

<<http://clicks.memberclicks-mail.net/wf/open?upn=U9X8KG17ompMII0z8zBSIIN2RLGENZSOWloIFkZ3YIMN55OiMsoIWYb3ad6CVfeq1zBWNZ8HzcMoSxK-2BbQN0V4VojkyXhj074p9p8383QHc-2F7yCWzsmY4GZcA1rEooqUdXE098YIPJ15NKYy2p4qskOuhtZG7lhYPsxcks6ix-2BXkPXa4vOP-2BF5jtaRunQ5ZMuqmq0QBLKJCqXqZtXaub40BgeKnshw8rzeppMA7qnfOaltvmGnEQP1lhKievXbhhAutfCqi21EToYNq54WUJEQnpZwtde32fTt1aQCg2TFNHw-2BF-2F0MxH3jy2pyuKx-2BP8McA0jRHsJYShCDAuHjQCVOg-3D-3D>>

This email was sent to [tlofton@fwps.org](mailto:tlofton@fwps.org) <<mailto:tlofton@fwps.org>> by [cleonard@wsapa.net](mailto:cleonard@wsapa.net) <<mailto:cleonard@wsapa.net>> Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221, United States Remove My Email or Manage Preferences <[http://clicks.memberclicks-mail.net/wf/click?upn=JldG-2FXIPN4LqtW3GIhX2uaY7vVzu20tHAmduDryX6JDHxizh5zpeKYjuVNMvoAGxjZAqhZ3e8XXZnZvxml5OAXJ-2Bv0sVPLbCy3ZMJ8c6WsfNAPXizZWb-2F-2F6ug-2FJ0ZPe-2Fp5x9MxlXcR3mT-2F5VwqZcpgw-3D-3D\\_U9X8KG17ompMII0z8zBSIIN2RLGENZSOWloIFkZ3YIMN55OiMsoIWYb3ad6CVfeq1zBWNZ8HzcMoSxK-2BbQN0V4VojkyXhj074p9p8383QHc-2F7yCWzsmY4GZcA1rEooqUdXE098YIPJ15NKYy2p4qskOuhtZG7lhYPsxcks6ix-2BXhdequpJJSm-2FKuMA547B7LeQl8Z-2BADYeJfQJEJg0szjKYpHKMxsDNf50YOBFSfPNUUw-2BJF4fHJfNK4dT96B74CwKwD8l20xr2iSRkSdUZY4nd3Xm86ml74vJFXP8F9TrsQ4p7UGwuFYd6DniPHid4BnAax76BZ1H-2FTmK1taiTr-2FA-3D-3D">http://clicks.memberclicks-mail.net/wf/click?upn=JldG-2FXIPN4LqtW3GIhX2uUKdO0zKNk7-2FVieGq9Pg-2FR7ujg-2BiVNRSFwBLtZv-2FMO97mmPWecW0hMbNUY8XXjSgq-3D-3D\\_U9X8KG17ompMII0z8zBSIIN2RLGENZSOWloIFkZ3YIMN55OiMsoIWYb3ad6CVfeq1zBWNZ8HzcMoSxK-2BbQN0V4VojkyXhj074p9p8383QHc-2F7yCWzsmY4GZcA1rEooqUdXE098YIPJ15NKYy2p4qskOuhtZG7lhYPsxcks6ix-2BUGMNNjERabY0lupBFeqa7sRrYikoxAWutTqCJg-2ByOWBSEArKygH2fiRyZl1kkn-2F6-2BEECjHVBaBY0t-2BxSSPBqKvVtDYz8zzz7WDT6mRynRK6t5Ynn-2FKulIPxC52wrZ69lbtBO7A3YFBTDSn6srqsyMgEul8ec1uztcVxEo0SFOPHw-3D-3D">http://waspa.memberclicks.net/message2/image/650f06d7-026a-448e-a117-8fd4a681f8e0](http://clicks.memberclicks-mail.net/wf/click?upn=JldG-2FXIPN4LqtW3GIhX2uaY7vVzu20tHAmduDryX6JDHxizh5zpeKYjuVNMvoAGxjZAqhZ3e8XXZnZvxml5OAXJ-2Bv0sVPLbCy3ZMJ8c6WsfNAPXizZWb-2F-2F6ug-2FJ0ZPe-2Fp5x9MxlXcR3mT-2F5VwqZcpgw-3D-3D_U9X8KG17ompMII0z8zBSIIN2RLGENZSOWloIFkZ3YIMN55OiMsoIWYb3ad6CVfeq1zBWNZ8HzcMoSxK-2BbQN0V4VojkyXhj074p9p8383QHc-2F7yCWzsmY4GZcA1rEooqUdXE098YIPJ15NKYy2p4qskOuhtZG7lhYPsxcks6ix-2BUaqaKYD3ONAJpJH-2BoiVcfqCKmJ1KO4iiMjelBw2ToZw97hRgog4XdCfu2jyzMX2b6ootvnsAFJnE3xvQtAB9hkfZfwVgQB00oSoTJAikQ3N6dHWi-2FwKryjCLfR18k7dxFg6SV4Pvn8DsYZ-2B-2BSQYeLsWHhjy3HremEKOABI7-2BKyg-3D-3D)>



**POSITION SUMMARY:** The Career & College Specialist position includes various aspects of career guidance at the district's senior high schools. Areas of responsibility include career exploration, career counseling, instruction in career planning and job search techniques, and selection of job shadow and internship experiences. A significant role for the person in this position is to serve as an effective liaison between the school, business community, post-secondary training institutions, and parents. This position supports the CTE department and CTE teachers with the planning and implementation of career experiences such as speakers and field trips.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Career Center Responsibilities:

- Coordinate a Career Resource Center: research, preview and select a variety of appropriate materials.
- Provide in-class, small group, and one-on-one instruction.
- Maintain a log of relevant communication and activities, including a flexible schedule and community contacts.
- Coordinate with post-high school educational institutions regarding admissions policies and procedures.
- Provide input for budget development; review planned expenditures with the CTE Director.
- Establish and maintain effective working relations with a diverse student, staff, and parent population.
- Support the guidance and counseling services of the school by providing advocacy, support, and mentoring to students as needed.
- Coordinate with special program personnel to provide career & college readiness materials tailored to the needs of the program. (Ex: NATEF, JROTC, Cambridge, etc.)

Career and College Counseling Responsibilities:

- Assist in support of lesson plans and materials for the High School and beyond Plan.
- Make class presentations when needed to support post-secondary planning.
- Recruit community members to assist with activities as needed.
- Coordinate and create a Life After High School Fair.
- Coordinate financial aid seminars and provide application information.

**JOB DESCRIPTION: EXECUTIVE DIRECTOR EQUITY ENGAGEMENT AND STUDENT AND FAMILY SUCCESS**

- Act as a liaison between students, staff and:
  - a. post-secondary institutions
  - b. apprenticeship programs
  - c. military
  - d. other post-secondary programs
- Maintain database for local and national scholarships.

**OTHER RESPONSIBILITIES:**

- Perform related duties consistent with the scope and intent of the position.

**REQUIRED QUALIFICATIONS:**

**Education and Experience**

Associate of Arts Degree in related field

**ADDITIONAL REQUIREMENTS:**

Two years (2) of experience working with students and community members in school/community programs

Effective presentation skills

**PREFERRED QUALIFICATIONS:**

Three (3) years of school-based experience

Bachelor's degree

**CONDITION OF EMPLOYMENT:**

Criminal background clearance

Washington Driver's License

Work scheduled hours on a consistent basis

**KNOWLEDGE OF:**

Basic computer programs including MS Office, Windows, Excel, and e-mail.

School board policies and procedures

**ABILITY TO:**

Relate effectively in a multicultural and multiracial community and maintain cultural awareness and sensitivity to work corporately and collaboratively with staff, parents and the public

Interact effectively and collegially with adults and students and ability to maintain positive and effective working relationships

Demonstrate strong written and verbal communication skills

Demonstrate strong organizational skills

Perform the essential functions of the job with or without reasonable accommodations

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES RELATED TO CULTURAL COMPETENCE AND EQUITY:**

Knowledge/awareness of own cultural identity and how this influences behavior, and desire to learn about the cultural identity of others.

Ability to establish and nurture an environment that promotes cultural competence and equitable

**JOB DESCRIPTION: EXECUTIVE DIRECTOR EQUITY ENGAGEMENT AND STUDENT AND FAMILY SUCCESS**

treatment of staff, students, and patrons of the District.

Ability to understand and hold self and others accountable for promoting the Federal Way Public Schools' commitment to "Each Scholar: A Voice. A Dream. A Bright Future."

Ability to recognize that each person is a unique individual even as we celebrate their group cultural heritage.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will frequently sit, stand and walk, bend neck and back, squat, kneel, and use hands for fine manipulation and repetitive grasping and pushing/pulling. The employee will occasionally be required to climb stairs/ladder, lift and reach overhead, and lift/carry. The employee must constantly lift/carry up to 5 lbs and must frequently lift/carry up to 10 lbs and occasionally lift/carry a maximum of 35 lbs. The employee is occasionally required to push/pull a maximum force of 100 lbs.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and intermittently works near video display. The employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate. Position is occasionally exposed to angry, frustrated individuals, typically in a school classroom environment.

**WORK SCHEDULE:**

This position works 201 days per school year with a flexible workday for evening and weekend events. Work schedules may vary depending on specific needs; each school site will determine the work calendar.

**REPORTING RELATIONSHIP:**

Position reports directly to, and is evaluated by the Director of CTE with the input from the building principal. Director of CTE will oversee Career Center budget.

**REPRESENTATION:**

Federal Way Professional-Technical Employees Association

**LEVEL OF COMPENSATION:**

Level C on the Prof-Tech Salary Schedule

**CLASSIFICATION HISTORY**

Update with physical demands/working conditions 01/2015

Update qualifications 8/1/2016

Update qualifications 12/1/2017

JOB DESCRIPTION: EXECUTIVE DIRECTOR EQUITY ENGAGEMENT AND STUDENT AND FAMILY SUCCESS

Disclaimer

The preceding list is not exhaustive and may be supplemented as necessary. The statements contained herein reflect general details as necessary to describe the principal functions of this job, the scope of responsibility and the level of knowledge and skills typically required, but should not be considered an all-inclusive listing of work requirements, skills or duties so classified. All personnel may be required to perform duties outside their normal responsibilities from time to time as needed.

All employment open positions are made available on a nondiscriminatory basis without regard to race, color, creed, religion, sexual orientation, national origin, gender, age, disability or veteran status.

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*



**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [admin@wspsa.net](#)  
**Subject:** Did not get confirmation numbers!  
**Date:** Friday, February 23, 2018 4:41:20 PM

---

Jennifer,

Did you get the confirmation numbers for Tony and David. We need to cancel the hotel today if they got into the Casino hotel!

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** RE: Did not get confirmation numbers!  
**Date:** Friday, February 23, 2018 4:42:33 PM

---

On the phone with the hotel now! Give me two minutes—she is sending me a new list as soon as we hang up!

---

**From:** Janet Hodson [mailto:[jhodson@fwps.org](mailto:jhodson@fwps.org)]  
**Sent:** Friday, February 23, 2018 4:41 PM  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** Did not get confirmation numbers!

Jennifer,  
Did you get the confirmation numbers for Tony and David. We need to cancel the hotel today if they got into the Casino hotel!

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [admin@wspa.net](#)  
**Subject:** RE: Did not get confirmation numbers!  
**Date:** Friday, February 23, 2018 4:43:17 PM

---

Ok thank you!

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](#)

---

**From:** admin@wspa.net [mailto:admin@wspa.net]  
**Sent:** Friday, February 23, 2018 4:42 PM  
**To:** Janet Hodson <jhodson@fwps.org>  
**Subject:** RE: Did not get confirmation numbers!

On the phone with the hotel now! Give me two minutes—she is sending me a new list as soon as we hang up!

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**From:** Janet Hodson [<mailto:jhodson@fwps.org>]  
**Sent:** Friday, February 23, 2018 4:41 PM  
**To:** [admin@wspa.net](#)  
**Subject:** Did not get confirmation numbers!

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Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](#)

**From:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** RE: Did not get confirmation numbers!  
**Date:** Friday, February 23, 2018 4:46:26 PM

---

They have rooms, just waiting on those confirmation numbers. She is going to update our list and send it in a few minutes

---

**From:** Janet Hodson [mailto:[jhodson@fwps.org](mailto:jhodson@fwps.org)]  
**Sent:** Friday, February 23, 2018 4:43 PM  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** RE: Did not get confirmation numbers!

Ok thank you!

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [admin@wspsa.net](mailto:admin@wspsa.net) [mailto:[admin@wspsa.net](mailto:admin@wspsa.net)]  
**Sent:** Friday, February 23, 2018 4:42 PM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** RE: Did not get confirmation numbers!

On the phone with the hotel now! Give me two minutes—she is sending me a new list as soon as we hang up!

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**From:** Janet Hodson [mailto:[jhodson@fwps.org](mailto:jhodson@fwps.org)]  
**Sent:** Friday, February 23, 2018 4:41 PM  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** Did not get confirmation numbers!

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Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: Did not get confirmation numbers!  
**Date:** Friday, February 23, 2018 4:57:07 PM

---

Ok. I have cancelled their room at Poulsbo Inn. Send me the confirmation numbers in case I need them when I check them in Sunday. 3 nights, correct?

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [admin@wspa.net](mailto:admin@wspa.net) [<mailto:admin@wspa.net>]  
**Sent:** Friday, February 23, 2018 4:46 PM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** RE: Did not get confirmation numbers!

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**From:** Janet Hodson [<mailto:jhodson@fwps.org>]  
**Sent:** Friday, February 23, 2018 4:43 PM  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: Did not get confirmation numbers!

Ok thank you!

Janet Hodson  
Federal Way Public Schools  
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253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

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**From:** [admin@wspa.net](mailto:admin@wspa.net) [<mailto:admin@wspa.net>]  
**Sent:** Friday, February 23, 2018 4:42 PM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** RE: Did not get confirmation numbers!

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**From:** Janet Hodson [<mailto:jhodson@fwps.org>]

**Sent:** Friday, February 23, 2018 4:41 PM

**To:** [admin@wspsa.net](mailto:admin@wspsa.net)

**Subject:** Did not get confirmation numbers!

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Janet Hodson

Federal Way Public Schools

Executive Director of Human Resources

253.945.2020

[jhodson@fwps.org](mailto:jhodson@fwps.org)

**From:** [admin@wspa.net](mailto:admin@wspa.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** RE: Did not get confirmation numbers!  
**Date:** Friday, February 23, 2018 4:58:40 PM

---

Correct.

And you are still staying with Cathi, correct?

---

**From:** Janet Hodson [mailto:[jhodson@fwps.org](mailto:jhodson@fwps.org)]  
**Sent:** Friday, February 23, 2018 4:57 PM  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: Did not get confirmation numbers!

Ok. I have cancelled their room at Poulsbo Inn. Send me the confirmation numbers in case I need them when I check them in Sunday. 3 nights, correct?

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

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**From:** [admin@wspa.net](mailto:admin@wspa.net) [mailto:[admin@wspa.net](mailto:admin@wspa.net)]  
**Sent:** Friday, February 23, 2018 4:46 PM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** RE: Did not get confirmation numbers!

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**From:** Janet Hodson [mailto:[jhodson@fwps.org](mailto:jhodson@fwps.org)]  
**Sent:** Friday, February 23, 2018 4:43 PM  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: Did not get confirmation numbers!

Ok thank you!

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

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**Sent:** Friday, February 23, 2018 4:42 PM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** RE: Did not get confirmation numbers!

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**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** Did not get confirmation numbers!

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Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)



**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** RE: Did not get confirmation numbers!  
**Date:** Friday, February 23, 2018 4:58:58 PM

---

yes

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [admin@wspsa.net](mailto:admin@wspsa.net) [<mailto:admin@wspsa.net>]  
**Sent:** Friday, February 23, 2018 4:59 PM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** RE: Did not get confirmation numbers!

Correct.

And you are still staying with Cathi, correct?

---

**From:** Janet Hodson [<mailto:jhodson@fwps.org>]  
**Sent:** Friday, February 23, 2018 4:57 PM  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** RE: Did not get confirmation numbers!

Ok. I have cancelled their room at Poulsbo Inn. Send me the confirmation numbers in case I need them when I check them in Sunday. 3 nights, correct?

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

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**From:** [admin@wspsa.net](mailto:admin@wspsa.net) [<mailto:admin@wspsa.net>]  
**Sent:** Friday, February 23, 2018 4:46 PM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** RE: Did not get confirmation numbers!

They have rooms, just waiting on those confirmation numbers. She is going to update our list and send it in a few minutes

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**From:** Janet Hodson [<mailto:jhodson@fwps.org>]

**Sent:** Friday, February 23, 2018 4:43 PM  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** RE: Did not get confirmation numbers!

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Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

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**From:** [admin@wsps.net](mailto:admin@wsps.net) [<mailto:admin@wsps.net>]  
**Sent:** Friday, February 23, 2018 4:42 PM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** RE: Did not get confirmation numbers!

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**Sent:** Friday, February 23, 2018 4:41 PM  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** Did not get confirmation numbers!

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Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

**From:** [admin@wspa.net](mailto:admin@wspa.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** Fwd: Updated Rooming List  
**Date:** Friday, February 23, 2018 6:05:45 PM

---

Confirmations for Tony and David below.

See you Sunday!

Begin forwarded message:

**From:** Brittany Bakken <[BrittanyBakken@clearwatercasino.com](mailto:BrittanyBakken@clearwatercasino.com)>  
**Date:** February 23, 2018 at 5:45:02 PM PST  
**To:** "[admin@wspa.net](mailto:admin@wspa.net)" <[admin@wspa.net](mailto:admin@wspa.net)>  
**Subject:** Updated Rooming List

Hi Jennifer,

Thank you again for calling me back earlier! I just finished up the last of the notes in the reservations and attached a fresh list.

Tony's confirmation is R4C26A  
David's confirmation is R4C26D

Again, please do not hesitate to reach out if you need anything. My cell phone is listed below. We look forward to your group's arrival and I look forward to meeting you this Sunday!

Warm Regards,

*Brittany Bakken*

Kiana Lodge Interim Manager  
Kiana Lodge  
O: 360-598-1415  
C: 360-535-0436  
[www.kianalodge.com](http://www.kianalodge.com)

<grpmember.pdf>

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net)  
**Subject:** RE: CityU Blackboard  
**Date:** Friday, February 23, 2018 7:42:16 PM

---

It worked. I got in and graded one of the papers assigned to me. Yea! They did make some changes to how you mark up papers.

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [jrausch@wspsa.net](mailto:jrausch@wspsa.net) [mailto:[jrausch@wspsa.net](mailto:jrausch@wspsa.net)]  
**Sent:** Friday, February 23, 2018 8:34 AM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** CityU Blackboard

Melissa emailed me and said you should be good to go! Please double check and let me know!

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** RE: Updated Rooming List  
**Date:** Friday, February 23, 2018 7:46:25 PM

---

Jennifer

Thank you for taking care of these rooms for FWPS. Unfortunately as David was walking out of the office at 5:30 tonight, he informed me that he will need to meet us there Monday morning as he has too many commitments on Sunday to be able to make it to the hotel that evening. In kind, Tony said since he is riding over with David, he will not be at the hotel on Sunday night.

I will call the hotel and let them know that we do not need Sunday night for these two attendees. I hope that is not a problem.

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** [admin@wspsa.net](mailto:admin@wspsa.net) [mailto:[admin@wspsa.net](mailto:admin@wspsa.net)]  
**Sent:** Friday, February 23, 2018 6:06 PM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** Fwd: Updated Rooming List

Confirmations for Tony and David below.

See you Sunday!

Begin forwarded message:

**From:** Brittany Bakken <[BrittanyBakken@clearwatercasino.com](mailto:BrittanyBakken@clearwatercasino.com)>  
**Date:** February 23, 2018 at 5:45:02 PM PST  
**To:** "[admin@wspsa.net](mailto:admin@wspsa.net)" <[admin@wspsa.net](mailto:admin@wspsa.net)>  
**Subject:** Updated Rooming List

Hi Jennifer,

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Tony's confirmation is R4C26A  
David's confirmation is R4C26D

Again, please do not hesitate to reach out if you need anything. My cell phone is listed below. We look forward to your group's arrival and I look forward to meeting you this Sunday!

Warm Regards,

*Brittany Bakken*

Kiana Lodge Interim Manager

Kiana Lodge

O: 360-598-1415

C: 360-535-0436

[www.kianalodge.com](http://www.kianalodge.com)

<grpmember.pdf>

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: Updated Rooming List  
**Date:** Friday, February 23, 2018 8:07:21 PM

---

Jennifer

I sent Brittany an email explaining they only need two nights instead of the three reserved. When do that I realized this is not the casino hotel which I had made a wrong assumption. So basically I exchanged one hotel for another and they still have to drive back and forth. Oh well.

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** Janet Hodson  
**Sent:** Friday, February 23, 2018 7:46 PM  
**To:** 'admin@wspa.net' <admin@wspa.net>  
**Subject:** RE: Updated Rooming List

Jennifer

Thank you for taking care of these rooms for FWPS. Unfortunately as David was walking out of the office at 5:30 tonight, he informed me that he will need to meet us there Monday morning as he has too many commitments on Sunday to be able to make it to the hotel that evening. In kind, Tony said since he is riding over with David, he will not be at the hotel on Sunday night.

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Federal Way Public Schools  
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253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

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**From:** [admin@wspa.net](mailto:admin@wspa.net) [<mailto:admin@wspa.net>]  
**Sent:** Friday, February 23, 2018 6:06 PM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** Fwd: Updated Rooming List

Confirmations for Tony and David below.

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**Date:** February 23, 2018 at 5:45:02 PM PST

**To:** "[admin@wsps.net](mailto:admin@wsps.net)" <[admin@wsps.net](mailto:admin@wsps.net)>

**Subject: Updated Rooming List**

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<grpmember.pdf>



**From:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** RE: Updated Rooming List  
**Date:** Saturday, February 24, 2018 6:48:24 AM

---

What do you mean not the casino hotel? The reservations I made are at the resort. They have three buildings—the casino, the resort, and the tower. They are all on the same property location – no driving between buildings needed.

I am not sure I understand, but I am so sorry for any confusion.

---

**From:** Janet Hodson [mailto:[jhodson@fwps.org](mailto:jhodson@fwps.org)]  
**Sent:** Friday, February 23, 2018 8:07 PM  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** RE: Updated Rooming List

Jennifer

I sent Brittany an email explaining they only need two nights instead of the three reserved. When do that I realized this is not the casino hotel which I had made a wrong assumption. So basically I exchanged one hotel for another and they still have to drive back and forth. Oh well.

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253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** Janet Hodson  
**Sent:** Friday, February 23, 2018 7:46 PM  
**To:** 'admin@wspsa.net' <[admin@wspsa.net](mailto:admin@wspsa.net)>  
**Subject:** RE: Updated Rooming List

Jennifer

Thank you for taking care of these rooms for FWPS. Unfortunately as David was walking out of the office at 5:30 tonight, he informed me that he will need to meet us there Monday morning as he has too many commitments on Sunday to be able to make it to the hotel that evening. In kind, Tony said since he is riding over with David, he will not be at the hotel on Sunday night.

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**Sent:** Friday, February 23, 2018 6:06 PM

**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>

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<grpmember.pdf>

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [admin@wspsa.net](#)  
**Subject:** RE: Updated Rooming List  
**Date:** Sunday, February 25, 2018 5:50:10 AM

---

I must be confused too. When I got the confirmation I googled to see where it was and it shows 1.4 miles from casino. But it is nicer and closer than the Poulbo Inn. If it is on the property, then that is another bonus.

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](#)

---

**From:** admin@wspsa.net [mailto:admin@wspsa.net]  
**Sent:** Saturday, February 24, 2018 6:48 AM  
**To:** Janet Hodson <jhodson@fwps.org>  
**Subject:** RE: Updated Rooming List

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**From:** Janet Hodson [[mailto:jhodson@fwps.org](#)]  
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**To:** [admin@wspsa.net](#)  
**Subject:** RE: Updated Rooming List

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**To:** 'admin@wspsa.net' <[admin@wspsa.net](#)>

**Subject:** RE: Updated Rooming List

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253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

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**Sent:** Friday, February 23, 2018 6:06 PM  
**To:** Janet Hodson <[jhodson@fwps.org](mailto:jhodson@fwps.org)>  
**Subject:** Fwd: Updated Rooming List

Confirmations for Tony and David below.

See you Sunday!

Begin forwarded message:

**From:** Brittany Bakken <[BrittanyBakken@clearwatercasino.com](mailto:BrittanyBakken@clearwatercasino.com)>  
**Date:** February 23, 2018 at 5:45:02 PM PST  
**To:** "[admin@wspsa.net](mailto:admin@wspsa.net)" <[admin@wspsa.net](mailto:admin@wspsa.net)>  
**Subject:** Updated Rooming List

Hi Jennifer,

Thank you again for calling me back earlier! I just finished up the last of the notes in the reservations and attached a fresh list.

Tony's confirmation is R4C26A  
David's confirmation is R4C26D

Again, please do not hesitate to reach out if you need anything. My cell phone is listed below. We look forward to your group's arrival and I look forward to meeting you this Sunday!

Warm Regards,

*Brittany Bakken*

Kiana Lodge Interim Manager

Kiana Lodge

O: 360-598-1415

C: 360-535-0436

[www.kianalodge.com](http://www.kianalodge.com)

<grpmember.pdf>

**From:** [Danielle Tupek](#) on behalf of [Danielle Tupek <Danielle.Tupek@valleysd.org>](#)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Cc:** [cleonard@wspsa.net](mailto:cleonard@wspsa.net)  
**Subject:** Safeschools & Training  
**Date:** Sunday, February 25, 2018 1:37:56 PM

---

Good morning,

Yes, we pay them their actual rate for training if it outside their normal work hours or work days.

Thanks,

--

**Danielle Tupek**

Human Resources Manager | [Valley School District](#)  
509-937-2773 | 3030 Huffman Rd., Valley, WA 99181

**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [kschonberg@ohsd.net](mailto:kschonberg@ohsd.net); [scarey@fpschools.org](mailto:scarey@fpschools.org); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [jhodson@fwps.org](mailto:jhodson@fwps.org); [turner.l@wenatcheeschools.org](mailto:turner.l@wenatcheeschools.org); [jane.rausch@rsdmail.org](mailto:jane.rausch@rsdmail.org); [kimha@spokaneschools.org](mailto:kimha@spokaneschools.org); [tneidhold@psd1.org](mailto:tneidhold@psd1.org); [marilyn.boerke@camas.wednet.edu](mailto:marilyn.boerke@camas.wednet.edu); [cathibp@msn.com](mailto:cathibp@msn.com); [dlong@nthurston.k12.wa.us](mailto:dlong@nthurston.k12.wa.us); [denise.kennedy@bremertonschools.org](mailto:denise.kennedy@bremertonschools.org); [chellel@ckschools.org](mailto:chellel@ckschools.org); [cs Sheridan@asd103.org](mailto:cs Sheridan@asd103.org); [jason\\_thompson@msvl.k12.wa.us](mailto:jason_thompson@msvl.k12.wa.us)  
**Cc:** [cleonard@wsps.net](mailto:cleonard@wsps.net)  
**Subject:** WSPA Board Meeting follow up: S275 expenses  
**Date:** Monday, February 26, 2018 11:10:29 AM  
**Attachments:** [S275 expense breakdown.pdf](#)

---

Hello Board members,

I have attached the breakdown of the S-275 expenses for your review. As you can see, the increase in expense is primarily due to printing costs and stipends. We did a full re-write of the manual and had all new notebooks printed. We offered stipends for the manual re-write along with presenter stipends.

Please let me know if you have any additional questions.

Thank you,

Jennifer

---

**From:** admin@wsps.net  
**Sent:** Friday, February 23, 2018 5:13 AM  
**To:** 'kschonberg@ohsd.net' <kschonberg@ohsd.net>; 'scarey@fpschools.org' <scarey@fpschools.org>; 'carterd@edmonds.wednet.edu'; 'jhodson@fwps.org' <jhodson@fwps.org>; 'turner.l@wenatcheeschools.org' <turner.l@wenatcheeschools.org>; 'jane.rausch@rsdmail.org' <jane.rausch@rsdmail.org>; 'kimha@spokaneschools.org' <kimha@spokaneschools.org>; 'tneidhold@psd1.org' <tneidhold@psd1.org>; 'marilyn.boerke@camas.wednet.edu' <marilyn.boerke@camas.wednet.edu>; 'cathibp@msn.com' <cathibp@msn.com>; 'dlong@nthurston.k12.wa.us' <dlong@nthurston.k12.wa.us>; 'denise.kennedy@bremertonschools.org' <denise.kennedy@bremertonschools.org>; 'chellel@ckschools.org' <chellel@ckschools.org>; 'cs Sheridan@asd103.org' <cs Sheridan@asd103.org>; 'jason\_thompson@msvl.k12.wa.us' <jason\_thompson@msvl.k12.wa.us>  
**Cc:** cleonard@wsps.net; admin@wsps.net  
**Subject:** WSPA Board Meeting: Sunday 2/25/18

Hello Board Members,

We look forward to seeing each of you at our Board meeting and the Annual Conference.

#### WSPA Board Meeting

- Sunday, February 25
- 5:00 -7:30 pm – Dinner provided
- Clearwater Resort: RESORT BUILDING, Chico Room

I have attached a copy of the meeting agenda, the conference agenda, and a mileage reimbursement form for your reference

Please let me know if you have any questions or if I may be of any additional assistance.

Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspa.net/>





# Washington School Personnel Association

## Transaction Detail By Account

June 1, 2017 through February 26, 2018

Accrual Basis

| Type                           | Date       | Num  | Name                  | Memo                                       | Clr | Split            | Amount           | Balance          |
|--------------------------------|------------|------|-----------------------|--------------------------------------------|-----|------------------|------------------|------------------|
| <b>Special Events Expenses</b> |            |      |                       |                                            |     |                  |                  |                  |
| <b>S-275 Expenses</b>          |            |      |                       |                                            |     |                  |                  |                  |
| <b>Expenses</b>                |            |      |                       |                                            |     |                  |                  |                  |
| Check                          | 09/27/2017 |      | Raven Copy Center     | S-275 Notebook printing 2017               |     | Checking Prim... | 10,397.47        | 10,397.47        |
| Check                          | 09/29/2017 |      | Just a Coupleof Mo... | Catering for S-275 Workshop 2017 - Spo...  |     | Checking Prim... | 1,048.14         | 11,445.61        |
| Check                          | 10/02/2017 |      | Bayshore Office Su... | S-275 handouts for all October workshop... |     | Checking Prim... | 333.20           | 11,778.81        |
| Check                          | 10/11/2017 |      | Doubletree Guest S... | S-275 room, AV, catering, presenter roo... |     | Checking Prim... | 11,895.66        | 23,674.47        |
| Check                          | 10/14/2017 | 2633 | Raven Copy Center     | Invoice 5492 - Additional S-275 Notebooks  |     | Checking Prim... | 736.84           | 24,411.31        |
| Check                          | 10/16/2017 | 5496 | Laura Bradburn        | S-275 Presenter travel and expense rei...  |     | Checking Prim... | 92.43            | 24,503.74        |
| Check                          | 10/16/2017 | 5495 | Meredith Colvin       | S-275 Presenter Travel Reimbursement       |     | Checking Prim... | 29.98            | 24,533.72        |
| Check                          | 11/07/2017 | 2635 | Raven Copy Center     | Invoice 5603- Additional S-275 Notebooks   |     | Checking Prim... | 617.17           | 25,150.89        |
| Total Expenses                 |            |      |                       |                                            |     |                  | 25,150.89        | 25,150.89        |
| <b>Stipend</b>                 |            |      |                       |                                            |     |                  |                  |                  |
| Check                          | 10/16/2017 | 5493 | Stephanie Drake       | S-275 2017 Presenter Stipend               |     | Checking Prim... | 750.00           | 750.00           |
| Check                          | 10/16/2017 | 5494 | Jean Sander           | S-275 2017 Presenter Stipend               | X   | Checking Prim... | 0.00             | 750.00           |
| Check                          | 10/16/2017 | 5495 | Meredith Colvin       | S-275 2017 Presenter Stipend and Manu...   |     | Checking Prim... | 2,000.00         | 2,750.00         |
| Check                          | 10/16/2017 | 5496 | Laura Bradburn        | S-275 2017 Presenter Stipend, Manual ...   |     | Checking Prim... | 2,000.00         | 4,750.00         |
| General Journal                | 10/16/2017 | 76   | Jean Sander           | For CHK 5494 voided on 10/24/2017          |     | Checking Prim... | 750.00           | 5,500.00         |
| General Journal                | 10/24/2017 | 76R  | Jean Sander           | Reverse of GJE 76 -- For CHK 5494 void...  |     | Checking Prim... | -750.00          | 4,750.00         |
| Check                          | 10/24/2017 | 2634 | Jean Sander           | S-275 2017 Presenter Stipend               |     | Checking Prim... | 750.00           | 5,500.00         |
| Total Stipend                  |            |      |                       |                                            |     |                  | 5,500.00         | 5,500.00         |
| Total S-275 Expenses           |            |      |                       |                                            |     |                  | 30,650.89        | 30,650.89        |
| Total Special Events Expenses  |            |      |                       |                                            |     |                  | 30,650.89        | 30,650.89        |
| <b>TOTAL</b>                   |            |      |                       |                                            |     |                  | <b>30,650.89</b> | <b>30,650.89</b> |

**From:** [admin@wspace.net](mailto:admin@wspace.net)  
**To:** [admin@wspace.net](mailto:admin@wspace.net)  
**Cc:** [cleonard@wspace.net](mailto:cleonard@wspace.net); [denise.kennedy@bremertonschools.org](mailto:denise.kennedy@bremertonschools.org); [chellel@ckschools.org](mailto:chellel@ckschools.org)  
**Subject:** Annual Conference: thank you, survey, and clock hours  
**Date:** Wednesday, February 28, 2018 10:44:34 AM  
**Attachments:** [2018 WSPA Annual Conference CLOCK HOURS.pdf](#)

---

Hello,

Thank you for your attendance at the 2018 Annual Conference. We appreciate that you took time out of your busy schedules to join us. We loved seeing each of you and hope you had a great experience at the event. We ask that you please take a moment to complete our conference survey so that we can be sure to make our next event just as meaningful and relevant.

***The conference survey may be found online at:***

<https://www.surveymonkey.com/r/AnnualConf18>

***For those of you who signed in for clock hours,*** the clock hour form is attached for you to complete and to keep for your records.

***Conference Materials:***

- Conference materials are available online at [www.wspace.net](http://www.wspace.net)  
Login: Clearwater2018
- Password: wspace
- Please note that not all presentations were provided by our presenters. We will continue to add presentations as they are received.

Again, thank you for joining us at the Annual Conference. Don't forget to save the date for next year – February 24-27, 2019 at the lovely Three Rivers Convention Center in Kennewick. We hope to see you there!

Thank you,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspace.net/>





PO Box 1600 ● Anacortes, Washington 98221 ● 360-825-1415

## WASHINGTON STATE CLOCK HOUR REGISTRATION FORM


Use this form to verify your attendance at an approved clock hour offering outlined in Section II below. This form must be retained by the individual as verification of attendance. It is the individual's responsibility to maintain accurate records for compliance with certification regulations. DO NOT USE THIS FORM IF YOU ARE RECEIVING COLLEGE CREDIT FOR THIS PROGRAM.

**PARTICIPANTS MUST SIGN THE CLOCK HOUR ATTENDANCE LIST IN ORDER TO RECEIVE CLOCK HOURS.**

| Section 1 - Information - Participant        |                                |                            | Please Print and Use Pen                                                    |  |
|----------------------------------------------|--------------------------------|----------------------------|-----------------------------------------------------------------------------|--|
| Legal Name (Last, First, Middle)             |                                |                            | Maiden or Former Name                                                       |  |
| Date of Birth (m,d,y)                        | Social Security No. (optional) | Washington Certificate No. | (optional) <input type="checkbox"/> Female<br><input type="checkbox"/> Male |  |
| Home Address (Street, City, State, Zip Code) |                                |                            | Telephone Numbers                                                           |  |
|                                              |                                |                            | Home                                                                        |  |
|                                              |                                |                            | Business                                                                    |  |

| Section II - Clock Hour Provider                                                                         |                                                 |                                                                                                      |
|----------------------------------------------------------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------------------------------------|
| Clock Hour Class Title:<br><b>2018 WSPA Annual Conference</b>                                            |                                                 | Name of Instructors:<br><b>Curtis Leonard, WSPA Executive Director (see agenda for full listing)</b> |
| Total Number of Clock Hours Available<br><b>12</b>                                                       | First Day of Class/Offering<br><b>2/26/2018</b> | Last Day of Class/Offering<br><b>2/28/2018</b>                                                       |
| Sponsoring Provider Name (Agency Granting Clock Hours)<br><b>Washington School Personnel Association</b> |                                                 | Business Telephone Number<br><b>360-825-1415</b>                                                     |
| Provider Address<br><b>PO Box 1600, Anacortes, Washington, 98221</b>                                     |                                                 |                                                                                                      |
| Sponsoring Provider Contact Person<br><b>Jennifer Tottenham, Program Coordinator</b>                     |                                                 | Telephone Number<br><b>360-825-1415</b>                                                              |

| Section III - Affidavit of Participant                                                                                                                                                                                                                                                                                                                                                                                                                                             |      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| I, _____, swear/affirm that I earned _____ clock hours for actual attendance at the above Clock Hour Class Title. I am not applying for college/university credit for this program. I also certify (declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The intentional misrepresentation of a material fact in this form subjects the holder to revocation of his/her certificate pursuant to Chapter 181-85 WAC. |      |
| Original Signature of Participant                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Date |

| Section IV - Clock Hour Provider - Verification                                                                                                                     |                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| When signed by the approved class sponsor or instructor, this form serves as a transcript or letter documenting eligible credits as required by WAC 392-121-280(3). |                          |
| <br>Original Signature of Class Sponsor/Instructor                               | <u>2/28/2018</u><br>Date |

**From:** [Chris Patten](#) on behalf of [Chris Patten <cpatten@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** Automatic reply: Annual Conference: thank you, survey, and clock hours  
**Date:** Wednesday, February 28, 2018 10:44:40 AM

---

Thank you for your email. I will be out of the office Monday, February 26th - Wednesday, February 28th. I will check email periodically however, if you need immediate assistance, please contact Amanda Michaels at [ammichae@fwps.org](mailto:ammichae@fwps.org). Thanks and have a great day!

**From:** [Jennifer Hymer](#) on behalf of [Jennifer Hymer <jhymer@fwps.org>](#)  
**To:** [admin@wspsa.net](#)  
**Subject:** Automatic reply: Annual Conference: thank you, survey, and clock hours  
**Date:** Wednesday, February 28, 2018 10:44:40 AM

---

I will be out of the office Monday February 26th through Wednesday February 28th. I will have limited access to email but will respond when possible.

If you need assistance with our absent management system, Frontline, please contact CJ Carter at 253-945-2027 or [cjcarter@fwps.org](mailto:cjcarter@fwps.org).

If you have an urgent matter that cannot wait until my return, please contact Manal Tirhi at 253-945-2072 or [mtirhi@fwps.org](mailto:mtirhi@fwps.org).

Thank you.

Jennifer Hymer

Human Resources

**From:** [Manal Tirhi](#) on behalf of [Manal Tirhi <mtirhi@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** Registration for Education Fairs  
**Date:** Thursday, March 1, 2018 9:41:09 AM

---

Hi Jennifer,

I just registered for the Spokane and Tacoma Dome Fair. It did not give me the option to get five booths, so I chose four in the hopes you can add another, plus the discount code on the page did not work. If you could please add another booth and apply the discount code.

Thank you,

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools

253-945-2072

Follow us on Twitter: [@FWPSCareers](#)

[Click here to learn about FWPS Career Opportunities](#)



**From:** [Grand Event Rentals](#) on behalf of [Grand Event Rentals <info@grandrents.com>](#)  
**To:** [admin@wsps.net](#); [lmcfarla@fwps.org](#); [mtirhi@fwps.org](#)  
**Subject:** Order Information for Order #68037 from GRAND EVENT RENTALS  
**Date:** Thursday, March 1, 2018 10:31:45 AM  
**Attachments:** [#68037 - 2 \(WASHINGTON EDUCATOR CAREER FAIR\) - Primary Order Confirmation.pdf](#)

---

Hi,

Attached is the current order for the Educator Career Fair. Please look it over carefully and let us know of any changes. The Cancellation/Subtraction date is 3/20.

Jennifer,

We will need the sign list no later than 3/16. Any Booths that we receive after that date may not get a printed sign.

Also, do you have a layout for this year yet?

Thank you,

*\*REVIEW ALL INFORMATION WITH EXTREME CARE FOR ERRORS, OMISSIONS, AND INCORRECT INFORMATION. IT IS YOUR RESPONSIBILITY TO CORRECT ANY AND ALL ERRORS FROM THIS QUOTE / RESERVATION\**

*Jennifer Bapst*

GRAND EVENT RENTALS

22029 23<sup>rd</sup> Dr SE – Suite #105

Bothell, WA 98021

P 425.462.7368

F 425.454.3715

[WEBSITE](#) | [FACEBOOK](#) | [INSTAGRAM](#)

*"Life is a Celebration!"*

**\*\*Cancellations/subtractions will not be accepted two weeks prior to delivery/customer pick-up date for tent/tent accessories & linen and one week prior for all other rental items\*\***

**\*\*Shortages and/or damages should be noted at time of delivery and/or customer pick-up. If items are missing or damaged and are not reported at this time, they will be considered received and charged accordingly\*\***

**\*\*Please ask any one of our Event Specialists or please visit our website if you have questions on our Policies & Procedures or our Terms & Conditions\*\***



EVENT RENTALS  
22029 23rd Drive SE - Suite #105

Bothell, WA 98021

Tel: (425) 462-RENT Fax: (425) 454-3715

www.grandrents.com

**ORDER CONFIRMATION 68037-2 Pg: 1**

EVENT DESC: WECF (EDUCATOR CAREER FAIR 2018)  
EVENT DAY: WEDNESDAY DATE: 03/28/2018  
EVENT TIME: 9:00 AM  
DELIVERY: TUE 03/27/2018 @ 8:00AM  
PICKUP: WED 03/28/2018 @ 4:00 PM  
SALES PERSON: JR PURCHASE ORDER #:  
ORDER DATE: 11/13/2017 TERMS: C.O.D.

JENNIFER TOTTENHAM  
B WASHINGTON EDUCATOR CAREER FAIR  
I PO BOX 1600  
L  
L ANACORTES WA 98221  
TEL: (360) 825-1415 FAX: (253) 736-0333

JENNIFER/MANAL TIRHI (253) 737-3339  
S TACOMA DOME - ARENA  
H 2727 EAST D ST  
I TACOMA WA 98421  
P LIZ MCFARLAND

| QTY | ITEM DESCRIPTION                                             | PRICE  | TOTAL    |
|-----|--------------------------------------------------------------|--------|----------|
| 2   | STADIUM LIGHT(ARENA FOYER)                                   | 125.00 | 250.00   |
| 10  | EXTENSION CORD: 50' WHITE                                    | 5.00   | 50.00    |
| 2   | EXTENSION CORD: 50' WHITE (STADIUM LIGHTS)                   | 5.00   | 10.00    |
| 5   | EXTENSION CORD: 25' W/ 3-WAY ADAPTER                         | 6.00   | 30.00    |
| 20  | CONCRETE BLOCK (SECURE BASES FOR INTERVIEWS)(W/ CVRS)        | 15.00  | 300.00   |
| 24  | SMALL CONCRETE BLOCK W/COVERS                                | 15.00  | 360.00   |
| 80  | 8' X 8' TRADESHOW INTERVIEW BOOTH: BLUE W/BLUE SKIRTS        | 51.00  | 4,080.00 |
| 125 | 10' X 10' TRADESHOW BOOTH: IVORY (W/BLACK SKIRTS)            | 51.00  | 6,375.00 |
| 34  | 10' X 20' TRADESHOW BOOTH: IVORY (W/BLACK SKIRTS)            | 102.00 | 3,468.00 |
| 7   | 10' X 30' TRADESHOW BOOTH: IVORY (W/BLACK SKIRTS)            | 153.00 | 1,071.00 |
| 10  | 10' X 40' TRADESHOW BOOTH: IVORY (W/BLACK SKIRTS)            | 204.00 | 2,040.00 |
| 1   | 10' X 50' TRADESHOW BOOTH:IVORY (W/BLACK SKIRTS)             | 255.00 | 255.00   |
| 90  | FT. OF 8' HIGH PIPE & DRAPE: BLUE (ENTRANCE DOME)            | 3.50   | 315.00   |
| 120 | FT. OF 3' HIGH PIPE AND DRAPE INSTALLED: BLUE                | 3.50   | 420.00   |
| 110 | FT. OF 8' HIGH PIPE & DRAPE: BLUE (REG)                      | 3.50   | 385.00   |
| 40  | FT. OF 8' HIGH PIPE & DRAPE: BLUE (PEMCO)                    | 3.50   | 140.00   |
| 20  | FT. OF 8' HIGH PIPE AND DRAPE INSTALLED: WHITE               | 3.50   | 70.00    |
| 120 | FT. OF 8' HIGH PIPE AND DRAPE INSTALLED: BLACK(LUNCH AREAS)  | 3.50   | 420.00   |
| 2   | 13' TABLE SKIRT: ROYAL BLUE                                  | 15.00  | 30.00    |
| 30  | TABLECLIP: LARGE (FOR PLASTIC TBL)                           | 0.00   | 0.00     |
| 15  | TABLECLIP: SMALL (FOR WOOD TABLE) OR LARGE (FOR PLASTIC TBL) | 0.00   | 0.00     |
| 209 | TRADESHOW SIGNS (NEW ONES)                                   | 9.50   | 1,985.50 |
| 8   | TABLE: 6'X30" - PLASTIC NO COVER OR SKIRT (PEMCO)            | 10.00  | 80.00    |
| 2   | TABLE: 6'X30" - PLASTIC                                      | 10.00  | 20.00    |
| 80  | TABLE: 6'X30" - COVERED & SKIRTED: BLUE (INTERVIEW BOOTHS)   | 0.00   | 0.00     |

SPECIAL INSTRUCTIONS:

SUB TOTAL: 24,229.25

\*\*CANCELLATIONS/SUBTRACTIONS WILL NOT BE ACCEPTED  
AFTER 03/20/2017\*\*

DELIVERY: 350.00  
ENERGY SURCHARGE: 363.48  
SALES TAX: 2,519.22  
TOTAL: 27,461.95

By confirming and/or placing an order with Grand Event Rentals,  
you adhere to all Rental Terms & Conditions and furthermore authorize Grand Event  
Rentals to make appropriate charges to your account and/or credit card.





EVENT RENTALS  
22029 23rd Drive SE - Suite #105

Bothell, WA 98021

Tel: (425) 462-RENT Fax: (425) 454-3715

www.grandrents.com

**ORDER CONFIRMATION 68037-2 Pg: 2**

EVENT DESC: WECF (EDUCATOR CAREER FAIR 2018)  
EVENT DAY: WEDNESDAY DATE: 03/28/2018  
EVENT TIME: 9:00 AM  
DELIVERY: TUE 03/27/2018 @ 8:00AM  
PICKUP: WED 03/28/2018 @ 4:00 PM  
SALES PERSON: JR PURCHASE ORDER #:  
ORDER DATE: 11/13/2017 TERMS: C.O.D.

JENNIFER TOTTENHAM  
B WASHINGTON EDUCATOR CAREER FAIR  
I PO BOX 1600  
L  
L ANACORTES WA 98221  
TEL: (360) 825-1415 FAX: (253) 736-0333

JENNIFER/MANAL TIRHI (253) 737-3339  
S TACOMA DOME - ARENA  
H 2727 EAST D ST  
I TACOMA WA 98421  
P LIZ MCFARLAND

| QTY | ITEM DESCRIPTION                                             | PRICE  | TOTAL  |
|-----|--------------------------------------------------------------|--------|--------|
| 7   | TABLE: 6'X30" - COVERED & SKIRTED: BLUE (REGIS & INFO)       | 26.00  | 182.00 |
| 252 | TABLE: 8'X30" - COVERED & SKIRTED: WHITE (INCLUDED W/ BOOTH) | 0.00   | 0.00   |
| 516 | WHITE FOLDING SAMSONITE CHAIR - ROUNDED BACK (INCLUDED)      | 1.50   | 774.00 |
| 240 | WHITE FOLDING SAMSONITE CHAIR - ROUNDED BACK (INTERVIEW)     | 1.50   | 360.00 |
| 2   | TABLECLOTH 90" ROUND ROYAL BLUE                              | 10.50  | 21.00  |
| 13  | TABLECLOTH 90"X132" ROYAL BLUE                               | 18.75  | 243.75 |
| 10  | BLACK STANCHIONS WITH 6' RETRACTABLE BELT                    | 15.00  | 150.00 |
| 6   | CHROME EASEL - FLOOR HEIGHT                                  | 11.50  | 69.00  |
| 10  | 6' TABLE CARTS (EXTRA FOR VENDOR MOVE-IN)                    |        |        |
| 400 | SIGN HOOKS - FOR VENDOR SIGNS                                |        |        |
| 1   | LABOR TO HANG VENDOR SIGNS                                   | 275.00 | 275.00 |

\*\*BOOTH ARE IVORY W/ BLACK SKIRTS\*\*

\*\*INTERVIEW BOOTHS ARE BLUE W/ BLUE SKIRTS\*\*

\*\*BOOTHES ON THE PERIMETER MAY BE ALL BLACK\*\*

(NOTE FOR 2018 - 3 CHAIRS PER INTERVIEW BOOTH)

SPECIAL INSTRUCTIONS:

SUB TOTAL: 24,229.25

\*\*CANCELLATIONS/SUBTRACTIONS WILL NOT BE ACCEPTED  
AFTER 03/20/2017\*\*

DELIVERY: 350.00  
ENERGY SURCHARGE: 363.48  
SALES TAX: 2,519.22  
TOTAL: 27,461.95

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**From:** [Grand Event Rentals](#) on behalf of [Grand Event Rentals <info@grandrents.com>](#)  
**To:** [Liz McFarland](#)  
**Cc:** [Manal Tirhi](#); [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: GRAND EVENT RENTALS  
**Date:** Thursday, March 1, 2018 11:03:24 AM  
**Attachments:** [WECF 2018.doc](#)  
[WECF Freight 2018.docx](#)

---

Hi Jennifer,

Attached are the Vendor and Freight Forms for this year. If you include the contact info for the Booth list when you send it we will send an e-mail Blast to all the Vendors with the forms.

Thank you,

*\*REVIEW ALL INFORMATION WITH EXTREME CARE FOR ERRORS, OMISSIONS, AND INCORRECT INFORMATION. IT IS YOUR RESPONSIBILITY TO CORRECT ANY AND ALL ERRORS FROM THIS QUOTE / RESERVATION\**

*Jennifer Bapst*

GRAND EVENT RENTALS

22029 23<sup>rd</sup> Dr SE – Suite #105

Bothell, WA 98021

P 425.462.7368

F 425.454.3715

[WEBSITE](#) | [FACEBOOK](#) | [INSTAGRAM](#)

*"Life is a Celebration!"*

**\*\*Cancellations/subtractions will not be accepted two weeks prior to delivery/customer pick-up date for tent/tent accessories & linen and one week prior for all other rental items\*\***

**\*\*Shortages and/or damages should be noted at time of delivery and/or customer pick-up. If items are missing or damaged and are not reported at this time, they will be considered received and charged accordingly\*\***

**\*\*Please ask any one of our Event Specialists or please visit our website if you have questions on our Policies & Procedures or our Terms & Conditions\*\***

---

**From:** Liz McFarland [mailto:lmcfarla@fwps.org]  
**Sent:** Thursday, March 1, 2018 9:43 AM  
**To:** Grand Event Rentals <info@grandrents.com>  
**Cc:** Manal Tirhi <mtirhi@fwps.org>  
**Subject:** RE: GRAND EVENT RENTALS

Hi Jennifer,

Please update your records so that Manal Tirhi (copied here) receives the Vendor Form and other information for the Washington Educator Career Fair at the Tacoma Dome this year.

Thank you!

Liz

Liz McFarland  
Business Applications Manager  
Federal Way Public Schools  
(253) 945-2041



---

**From:** Grand Event Rentals [<mailto:info@grandrents.com>]  
**Sent:** Friday, February 24, 2017 12:48 PM  
**To:** Liz McFarland <[lmcfarla@fwps.org](mailto:lmcfarla@fwps.org)>  
**Subject:** GRAND EVENT RENTALS

Hi Liz,

I am just checking to see if you will be needing anything for your Booth at the Washington Educator Career Fair this year. I have attached the Vendor and Freight form. Please let us know if you have any questions.

Thank you,

***We are in our new Canyon Park location!***

*Jennifer Bapst*

**GRAND EVENT RENTALS**

22029 23<sup>rd</sup> Dr SE – Suite #105

Bothell, WA 98021

P 425.462.7368

F 425.454.3715

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## Grand Event Rentals

22029 23<sup>rd</sup> Dr. SE, Suite-105  
Bothell, WA 98021  
425-462-7368 – Phone  
425-454-3715 – Fax  
[info@grandrents.com](mailto:info@grandrents.com)

## WECF

Tacoma Dome Exhibition Hall  
March 28<sup>th</sup>, 2018

### VENDOR ORDER FORM

\* E-MAIL ORDER BY March 21<sup>st</sup> 2018\*

[info@grandrents.com](mailto:info@grandrents.com)

#### CHAIRS

Plastic Samsonite White \_\_\_\_\_ @ \$ 5.00 = \_\_\_\_\_  
Resin Chair with Padded Seat \_\_\_\_\_ @ \$ 7.50 = \_\_\_\_\_  
Padded Conference Chair Grey \_\_\_\_\_ @ \$10.00 = \_\_\_\_\_

#### TABLES & COUNTERS

\*\* Circle Color: Black / Ivory / Blue / Red

##### DRAPED TABLE 30" High

4' x 30" \_\_\_\_\_ @ \$30.00 = \_\_\_\_\_  
6' x 30" \_\_\_\_\_ @ \$40.00 = \_\_\_\_\_  
8' x 30" \_\_\_\_\_ @ \$45.00 = \_\_\_\_\_  
4<sup>th</sup> side drape \_\_\_\_\_ @ \$25.00 = \_\_\_\_\_

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6' x 18" Classroom Table \_\_\_\_\_ @ \$20.00 = \_\_\_\_\_

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30" x 30" High \_\_\_\_\_ @ \$20.00 = \_\_\_\_\_  
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48" \_\_\_\_\_ @ \$25.00 = \_\_\_\_\_  
60" \_\_\_\_\_ @ \$30.00 = \_\_\_\_\_

##### TABLECLOTHS

\*\* Write Color: \_\_\_\_\_

90" Round (For 30" Table) \_\_\_\_\_ @ \$12.00 = \_\_\_\_\_  
108" Round (For 48" Table) \_\_\_\_\_ @ \$13.00 = \_\_\_\_\_  
120" Round (For 60" Table) \_\_\_\_\_ @ \$15.00 = \_\_\_\_\_  
60" x 120" \_\_\_\_\_ @ \$11.00 = \_\_\_\_\_  
90" x 132" (For 6 Ft. Table) \_\_\_\_\_ @ \$20.00 = \_\_\_\_\_  
90" x 156" (For 8 Ft. Table) \_\_\_\_\_ @ \$25.00 = \_\_\_\_\_

PAYMENT MUST ACCOMPANY ALL ORDERS

Booth #: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Ordered By (print name): \_\_\_\_\_ Fax: \_\_\_\_\_

Credit Card#: \_\_\_\_\_ Exp (mm/yy): \_\_\_\_\_ Sec #: \_\_\_\_\_

I authorize Grand Event Rentals to debit my credit card for the charges on this invoice and for any additional charges incurred.

Signature: \_\_\_\_\_ E-Mail: \_\_\_\_\_

\*\*E-MAIL ORDER BY March 21<sup>st</sup> to [info@grandrents.com](mailto:info@grandrents.com) or Fax 425.454.3715 \*\*

001951

#### CARPET & CLEANING

\*\* Circle Color: Black / Silver Grey / Blue / Red

9' x 10' \_\_\_\_\_ @ \$ 75.00 = \_\_\_\_\_  
9' x 20' \_\_\_\_\_ @ \$150.00 = \_\_\_\_\_  
9' x 30' \_\_\_\_\_ @ \$225.00 = \_\_\_\_\_  
9' x 40' \_\_\_\_\_ @ \$300.00 = \_\_\_\_\_

Vacuuming 9' x 10' Booth (2 days) = \$ 20.00  
Vacuuming 9' x 20' Booth (2 days) = \$ 40.00

#### ACCESSORIES / DRAPES

Easel \_\_\_\_\_ @ \$25.00 = \_\_\_\_\_  
Wastebasket \_\_\_\_\_ @ \$10.00 = \_\_\_\_\_

8 Ft Upright with Base \_\_\_\_\_ @ \$10.00 = \_\_\_\_\_  
Crossbar \_\_\_\_\_ @ \$10.00 = \_\_\_\_\_  
12' High Black Velour Drape \_\_\_\_\_ @ \$10.00 = \_\_\_\_\_

\* Change Color of Booth (Backdrop & Sides) = \$ 75.00

\* Change Color of Booth Drape (Back only) = \$ 50.00

\*\* Circle Color: Black / Ivory / Silver Grey / Blue / Green / Red

#### MISCELLANEOUS

X \_\_\_\_\_ = \$ \_\_\_\_\_

SUB TOTAL = \$ \_\_\_\_\_  
DELIVERY = \$ 60.00  
Tax = \$ \_\_\_\_\_  
TOTAL = \$ \_\_\_\_\_



## Grand Event Rentals

22029 23<sup>rd</sup> Dr. SE, Suite-105  
Bothell, WA 98021  
Phone 425.462-7368  
Fax 425.454-3715  
[info@grandrents.com](mailto:info@grandrents.com)

## WECF

Tacoma Dome Exhibition Hall  
March 28<sup>th</sup>, 2018  
**\*MUST Fax/Email Form by March 21<sup>st</sup>, 2018\***

[info@grandrents.com](mailto:info@grandrents.com)

## FREIGHT SHIPMENT FORM

Ship all Freight to:

**Grand Event Rentals**

**WECF**

**22029 23<sup>rd</sup> Dr. SE, Suite-105**

**Bothell, WA 98021**

*\*All freight must arrive to Grand Event Rentals by March 21<sup>st</sup>, 2018 \**  
(Freight that arrives BEFORE March 19<sup>th</sup> will be charged a \$75.00 per week holding fee)  
(Freight that arrives AFTER March 23<sup>rd</sup> will incur extensive special delivery charges)

|                                                          |                |
|----------------------------------------------------------|----------------|
| <input type="checkbox"/> Freight up to 100 lbs .....     | \$50 .....     |
| <input type="checkbox"/> Freight 100 lbs – 200 lbs ..... | \$100 .....    |
| <input type="checkbox"/> Freight 200 lbs – 300 lbs ..... | \$150 .....    |
| <input type="checkbox"/> Freight 300 lbs – 400 lbs ..... | \$200 .....    |
| <input type="checkbox"/> Freight 400 lbs – 500 lbs ..... | \$250 .....    |
| <input type="checkbox"/> Freight 500 lbs – 600 lbs ..... | \$300 .....    |
|                                                          | TAX .....      |
|                                                          | Total \$ ..... |

**Charge above includes transportation to and from Tacoma Dome Exhibition Hall, however Customer is responsible for Bill of Lading to/from location, and scheduling pickup at Grand Event Rentals' warehouse with chosen freight company.**

**PAYMENT MUST ACCOMPANY ALL ORDERS!**

Booth # \_\_\_\_\_ Date \_\_\_\_\_

Company Name \_\_\_\_\_ Phone \_\_\_\_\_

On-site Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Ordered By (print name) \_\_\_\_\_ Fax \_\_\_\_\_

Credit Card#: \_\_\_\_\_ Exp (mm/yy) \_\_\_\_\_ Sec # \_\_\_\_\_

**I authorize Grand Event Rentals to charge my credit card for the freight fees on this invoice and for any additional charges incurred at the event. Client will be notified of any additional charges via phone or email.**

Signature: \_\_\_\_\_ E-Mail \_\_\_\_\_

**\*Email ORDER BY March 21<sup>st</sup> to [info@grandrents.com](mailto:info@grandrents.com) or Fax 425.454.3715\***  
Confirmation of receipt will be emailed to client.

**From:** [Grand Event Rentals](#) on behalf of [Grand Event Rentals <info@grandrents.com>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net); [lmcfarla@fwps.org](mailto:lmcfarla@fwps.org); [mtirhi@fwps.org](mailto:mtirhi@fwps.org)  
**Subject:** Order Information for Order #68037 from GRAND EVENT RENTALS  
**Date:** Friday, March 2, 2018 11:17:41 AM  
**Attachments:** [#68037 - 3 \(WASHINGTON EDUCATOR CAREER FAIR\) - Primary Order Confirmation.pdf](#)  
[WECF Freight 2018.docx](#)  
[WECF 2018.doc](#)

---

Hi Jennifer,

We have had several clients call and say they were directed to our web site to order items for the WECF. Please **do not** send them to the web site. That is why we sent the Vendor and Freight forms to you (see attached.) Trade shows and Conferences have different pricing which includes set up and break down of their items.

**\*\*Also we still need a Booth list and layout even if it does not complete yet\*\***

Thank you,

**\*REVIEW ALL INFORMATION WITH EXTREME CARE FOR ERRORS, OMISSIONS, AND INCORRECT INFORMATION. IT IS YOUR RESPONSIBILITY TO CORRECT ANY AND ALL ERRORS FROM THIS QUOTE / RESERVATION\***

*Jennifer Bapst*

GRAND EVENT RENTALS

22029 23<sup>rd</sup> Dr SE – Suite #105

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EVENT RENTALS  
22029 23rd Drive SE - Suite #105

Bothell, WA 98021

Tel: (425) 462-RENT Fax: (425) 454-3715

www.grandrents.com

**ORDER CONFIRMATION 68037-3 Pg: 1**

EVENT DESC: WECF (EDUCATOR CAREER FAIR 2018)  
EVENT DAY: WEDNESDAY DATE: 03/28/2018  
EVENT TIME: 9:00 AM  
DELIVERY: TUE 03/27/2018 @ 8:00AM  
PICKUP: WED 03/28/2018 @ 4:00 PM  
SALES PERSON: JR PURCHASE ORDER #:  
ORDER DATE: 11/13/2017 TERMS: C.O.D.

JENNIFER TOTTENHAM  
B WASHINGTON EDUCATOR CAREER FAIR  
I PO BOX 1600  
L  
L ANACORTES WA 98221  
TEL: (360) 825-1415 FAX: (253) 736-0333

JENNIFER/MANAL TIRHI (253) 737-3339  
S TACOMA DOME - ARENA  
H 2727 EAST D ST  
I TACOMA WA 98421  
P LIZ MCFARLAND

| QTY | ITEM DESCRIPTION                                             | PRICE  | TOTAL    |
|-----|--------------------------------------------------------------|--------|----------|
| 2   | STADIUM LIGHT(ARENA FOYER)                                   | 125.00 | 250.00   |
| 10  | EXTENSION CORD: 50' WHITE                                    | 5.00   | 50.00    |
| 2   | EXTENSION CORD: 50' WHITE (STADIUM LIGHTS)                   | 5.00   | 10.00    |
| 5   | EXTENSION CORD: 25' W/ 3-WAY ADAPTER                         | 6.00   | 30.00    |
| 20  | CONCRETE BLOCK (SECURE BASES FOR INTERVIEWS)(W/ CVRS)        | 15.00  | 300.00   |
| 24  | SMALL CONCRETE BLOCK W/COVERS                                | 15.00  | 360.00   |
| 80  | 8' X 8' TRADESHOW INTERVIEW BOOTH: BLUE W/BLUE SKIRTS        | 51.00  | 4,080.00 |
| 125 | 10' X 10' TRADESHOW BOOTH: IVORY (W/BLACK SKIRTS)            | 51.00  | 6,375.00 |
| 34  | 10' X 20' TRADESHOW BOOTH: IVORY (W/BLACK SKIRTS)            | 102.00 | 3,468.00 |
| 7   | 10' X 30' TRADESHOW BOOTH: IVORY (W/BLACK SKIRTS)            | 153.00 | 1,071.00 |
| 10  | 10' X 40' TRADESHOW BOOTH: IVORY (W/BLACK SKIRTS)            | 204.00 | 2,040.00 |
| 1   | 10' X 50' TRADESHOW BOOTH:IVORY (W/BLACK SKIRTS)             | 255.00 | 255.00   |
| 90  | FT. OF 8' HIGH PIPE & DRAPE: BLUE (ENTRANCE DOME)            | 3.50   | 315.00   |
| 120 | FT. OF 3' HIGH PIPE AND DRAPE INSTALLED: BLUE                | 3.50   | 420.00   |
| 110 | FT. OF 8' HIGH PIPE & DRAPE: BLUE (REG)                      | 3.50   | 385.00   |
| 40  | FT. OF 8' HIGH PIPE & DRAPE: BLUE (PEMCO)                    | 3.50   | 140.00   |
| 20  | FT. OF 8' HIGH PIPE AND DRAPE INSTALLED: WHITE               | 3.50   | 70.00    |
| 120 | FT. OF 8' HIGH PIPE AND DRAPE INSTALLED: BLACK(LUNCH AREAS)  | 3.50   | 420.00   |
| 2   | 13' TABLE SKIRT: ROYAL BLUE                                  | 15.00  | 30.00    |
| 30  | TABLECLIP: LARGE (FOR PLASTIC TBL)                           | 0.00   | 0.00     |
| 15  | TABLECLIP: SMALL (FOR WOOD TABLE) OR LARGE (FOR PLASTIC TBL) | 0.00   | 0.00     |
| 209 | TRADESHOW SIGNS (NEW ONES)                                   | 9.50   | 1,985.50 |
| 8   | TABLE: 6'X30" - PLASTIC NO COVER OR SKIRT (PEMCO)            | 10.00  | 80.00    |
| 2   | TABLE: 6'X30" - PLASTIC                                      | 10.00  | 20.00    |
| 80  | TABLE: 6'X30" - COVERED & SKIRTED: BLUE (INTERVIEW BOOTHS)   | 0.00   | 0.00     |

SPECIAL INSTRUCTIONS:

SUB TOTAL: 24,229.25

\*\*CANCELLATIONS/SUBTRACTIONS WILL NOT BE ACCEPTED  
AFTER 03/20/2017\*\*

DELIVERY: 350.00  
ENERGY SURCHARGE: 363.48  
SALES TAX: 2,519.22  
TOTAL: 27,461.95

By confirming and/or placing an order with Grand Event Rentals,  
you adhere to all Rental Terms & Conditions and furthermore authorize Grand Event  
Rentals to make appropriate charges to your account and/or credit card.





EVENT RENTALS  
22029 23rd Drive SE - Suite #105

Bothell, WA 98021

Tel: (425) 462-RENT Fax: (425) 454-3715

www.grandrents.com

**ORDER CONFIRMATION 68037-3 Pg: 2**

EVENT DESC: WECF (EDUCATOR CAREER FAIR 2018)  
EVENT DAY: WEDNESDAY DATE: 03/28/2018  
EVENT TIME: 9:00 AM  
DELIVERY: TUE 03/27/2018 @ 8:00AM  
PICKUP: WED 03/28/2018 @ 4:00 PM  
SALES PERSON: JR PURCHASE ORDER #:  
ORDER DATE: 11/13/2017 TERMS: C.O.D.

JENNIFER TOTTENHAM  
B WASHINGTON EDUCATOR CAREER FAIR  
I PO BOX 1600  
L  
L ANACORTES WA 98221  
TEL: (360) 825-1415 FAX: (253) 736-0333

JENNIFER/MANAL TIRHI (253) 737-3339  
S TACOMA DOME - ARENA  
H 2727 EAST D ST  
I TACOMA WA 98421  
P LIZ MCFARLAND

| QTY | ITEM DESCRIPTION                                             | PRICE  | TOTAL  |
|-----|--------------------------------------------------------------|--------|--------|
| 7   | TABLE: 6'X30" - COVERED & SKIRTED: BLUE (REGIS & INFO)       | 26.00  | 182.00 |
| 252 | TABLE: 8'X30" - COVERED & SKIRTED: WHITE (INCLUDED W/ BOOTH) | 0.00   | 0.00   |
| 516 | WHITE FOLDING SAMSONITE CHAIR - ROUNDED BACK (INCLUDED)      | 1.50   | 774.00 |
| 240 | WHITE FOLDING SAMSONITE CHAIR - ROUNDED BACK (INTERVIEW)     | 1.50   | 360.00 |
| 2   | TABLECLOTH 90" ROUND ROYAL BLUE                              | 10.50  | 21.00  |
| 13  | TABLECLOTH 90"X132" ROYAL BLUE                               | 18.75  | 243.75 |
| 10  | BLACK STANCHIONS WITH 6' RETRACTABLE BELT                    | 15.00  | 150.00 |
| 6   | CHROME EASEL - FLOOR HEIGHT                                  | 11.50  | 69.00  |
| 10  | 6' TABLE CARTS (EXTRA FOR VENDOR MOVE-IN)                    |        |        |
| 400 | SIGN HOOKS - FOR VENDOR SIGNS                                |        |        |
| 1   | LABOR TO HANG VENDOR SIGNS                                   | 275.00 | 275.00 |

**\*\*BOOTH ARE IVORY W/ BLACK SKIRTS\*\***

**\*\*INTERVIEW BOOTHS ARE BLUE W/ BLUE SKIRTS\*\***

**\*\*BOOTHES ON THE PERIMETER MAY BE ALL BLACK\*\***

**(NOTE FOR 2018 - 3 CHAIRS PER INTERVIEW BOOTH)**

**\*\*SIGN LIST DUE NO LATER THAN 3/16\*\***

**SPECIAL INSTRUCTIONS:**

**SUB TOTAL: 24,229.25**

**\*\*CANCELLATIONS/SUBTRACTIONS WILL NOT BE ACCEPTED  
AFTER 03/20/2017\*\***

**DELIVERY: 350.00**  
**ENERGY SURCHARGE: 363.48**  
**SALES TAX: 2,519.22**  
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001955



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<http://www.win2pdf.com/purchase/>



## Grand Event Rentals

22029 23<sup>rd</sup> Dr. SE, Suite-105  
Bothell, WA 98021  
Phone 425.462-7368  
Fax 425.454-3715  
[info@grandrents.com](mailto:info@grandrents.com)

## WECF

Tacoma Dome Exhibition Hall  
March 28<sup>th</sup>, 2018

**\*MUST Fax/Email Form by March 21<sup>st</sup>, 2018\***

[info@grandrents.com](mailto:info@grandrents.com)

## FREIGHT SHIPMENT FORM

Ship all Freight to:

**Grand Event Rentals**

**WECF**

**22029 23<sup>rd</sup> Dr. SE, Suite-105**

**Bothell, WA 98021**

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(Freight that arrives **BEFORE** March 19<sup>th</sup> will be charged a \$75.00 per week holding fee)  
(Freight that arrives **AFTER** March 23<sup>rd</sup> will incur extensive special delivery charges)

|                                                          |                |
|----------------------------------------------------------|----------------|
| <input type="checkbox"/> Freight up to 100 lbs .....     | \$50 _____     |
| <input type="checkbox"/> Freight 100 lbs – 200 lbs ..... | \$100 _____    |
| <input type="checkbox"/> Freight 200 lbs – 300 lbs ..... | \$150 _____    |
| <input type="checkbox"/> Freight 300 lbs – 400 lbs ..... | \$200 _____    |
| <input type="checkbox"/> Freight 400 lbs – 500 lbs ..... | \$250 _____    |
| <input type="checkbox"/> Freight 500 lbs – 600 lbs ..... | \$300 _____    |
|                                                          | TAX _____      |
|                                                          | Total \$ _____ |

**Charge above includes transportation to and from Tacoma Dome Exhibition Hall, however Customer is responsible for Bill of Lading to/from location, and scheduling pickup at Grand Event Rentals' warehouse with chosen freight company.**

**PAYMENT MUST ACCOMPANY ALL ORDERS!**

Booth # \_\_\_\_\_ Date \_\_\_\_\_

Company Name \_\_\_\_\_ Phone \_\_\_\_\_

On-site Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Ordered By (print name) \_\_\_\_\_ Fax \_\_\_\_\_

Credit Card#: \_\_\_\_\_ Exp (mm/yy) \_\_\_\_\_ Sec # \_\_\_\_\_

**I authorize Grand Event Rentals to charge my credit card for the freight fees on this invoice and for any additional charges incurred at the event. Client will be notified of any additional charges via phone or email.**

Signature: \_\_\_\_\_ E-Mail \_\_\_\_\_

**\*Email ORDER BY March 21<sup>st</sup> to [info@grandrents.com](mailto:info@grandrents.com) or Fax 425.454.3715\***  
Confirmation of receipt will be emailed to client.

## Grand Event Rentals

22029 23<sup>rd</sup> Dr. SE, Suite-105  
Bothell, WA 98021  
425-462-7368 – Phone  
425-454-3715 – Fax  
[info@grandrents.com](mailto:info@grandrents.com)

## WECF

Tacoma Dome Exhibition Hall  
March 28<sup>th</sup>, 2018

### VENDOR ORDER FORM

\* E-MAIL ORDER BY March 21<sup>st</sup> 2018\*

[info@grandrents.com](mailto:info@grandrents.com)

#### CHAIRS

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#### TABLES & COUNTERS

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4<sup>th</sup> side drape \_\_\_\_\_ @ \$25.00 = \_\_\_\_\_

##### DRAPED COUNTER TABLE 40" HIGH

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##### UNDRAPED TABLE 30" High

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8' x 30" \_\_\_\_\_ @ \$35.00 = \_\_\_\_\_  
6' x 18" Classroom Table \_\_\_\_\_ @ \$20.00 = \_\_\_\_\_

##### UNDRAPED ROUND TABLES

30" x 30" High \_\_\_\_\_ @ \$20.00 = \_\_\_\_\_  
30" x 42" High \_\_\_\_\_ @ \$20.00 = \_\_\_\_\_  
48" \_\_\_\_\_ @ \$25.00 = \_\_\_\_\_  
60" \_\_\_\_\_ @ \$30.00 = \_\_\_\_\_

##### TABLECLOTHS

\*\* Write Color: \_\_\_\_\_

90" Round (For 30" Table) \_\_\_\_\_ @ \$12.00 = \_\_\_\_\_  
108" Round (For 48" Table) \_\_\_\_\_ @ \$13.00 = \_\_\_\_\_  
120" Round (For 60" Table) \_\_\_\_\_ @ \$15.00 = \_\_\_\_\_  
60" x 120" \_\_\_\_\_ @ \$11.00 = \_\_\_\_\_  
90" x 132" (For 6 Ft. Table) \_\_\_\_\_ @ \$20.00 = \_\_\_\_\_  
90" x 156" (For 8 Ft. Table) \_\_\_\_\_ @ \$25.00 = \_\_\_\_\_

PAYMENT MUST ACCOMPANY ALL ORDERS

Booth #: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Ordered By (print name): \_\_\_\_\_ Fax: \_\_\_\_\_

Credit Card#: \_\_\_\_\_ Exp (mm/yy): \_\_\_\_\_ Sec #: \_\_\_\_\_

I authorize Grand Event Rentals to debit my credit card for the charges on this invoice and for any additional charges incurred.

Signature: \_\_\_\_\_ E-Mail: \_\_\_\_\_

\*\*E-MAIL ORDER BY March 21<sup>st</sup> to [info@grandrents.com](mailto:info@grandrents.com) or Fax 425.454.3715 \*\*

001958

#### CARPET & CLEANING

\*\* Circle Color: Black / Silver Grey / Blue / Red

9' x 10' \_\_\_\_\_ @ \$ 75.00 = \_\_\_\_\_  
9' x 20' \_\_\_\_\_ @ \$150.00 = \_\_\_\_\_  
9' x 30' \_\_\_\_\_ @ \$225.00 = \_\_\_\_\_  
9' x 40' \_\_\_\_\_ @ \$300.00 = \_\_\_\_\_

Vacuuming 9' x 10' Booth (2 days) = \$ 20.00  
Vacuuming 9' x 20' Booth (2 days) = \$ 40.00

#### ACCESSORIES / DRAPES

Easel \_\_\_\_\_ @ \$25.00 = \_\_\_\_\_  
Wastebasket \_\_\_\_\_ @ \$10.00 = \_\_\_\_\_

8 Ft Upright with Base \_\_\_\_\_ @ \$10.00 = \_\_\_\_\_  
Crossbar \_\_\_\_\_ @ \$10.00 = \_\_\_\_\_  
12' High Black Velour Drape \_\_\_\_\_ @ \$10.00 = \_\_\_\_\_

\* Change Color of Booth (Backdrop & Sides) = \$ 75.00

\* Change Color of Booth Drape (Back only) = \$ 50.00

\*\* Circle Color: Black / Ivory / Silver Grey / Blue / Green / Red

#### MISCELLANEOUS

X \_\_\_\_\_ = \$ \_\_\_\_\_

SUB TOTAL = \$ \_\_\_\_\_  
DELIVERY = \$ 60.00  
Tax = \$ \_\_\_\_\_  
TOTAL = \$ \_\_\_\_\_

**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [Manal Tirhi](#)  
**Subject:** RE: Registration for Education Fairs  
**Date:** Sunday, March 4, 2018 3:32:43 PM  
**Attachments:** [Federal Way WECF TAC Additional Booth 2018.pdf](#)  
[Federal Way WECF Updated 2018.pdf](#)

---

Hello Manal,

I would be happy to help!

Please disregard the invoice received at the time of registration. I have updated with the discount – your new invoice is attached.

I am not able to override the booth limit, so I have added your fifth booth for Tacoma on a separate invoice – also attached.

Please let me know if you have any questions or if I may be of any additional assistance.

We will see you in Spokane and Tacoma!

Thank you,

Jennifer

---

**From:** Manal Tirhi [mailto:[mtirhi@fwps.org](mailto:mtirhi@fwps.org)]  
**Sent:** Thursday, March 01, 2018 9:41 AM  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** Registration for Education Fairs

Hi Jennifer,

I just registered for the Spokane and Tacoma Dome Fair. It did not give me the option to get five booths, so I chose four in the hopes you can add another, plus the discount code on the page did not work. If you could please add another booth and apply the discount code.

Thank you,

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools  
253-945-2072

Follow us on Twitter: [@FWPSCareers](#)

[Click here to learn about FWPS Career Opportunities](#)





PO Box 1600  
Anacortes, WA 98221

# Invoice

| Date     | Invoice # |
|----------|-----------|
| 3/4/2018 | 11658     |

Bill To

Federal Way Public Schools  
Attn: Accounts Payable  
33330 8th Ave S.  
Federal Way, WA 98003

P.O. No.

| Quantity     | Description                                                                                                                                                     | Rate          | Amount                         |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------------------------|
|              | TIRHI Washington Educator Career Fair, Tacoma, WA, 2018. Registration for:<br>additional booth (total of 5 booths) DISCOUNT APPLIED<br>Additon to invoice 11656 | 180.00        | 180.00                         |
|              |                                                                                                                                                                 | <b>Total</b>  | <b>\$180.00</b>                |
| Phone #      | Fax #                                                                                                                                                           | Web Site      | <b>Payments/Credits</b> \$0.00 |
| 360-825-1415 | 253-736-0333                                                                                                                                                    | www.wspsa.net | <b>Balance Due</b> \$180.00    |



PO Box 1600  
Anacortes, WA 98221

# Invoice

| Date     | Invoice # |
|----------|-----------|
| 3/2/2018 | 11656     |

Bill To

Federal Way Public Schools  
Attn: Accounts Payable  
33330 8th Ave S.  
Federal Way, WA 98003

P.O. No.

| Quantity     | Description                                                                                                       | Rate         | Amount                         |
|--------------|-------------------------------------------------------------------------------------------------------------------|--------------|--------------------------------|
|              | TIRHI Washington Educator Career Fair, Spokane, WA, 2018. Registration for: district over 10,000 DISCOUNT APPLIED | 360.00       | 360.00                         |
|              | Washington Educator Career Fair, Spokane, WA, 2018. Registration for: upgrade to double booth DISCOUNT APPLIED    | 157.50       | 157.50                         |
| 1            | Washington Educator Career Fair, Spokane, WA, 2018. Registration for: interview booth (1) DISCOUNT APPLIED        | 90.00        | 90.00                          |
| 3            | WECF - addtional meal tickets DISCOUNT APPLIED                                                                    | 11.25        | 33.75                          |
|              | Washington Educator Career Fair, Tacoma, WA, 2018. Registration for: district over 10,000 DISCOUNT APPLIED        | 405.00       | 405.00                         |
|              | Washington Educator Career Fair, Tacoma, WA, 2018. Registration for: upgrade to quad booth DISCOUNT APPLIED       | 540.00       | 540.00                         |
| 3            | Washington Educator Career Fair, Tacoma, WA, 2018. Registration for: interview booth (3) DISCOUNT APPLIED         | 90.00        | 270.00                         |
|              |                                                                                                                   | <b>Total</b> | <b>\$1,856.25</b>              |
| Phone #      | Fax #                                                                                                             | Web Site     | <b>Payments/Credits</b> \$0.00 |
| 360-825-1415 | 253-736-0333                                                                                                      | www.wspa.net | <b>Balance Due</b> \$1,856.25  |



**From:** [Manal Tirhi](#) on behalf of [Manal Tirhi <mtirhi@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: 2018 Career Fair District, Agency, College, University Registration Form Submitted  
**Date:** Thursday, March 8, 2018 9:44:33 AM

---

Can I pay with my P-Card?

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools

253-945-2072

Follow us on Twitter: [@FWPSCareers](#)

[Click here to learn about FWPS Career Opportunities](#)



**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]

**Sent:** Thursday, March 1, 2018 9:33 AM

**To:** Manal Tirhi <mtirhi@fwps.org>

**Subject:** 2018 Career Fair District, Agency, College, University Registration Form Submitted

Manal

Thank you for registering Federal Way to attend the Washington Educator Career Fair(s). If you chose to pay by invoice, that invoice will be emailed to you under separate cover. If you paid online with a credit card, you were given the opportunity to print that confirmation at the time of payment. Your registration information is contained below.

## **Washington Educator Career Fair Registration Confirmation**

Organization Registered: **Federal Way**

### **Spokane Career Fair Registration for March 14, 2018**

Spokane Booth:\$400 Washington districts over 10,000 students

Spokane Booth Upgrades:Upgrade to Double Booth (\$175)

Spokane Interview Booths @ \$100 each:1

### **Tacoma Career Fair Registration for March 28, 2018**

Tacoma Booth:\$450 Washington districts over 10,000 students

Tacoma Booth Upgrades:Upgrade to Quad Booth \$600

Tacoma Interview Booths @ \$100 each:3

## **RECEIPT / INVOICE INFORMATION**

Submission Date:03/01/2018 12:32:58

Receipt ID:12897055

Amount Paid:\$2062.50

Payment Method:Invoice Me

Please let us know if you have any quesitons or need additional information. Please let us know at the earliest convenience if you need to cancel your registration. Please contact us at: [admin@wspa.net](mailto:admin@wspa.net)

Thank you,

Washington Educator Career Fair

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[Privacy Policy](#)

**From:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Cc:** [cleonard@wspsa.net](mailto:cleonard@wspsa.net)  
**Subject:** Washington Educator Career Fair Tacoma - Vendor Information - Updated Listing  
**Date:** Sunday, March 25, 2018 3:42:40 PM  
**Attachments:** [WECF 2018 Updated Recruiter Handbook updated.pdf](#)  
[Parking Passes Tacoma.pdf](#)  
[WECF 2018 Tacoma Booth Brochure UPDATED MARCH 24 2018.pdf](#)  
[WECF 2018 Tacoma FLOOR PLAN UPDATED MARCH 24 2018.pdf](#)  
**Importance:** High

---

Hello everyone,

We have welcomed several new districts to our event and have made some updates to our booth listing – please see attached.

### **Washington Educator Career Fair – Tacoma**

**March 28, 2018**

**9:00 am – 3:00 pm**

**Tacoma Dome Arena**

#### **Booth assignments and floor plan**

- The booth assignments and floor plan are attached for your review
- Please let us know at your earliest convenience if you need to make adjustments to your booth or interview booth selections. Thank you.

#### **Important Reminder – Power and electricity**

- Each booth does have power, however the power drops are located near the back of the booth which is not always the most convenient for your booth set-up. Please bring extra extension cords/power strips. The Tacoma Dome has a limited amount of extras available. Thank you

#### **Conference Hours**

- The fair will open to the public at 9:00 am and close at 3:00 pm
- We encourage you to stay for the full event – many candidates arrive that last hour and we want them to receive the full benefit of their attendance – and we do not want you to miss out on the perfect candidate for your district!

#### **Loading/Unloading**

- 7:30am – Vendors load-in through the F Doors. ALL vendors need to enter at the Lower F doors. No vehicles are allowed to drive inside the building.
- Building maps and parking information may be found here:  
<http://www.tacomadome.org/plan-your-visit/parking-direction>
- Please see attached recruiter handbook for reference

#### **Parking**

- Parking passes are included in your registration. Parking passes are valid in the F and G Lots ONLY. The passes are attached for you to print and display at the event.

- Driving directions may be found here: <http://tacomadome.org/plan-your-visit/parking-direction>

#### **Internet**

- The Tacoma Dome now offers free WiFi (please see additional information in attached recruiter handbook)

#### **Vendor Lunch**

- Your registration includes two meal tickets *per purchased booth* (for example – if you purchased a double booth, you will receive four lunch tickets. A triple booth receives six lunch tickets, and a quad booth eight.) Additional meal tickets are available for purchase for \$12.50 each.
- The vendor lunch will be available from 11:00 – 1:00 pm. There will be private seating provided.
- Please work with your team to stagger lunches to ensure booth coverage throughout the day. We ask that you please not leave your booth unattended if at all possible. We would like our candidates to have the maximum opportunity to meet with districts, and for our districts to have the maximum opportunity to connect with the right candidates! Thank you in advance for your cooperation.

Thank you for registering to attend the Washington Educator Career Fair – Tacoma. We hope you will find it to be a meaningful and productive day for your recruitment team.

We look forward to having you join us in Tacoma. Please let us know if you have any additional questions or if we may be of any assistance.

Thank you,

Jennifer Tottenham

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspsa.net/>





# Washington Educator Career Fair 2018 Recruiter Handbook

Presented by:

Washington School Personnel Association

Washington School Personnel Association

PO Box 1600

Anacortes, WA 98221

Phone: 360-825-1415 / Fax: 253-736-0333

Email: [admin@wspsa.net](mailto:admin@wspsa.net)

Contact: Jennifer Tottenham, WSPA Program Coordinator



# **Vendor/Booth Pricing**

## **Spokane Career Fair Single Exhibitor Booth Pricing**

- \$175 College, University, or Washington Governmental Agency
- \$250 Washington ESD
- \$225 Washington District up to 1,000 students
- \$250 Washington District 1,001 to 2,500 students
- \$325 Washington District 2,501 to 10,000 students
- \$400 Washington District over 10,000 students
- \$500 Out-of-state District or other agency

## **Spokane Career Fair Booth Upgrades**

- Double booth: \$175
- Triple booth: \$350
- Quad booth: \$525
- Interview booth: \$100 each

## **Tacoma Career Fair Single Exhibitor Booth Pricing**

- \$225 College, University, or Washington Governmental Agency
- \$300 Washington ESD
- \$275 Washington District up to 1,000 students
- \$300 Washington District 1,001 to 2,500 students
- \$375 Washington District 2,501 to 10,000 students
- \$450 Washington District over 10,000 students
- \$550 Out-of-state District or other agency

## **Tacoma Career Fair Booth Upgrades**

- Double booth: \$200
- Triple booth: \$400
- Quad booth: \$600
- Interview booth: \$100 each

10% discount provided for attending both fairs. Please use promo code WECF2018 at checkout.  
Register online at: <http://www.wspa.net/washington-educator-career-fairs>

## Career Fair Booth Hours and Information

Please note the fair hours. These hours have been established by WSPA in an effort to meet the needs of the candidates as well as participating districts and colleges.

9:00 a.m. to 2:00 p.m. – Spokane

9:00 a.m. to 3:00 p.m. – Tacoma

- We encourage you to have a representative at your booth during all fair hours. Many candidates travel considerable distances, or take leave from work to attend and may not arrive until near the end of the day. We stress the importance of having a representative available to meet all candidates throughout the day.
- Check your loading and unloading instructions for times available for set up of your booth.
- Complimentary coffee and refreshments will be available provided by PEMCO and Inspirus Credit Union. We encourage you to stop and thank their representatives for this generous service to our attendees.
- Please keep your booth, display, and staff intact and functioning until the closing time.
- **Please note: *Insurance requirements at both the Spokane Convention Center and the Tacoma Dome PRECLUDE the use of moving carts and pull carts during the stated operating hours of the Fair.*** Districts that choose to depart the venue floors prior to the stated closing time will need to be prepared to hand carry their displays and materials from the venue.

## **Facilities, Signs, Displays and Materials**

- Each single booth will be provided with a curtained 9 or 10x10 booth, an 8 foot linen draped table, two chairs and a sign with your district's name.
- Standard 5 amp electrical is also included.
- For additional chairs, tables, accessories please refer to the *Event Coordinator* section of this booklet.
- Posters, pictures and other display materials may be placed on the table, on a stand provided by your school, or they may be attached to the backdrop within the confines of your booth.
- There are no printing facilities on-site. Please plan to bring an adequate supply of printed materials for attendees.
- Districts planning to mail materials to the fair locations in advance of the events should contact the *Event Coordinator* whose information is contained in the booklet.



## Tacoma Dome Arena: Loading and Unloading Information

- Loading and unloading will be at the entrance across from the F lot and will begin at 7:30 a.m. the day of the fair
- Parking Passes can be used for the F and G Lots only.
- You will receive 2 passes per booth purchased.
- Parking passes will be emailed to the contact name on the registration prior to the fair. If you do not receive your passes via email please contact [admin@wspace.net](mailto:admin@wspace.net)
- There is additional pay parking available in Lot A.

### MAP TO THE TACOMA DOME



# **Tacoma Dome Driving Directions**

## **Traveling South on I-5**

- Exit 135- Follow the off-ramp towards Portland Avenue. Follow 27th (Bay Street) across Portland Avenue as it turns into Wiley Avenue. Take a right on McKinley Avenue and look for the entrance into the Tacoma Dome parking lots.
- Exit 133- Follow the "City Center" off-ramp, veering right towards "East 26th St Tacoma Dome." Turn right on E 26th Street. Look for the entrance to Tacoma Dome Parking Lots on 26th or turn right on D Street for more parking.

## **Traveling North on I-5**

- Take exit 133. Follow the off-ramp to East 26th Street. Take a right onto East 26th Street. Tacoma Dome signs will direct you to turn right onto C Street to enter the Tacoma Dome parking lots.

## **From Downtown Tacoma**

- Take Pacific Avenue Southbound. Turn left onto East 26th Street. Follow East 26th Street to C Street. Turn right onto C Street to enter the Tacoma Dome parking lots.

## **Public Transportation**

- The Tacoma Link connects the Tacoma Dome Station (a regional hub for bus and commuter train service) with downtown Tacoma's museums, restaurants, retail and more. For more information please visit [www.soundtransit.org](http://www.soundtransit.org) or call (800) 201-4900. For specific Pierce Transit route and schedule information, please visit them online at [www.piercetransit.org](http://www.piercetransit.org) or call Pierce Transit at (253) 581-8000.

# Tacoma Dome Internet Information

## Hard Line Internet or Phone Line Orders

To order a hard line internet drop or phone line anywhere in the building, you will need to schedule this through an outside contractor. You may choose any provider you want for internet or phone service. Please try to order the lines as soon as possible prior to your event, and schedule the installation for the event load-in day.

One option would be Century Link at (855) 891-4083.

## Tacoma Dome Wi-Fi Service

The Tacoma Dome offers complimentary Wi-Fi to all guests. Guests only need to connect to DomePublic to use this service. Dome-Public has a variable level of bandwidth associated with it and has no guarantee of upload or download speeds available.

Should an event want a dedicated level of up/download speeds they should consider one of two options:

- Access to SSID Dome-BOH: This password protected option provides 10 or 20 Mbps up/down speeds to events that are only concerned about a reliable, dedicated service. The password will be given to event planner to distribute to attendees. Billing will be based on the number of unique devices associated with this SSID.

| Speed   | Number of Devices |         |         |         |        |
|---------|-------------------|---------|---------|---------|--------|
|         | 100 or less       | 101-250 | 251-450 | 451-650 | 651+   |
| 10 Mbps | \$450             | \$600   | \$900   | \$1800  | \$3500 |
| 20 Mbps | \$700             | \$1000  | \$1400  | \$2800  | \$4800 |

- Customized SSID and Portal: A client determined SSID will direct guests to a customized portal with client provided background will prompt guest to enter a client determined password. The password will be given to event planner to distribute to attendees. Billing will be based on the number of unique devices associated with this SSID.

| Speed                                                  | Number of Devices |         |         |          |        |
|--------------------------------------------------------|-------------------|---------|---------|----------|--------|
|                                                        | 100 or less       | 101-250 | 251-450 | 451-650- | 651+   |
| 10 Mbps                                                | \$900             | \$1200  | \$1800  | \$3600   | \$7000 |
| 20 Mbps                                                | \$1400            | \$2000  | \$2800  | \$5600   | \$9600 |
| Faster speeds may be available with prior arrangements |                   |         |         |          |        |

The quality and condition of individual wireless devices varies so widely that the Tacoma Dome cannot guarantee the connectivity of every single device and every attendee. Limited support through our wireless provider is available should a guest experience difficulty connecting.

If a guest or vendor need assistance with connecting to the building's Wi-Fi, they can call Mobilitie's 24 hour service line at 877-283-4114. Mobilitie will help our guests troubleshoot connectivity issues.

## **Spokane Convention Center: Loading and Unloading Information**

- The Fair is being staged in the Exhibition Hall
- **Loading /unloading may only take place the morning of the Fair beginning at 7:30 a.m.**
- For a printable map of the loading area, please visit:  
<http://spokanecenter.com/loading-and-unloading/>

### **Exhibition Hall Loading Area Directions**

#### **From I-90**

- From I-90 use Hamilton St. Exit #282
- Go North 1 mile
- Turn left on E. Mission Avenue
- Go West for 0.7 miles
- Turn left on N. Division Street
- Go South for 0.8 miles
- Enter off N. Division Street on the Northeast corner of the building

# **Spokane Convention Center Driving Directions**

## **From Spokane International Airport and Points East**

- Take Airport Drive east to Spokane to Interstate 90 exit.
- East on Interstate 90 to exit number 281 North Division (City Center). North on Division approximately seven blocks. Left or west on Trent Avenue (which becomes Spokane Falls Blvd.) to Spokane Center.

## **From Points West**

- West on Interstate 90 to Exit 281 (North Division). North on Division approximately seven blocks. Left or west on Trent Avenue (which becomes Spokane Falls Blvd.) to Spokane Center.

## **From Points South (Pullman)**

- North on Highway 195 to Interstate 90 to Exit 281 (City Center). North on Division approximately seven blocks. Left or west on Trent Avenue (which becomes Spokane Falls Blvd.) to Spokane Center.

## **From Points North**

- South on Highway 395 which comes into Spokane on Division Street. Immediately after you cross the river, the arterials jogs west on Spokane Falls Blvd. and then south on Browne. After jogging west, stay in right lane and continue west on Spokane Falls Blvd. to Spokane Center (one block).

## Hotel and Lodging Information

### Tacoma Lodging

- The Best Western Tacoma Dome Hotel is our recommended hotel for this event.
- Best Western Tacoma Dome Hotel
  - Reservations: 1-800-780-7234
  - Website: <http://www.bestwesterntacomadome.com/>
  - 2611 East E Street, Tacoma, Washington 98421-1225
  - Phone: 253-272-7734

### Spokane Lodging

- We recommend three hotels in the Spokane Convention Center area:
- Doubletree Hotel at Spokane City Center
  - Reservations: 1-509-455-9600
  - Website: <http://doubletree3.hilton.com/en/hotels/washington/doubletree-by-hilton-hotel-spokane-city-center-SPCC-DT/index.html>
  - 322 North Spokane Falls Court, Spokane, WA 99201
- Red Lion Hotel at the Park
  - Reservations: 1-509-326-800
  - Website: <https://www.redlion.com/park-spokane>
  - 303 W. North River Drive, Spokane, WA 99201
- Davenport Hotel
  - Reservations: 800-899-1482
  - Website: <http://www.davenporthotelcollection.com/>
  - 10 South Post Street, Spokane, WA 99201

## **Event Coordinator Information**

### **Tacoma Event Coordinator: Grand Event Rentals**

- **Grand Event Rentals will be the event coordinator for the Tacoma Dome event.**
- Please contact Grand Event Rentals for any additional items needed such as shipping, carpet, etc.
- **Grand Event Rentals**
  - Phone: 425-462-7368
  - 22029 23<sup>rd</sup> Drive SE, Ste. 105, Bothell, WA 98021 (new location as of November 2016)

### **Spokane Event Coordinator: LCD Exposition Services**

- **LCD Exposition Services will be the event coordinator for the Spokane event.**
- Please contact LCD Exposition Services for any additional items needed such as shipping, carpet, etc.
- **LCD Exposition Services**
  - Phone: 509-325-9656
  - Website: <http://lcdexpo.com/>
  - PO Box 4487, Spokane, WA 99220

## **Frequently Asked Questions**

### **What is Included in each Booth Purchase?**

- A single booth is 9X10 in Spokane and 10x10 in Tacoma. This includes one 8 foot table, 2 chairs, and a sign with your district's name on it.

### **What about electricity?**

- Your booth purchase includes a 5 amp electrical supply.

### **What about internet?**

- The Spokane Convention Center and the Tacoma Dome Arena now both provide free Wi-Fi

### **Parking?**

- The Spokane Convention Center offers paid parking at the facility.
- If you register to attend the Tacoma Fair you will receive an email with 2 parking passes per booth purchased. The Tacoma passes are sent out 1 week prior to the fair.

### **What if I need photocopies?**

- **We do not have a way to make photocopies for the recruiters on the day of the event.** We suggest that you bring plenty of copies.
- Spokane has a FedEx Kinkos directly across the street from the Convention Center.
- The Tacoma Expo Hall does not have easy access to any local copy businesses.

### **Name badges:**

- The Washington Educator Career Fair does not provide name badges for recruiters, however we would be happy to print one for you when you arrive at the Fair. If you require a name badge please visit the registration table.

### **Is a recruiter required to check-in upon arrival?**

- No. If you know your booth number you may go directly to your booth upon arrival.

### **Food at the event**

- Pastries and coffee are provided free of charge at the event.
- Lunch tickets are provided with your booth purchase (two tickets per booth). Lunch will be provided at both events for recruiters.
- Recruiters may also purchase snacks or meals at the concession stands or nearby restaurants.

**Cancellation Policy:** All refund request must be received prior to March 1st and must be received in writing via email to [admin@wspsa.net](mailto:admin@wspsa.net).



## Recruiting and Event Planning Suggestions

- Post ALL staffing needs at the Fair – include definite vacancies, administrator vacancies, classified vacancies, anticipated vacancies, and anticipated areas of shortage.
- Bring a variety of materials to showcase your district: a map with your location, information about your community, curriculum guides, photos of schools and events – share with candidates what it would be like to live and work in your district.
- Arrive on time and plan to stay until the very end. Many of our candidates travel considerable distances to attend and may not arrive until the end of the day. Please plan coverage for your booth throughout the day so that you do not miss an opportunity with a highly qualified and enthusiastic candidate.
- Please bring more printed material that you think you need – we do not have the ability to make more copies onsite! Please bring an adequate amount of applications, brochures, and any other handouts you would like to share.
- Keep a record of candidates who come to your booth. WSPA will provide a list of all attendees following the events, but it helpful to document those candidates and pertinent information for your reference. Consider tracking names, endorsements, schools attended, and any other helpful information for your district use.
- Be clear about what actions candidates need to take in order to follow-up their interest in your district. Many candidates have not attended a career fair before and will appreciate your guidance and clear next steps. We want you to be able to make true connections with our candidates.
- Best of luck with your recruiting! Please do not hesitate to let us know how we can best serve you and your district. Your feedback is welcomed and appreciated. Please contact us at: [admin@wspa.net](mailto:admin@wspa.net)

**Washington Educator  
Career Fair**

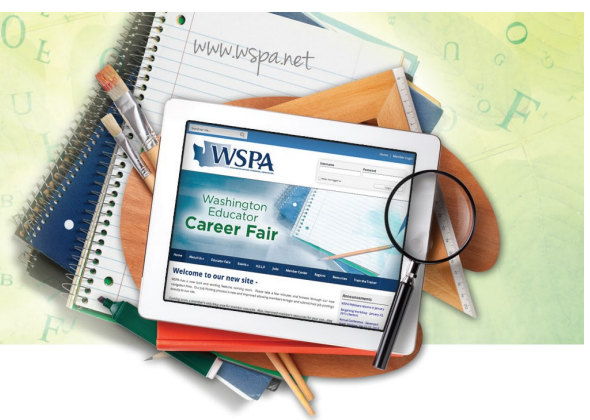
Tacoma Dome  
PARKING PASS  
F or G Lot Only

**Washington Educator  
Career Fair**

Tacoma Dome  
PARKING PASS  
F or G Lot Only

# WASHINGTON EDUCATOR Career Fair

*A career fair for teachers and administrators.*



| ORGANIZATIONS/<br>GOVERNMENT                 | BOOTH NUMBER |
|----------------------------------------------|--------------|
| OSPI Office of Certification                 | 44           |
| OSPI Troops to Teachers                      | 45           |
| Washington State Charter Schools Association | 43           |
| Northwest Educational Development            | 42           |
| OSPI Office of Human Resources               | 41           |

| COLLEGES/UNIVERSITIES                            | BOOTH NUMBER |
|--------------------------------------------------|--------------|
| City University of Seattle                       | 39           |
| Grand Canyon University                          | 38           |
| Northeastern University Seattle                  | 37           |
| Pierce College                                   | 36           |
| Seattle Pacific University                       | 35           |
| Seattle University                               | 34           |
| The Evergreen State College-Upward Bound         | 33           |
| University of Puget Sound                        | 32           |
| University of Washington                         | 31           |
| University of Washington - Bothell               | 30           |
| University of Washington - School of Social Work | 29           |
| University of Washington Tacoma                  | 28           |
| Western Governors University                     | 27           |
| Western Washington University                    | 26           |

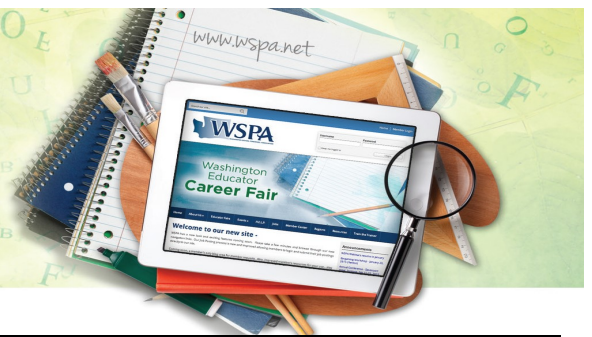
| OUT OF STATE DISTRICTS                     | STATE      | BOOTH NUMBER | INTERVIEW BOOTH NUMBER |
|--------------------------------------------|------------|--------------|------------------------|
| Bering Strait School District              | Alaska     | 1            | 300                    |
| Northwest Arctic Borough School District   | Alaska     | 2            | 301                    |
| SE Island School District                  | Alaska     | 3            |                        |
| Southwest Region School District           | Alaska     | 4            |                        |
| Yukon-Koyukuk School District              | Alaska     | 5            |                        |
| Avondale Elementary School District #44    | Arizona    | 6            |                        |
| Chinle Unified School District #24         | Arizona    | 7            |                        |
| Antelope Valley Union High School District | California | 8            |                        |
| Desert Sands Unified School District       | California | 9            | 302                    |
| Franklin-McKinley School District          | California | 10           |                        |
| Morongo Unified School District            | California | 11           | 303                    |
| Palm Springs Unified School District       | California | 12           | 304, 305               |
| Salinas Union High School District         | California | 13           | 306                    |
| Westside Union School District             | California | 14           |                        |
| Aurora Public Schools                      | Colorado   | 15           |                        |
| Clark County School District               | Nevada     | 16           |                        |
| Douglas County School District             | Nevada     | 17           |                        |
| Montana Schools Recruitment Project        | Montana    | 18           |                        |
| Pinecrest Academy of Nevada                | Nevada     | 19           |                        |
| Zuni Public School District                | New Mexico | 20           | 307                    |
| Portland Public Schools                    | Oregon     | 21           | 308                    |

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**March 28, 2018**  
**9:00 a.m. – 3:00 p.m.**

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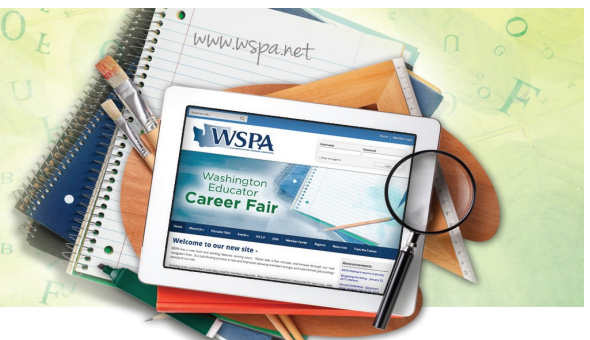


| WASHINGTON STATE DISTRICTS/SCHOOLS     | BOOTH NUMBER      | INTERVIEW BOOTH NUMBER |
|----------------------------------------|-------------------|------------------------|
| Anacortes School District              | 233               |                        |
| Archdiocese of Seattle                 | 234               |                        |
| Arlington School District              | 170, 170-B        |                        |
| Auburn School District                 | 222, 223, 224     | 309                    |
| Bainbridge Island School District      | 235               |                        |
| Battle Ground School District          | 231, 232          |                        |
| Bellevue Children's Academy            | 236               |                        |
| Bellevue School District               | 207,208,209,210   | 310, 311               |
| Bellingham School District             | 215, 216          |                        |
| Bethel School District                 | 211,212,213,214   | 312, 313,314           |
| Bremerton School District              | 220,221           | 315                    |
| Brewster School District               | 219               |                        |
| Bridgeport School District             | 225               |                        |
| Burlington-Edison School District      | 227               |                        |
| Cape Flattery School District          | 228               |                        |
| Cascade Christian Schools              | 229               |                        |
| Castle Rock School District            | 230               |                        |
| Central Kitsap School District         | 194, 195          | 316, 317               |
| Cheney School District                 | 196               |                        |
| Chestnut Hill Academy                  | 226               | 374                    |
| Chief Leschi Schools                   | 198,199           | 318, 319               |
| Clarkston School District              | 202               |                        |
| Clover Park School District            | 189, 190 191, 192 | 320,321,322 ,323,324   |
| WA Connections Academy                 | 237               |                        |
| Coupeville School District             | 203               |                        |
| Covenant High School                   | 204               |                        |
| East Lewis County Schools              | 206               |                        |
| Eatonville School District             | 205               |                        |
| Edmonds School District                | 200,201           | 325                    |
| Enumclaw School District               | 169               |                        |
| ESD 113 PSPC EdJobsNW (Personnel Coop) | 167,168           |                        |

| WASHINGTON STATE DISTRICTS/SCHOOLS           | BOOTH NUMBER              | INTERVIEW BOOTH NUMBER      |
|----------------------------------------------|---------------------------|-----------------------------|
| Everett Public Schools                       | 171, 172                  |                             |
| Evergreen Public Schools                     | 163, 164<br>165,166       | 326                         |
| Federal Way                                  | 173,174,<br>175,176,177   | 327, 328,<br>329            |
| Ferndale School District                     | 182                       |                             |
| Fife School District                         | 180, 181                  |                             |
| Franklin Pierce Schools                      | 178, 179                  |                             |
| Gersh Academy                                | 183                       |                             |
| Green Dot Public Schools Washington          | 184                       |                             |
| Highline Public Schools                      | 185, 186 187<br>188, 188B |                             |
| Issaquah School District                     | 141,142,143,144           |                             |
| Kelso School District                        | 139                       | 330                         |
| Lake Stevens School District                 | 145,146                   |                             |
| Lake Washington School District              | 152,153,154,155           | 331,332,333,<br>334,335,336 |
| Longview School District                     | 148, 149                  | 337,338                     |
| The Madrone School/<br>The Grady Clinic      | 125                       |                             |
| Marysville School District                   | 150,151                   |                             |
| Mercer Island School District                | 140                       | 339                         |
| Monroe Public Schools                        | 160,161                   | 340                         |
| Muckleshoot Tribal School                    | 162                       |                             |
| Mukilteo School District                     | 156,157,158,159           | 341                         |
| North Central ESD                            | 119                       |                             |
| North Kitsap Schools                         | 120                       |                             |
| North Mason School District                  | 123,124                   |                             |
| North Thurston Public Schools                | 126,127                   | 342,343                     |
| Northshore School District                   | 136                       | 344                         |
| Northwest Association of Independent Schools | 130,131,132,133           |                             |
| Northwest Educational Service District       | 129                       |                             |
| Oak Harbor Public Schools                    | 137                       |                             |

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| WASHINGTON STATE DISTRICTS/SCHOOLS  | BOOTH NUMBER        | INTERVIEW BOOTH NUMBER |
|-------------------------------------|---------------------|------------------------|
| Olympia School District             | 134,135             | 345                    |
| Open Window School                  | 138                 |                        |
| Oroville School District            | 105                 |                        |
| Orting School District              | 107,108             | 346                    |
| Othello School District             | 114                 | 347                    |
| Pasco School District               | 112,113             |                        |
| Peninsula School District           | 101,102,103         |                        |
| Port Angeles School District        | 115                 |                        |
| Port Townsend School District       | 116                 | 348                    |
| Pullman Public Schools              | 117                 | 349,350                |
| Puyallup School District            | 109,110,111         | 351,352                |
| Quilcene School District            | 118                 | 353                    |
| Quileute Tribal School              | 121,122             | 354                    |
| Renton School District              | 79,80,81,82         |                        |
| Ridgefield School District          | 84                  |                        |
| Riverview School District           | 90,91               |                        |
| Seattle Area German American School | 106                 |                        |
| Seattle Public Schools              | 97,98,99,100, 100-B | 355,356,357 358, 359   |
| Sedro-Woolley School District       | 92                  |                        |
| Shelton School District             | 93                  | 360                    |
| Skykomish School District           | 94                  |                        |
| Snohomish School District           | 95,96               | 361                    |
| Snoqualmie Valley School District   | 65,66,67            | 362,363                |
| South Bend School District          | 104                 |                        |
| South Kitsap School District        | 63                  |                        |
| Spokane Public Schools              | 64                  |                        |

| WASHINGTON STATE DISTRICTS/SCHOOLS                  | BOOTH NUMBER | INTERVIEW BOOTH NUMBER |
|-----------------------------------------------------|--------------|------------------------|
| Stanwood-Camano School District                     | 71           |                        |
| Steilacoom Historical School District               | 72           |                        |
| Sultan School District                              | 77,78        | 364                    |
| Summit Public Schools                               | 73           |                        |
| Sumner School District                              | 68,69,70     | 365,366                |
| Suquamish Tribal Education                          | 74           |                        |
| Tacoma Public Schools                               | 86,87,88,89  | 367,368,369 370        |
| Tahoma School District                              | 75,76        | 371,372                |
| The Bush School                                     | 83           | 373                    |
| Tukwila School District                             | 48           | 375                    |
| University Place School District                    | 49           |                        |
| Vancouver Public Schools                            | 57,58,59     |                        |
| Vashon Island School District                       | 55,56        |                        |
| WA HE LUT Indian School                             | 50           |                        |
| Walla Walla Public Schools                          | 51           |                        |
| Wapato School District                              | 52           |                        |
| Warden School District                              | 53           |                        |
| Washington Virtual Academies and Insight Washington | 217, 218     |                        |
| Wellpinit School District                           | 54           |                        |
| White River School District                         | 60           |                        |
| Woodland Public Schools                             | 61           |                        |
| Yelm Community Schools                              | 46,47        | 376,377                |

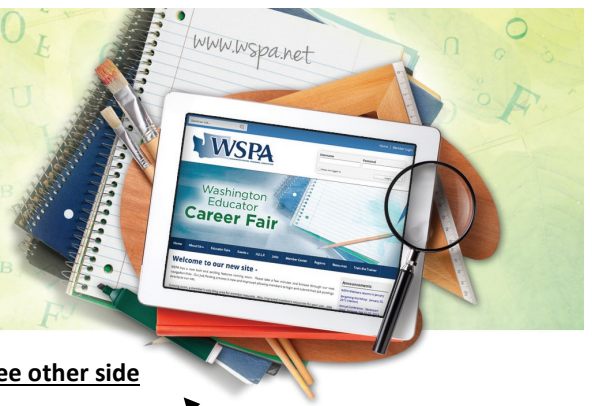
**Washington Educator Career Fair**  
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**9:00 a.m. – 3:00 p.m.**

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# WASHINGTON EDUCATOR Career Fair

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INTERVIEW BOOTHS — please see other side

**Washington Educator**

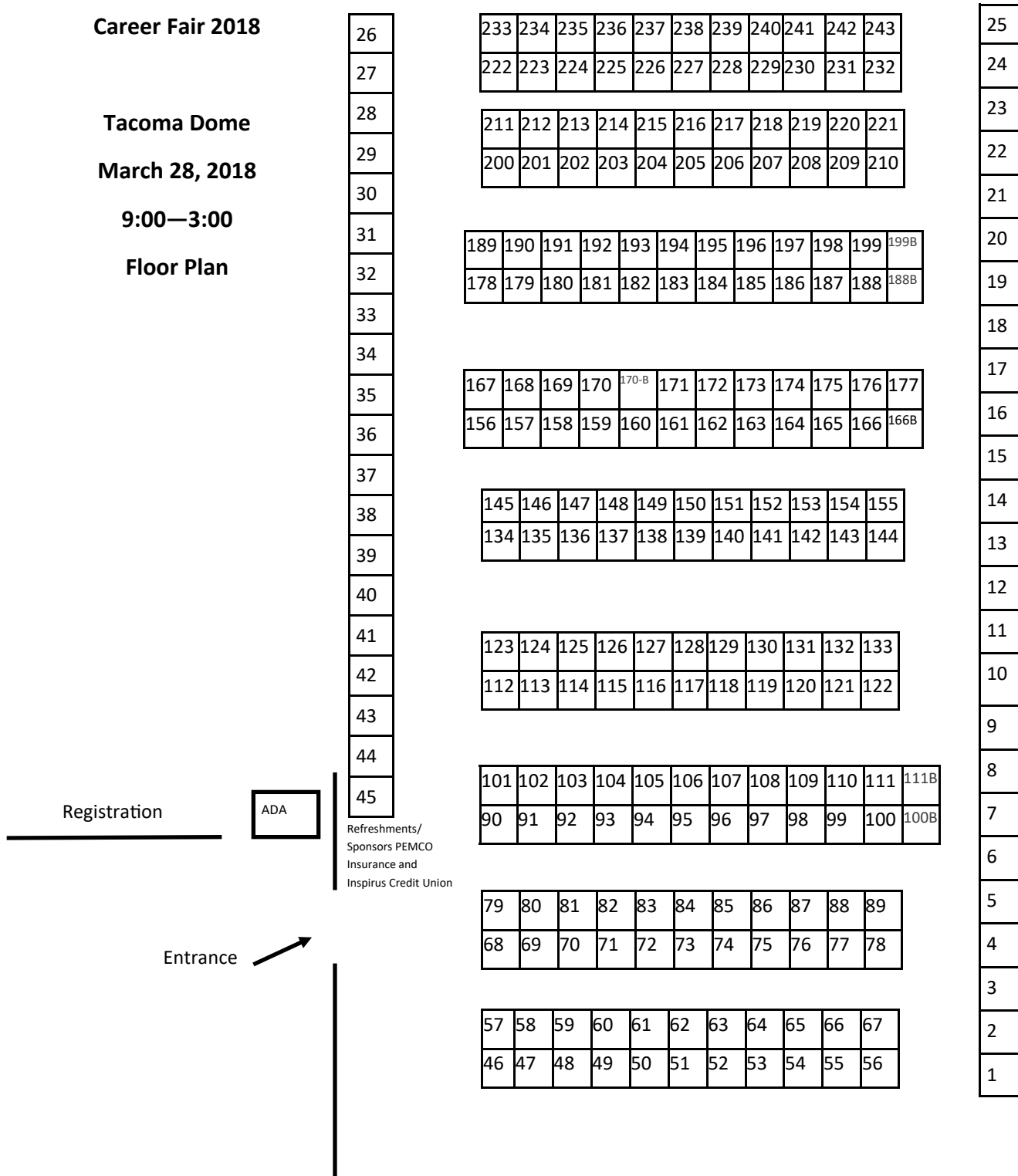
**Career Fair 2018**

**Tacoma Dome**

**March 28, 2018**

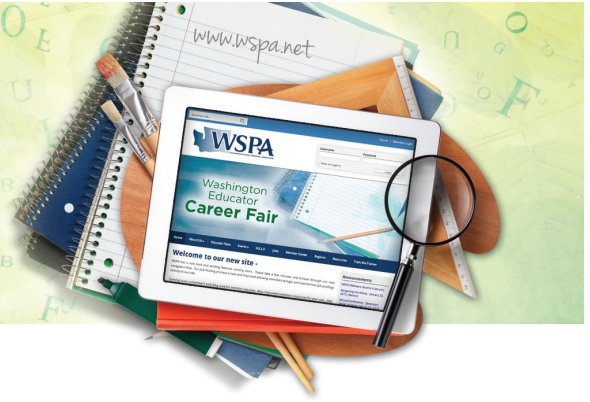
**9:00—3:00**

**Floor Plan**



# WASHINGTON EDUCATOR Career Fair

*A career fair for teachers and administrators.*



## INTERVIEW BOOTHS

|     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 360 | 361 | 362 | 363 | 364 | 365 | 366 | 367 | 368 | 369 | 370 | 371 | 372 | 373 | 374 | 375 | 376 | 377 | 378 | 379 |
| 340 | 341 | 342 | 343 | 344 | 345 | 346 | 347 | 348 | 349 | 350 | 351 | 352 | 353 | 354 | 355 | 356 | 357 | 358 | 359 |

|     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 320 | 321 | 322 | 323 | 324 | 325 | 326 | 327 | 328 | 329 | 330 | 331 | 332 | 333 | 334 | 335 | 336 | 337 | 338 | 339 |
| 300 | 301 | 302 | 303 | 304 | 305 | 306 | 307 | 308 | 309 | 310 | 311 | 312 | 313 | 314 | 315 | 316 | 317 | 318 | 319 |

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [admin@wspa.net](#)  
**Subject:** Annual conference  
**Date:** Thursday, March 29, 2018 8:33:48 AM

---

Jennifer,

I am trying to find a couple of the ppt presentations from the conference. Where would I find them?

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)



**From:** [Bill Keim](#) on behalf of [Bill Keim <bkeim@wasa-oly.org>](#)  
**To:** [Bill Keim](#)  
**Cc:** [Execs](#); [Buzz Porter](#); [Warren Hopkins](#); [Mike Parker \(mikeandbobbiparker@yahoo.com\)](#); [David Burgess](#); [Jerry Gates](#); [Paul Clay](#); [lance@pfrwa.com](#); [Curtis Leonard - WSPA \(cleonard@wspa.net\)](#); [Brienne King \(brienne@wasbo.org\)](#); [Tim Garchow \(T.Garchow@wssda.org\)](#)  
**Subject:** 2018-19 Bargaining Issues  
**Date:** Thursday, March 29, 2018 2:07:02 PM  
**Attachments:** [WEA Bargaining Goals for 20-18-19 031018.pdf](#)  
[6362-S2.E Sec 208 CIS Transistion Yr.pdf](#)  
[6362-S2.E Sec 207 CLS Transistion Yr.pdf](#)  
[6362-S2.E Sec 204 CAS Transistion Yr.pdf](#)

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Greetings Superintendents,

Since most of you are gearing up or have already begun negotiations with your local teachers' association, I'm writing to share some information you should know. The first attachment is a recent document from the WEA Board entitled "Draft K-12 Bargaining Goals for 2018-19." In the recommendations section of that document on page 2, the certificated staff bargaining goal is to increase compensation by a minimum of 15% and to make progress toward the WEA goal of a \$61,500 starting salary with \$123,000 at the upper end of the salary schedule.

In reading that information you're likely wondering about the 3.1% cap on total salary increases. Well, WEA appears to be taking the position that the CPI cap is meaningless for CIS salaries because any step movement pursuant to a new schedule negotiated for 2018-19 is not subject to the 3.1% CPI cap. I've attached Section 208 of E2SSB 6362, and subsection (1) reads as follows:

*"A school district collective bargaining agreement for certificated instructional staff that is executed or modified after July 6, 2017, and that is in effect for the 2018-19 school year may not increase average total salary for the 2018-19 school year, including supplemental contracts, in excess of the following:"*

The limit in point (a) is the 3.1% CPI cap, but the exception in point (b) says:

*"Annual experience and education salary step increases according to the salary schedule specified in the agreement;"*

In essence, school districts must negotiate a new schedule to accommodate the required \$40,760 starting salary and \$44,836 after five years. Once that salary schedule is adopted, movement on the steps is permitted and so WEA will argue that increases based on that new salary schedule are permitted by the language in 6362. The change from this year's starting salary of \$36,521 up to \$40,760 next year represents an 11.6% increase. Within the current salary schedule the difference between steps ranges from 3% to 8%, so with the average step movement added to the 11.6% increase on the base, it's easy to see how the WEA got to their 15% goal.

WEA's stated goal of a 36.7% increase in Education Support Professional salaries is even more ambitious than their certificated goal. Assuming that you negotiate a new classified salary schedule to accommodate the increased allocation, the 3.1% cap on increases may become irrelevant for CLS staff as well. With CLS staff, there is no required starting amount which creates a different situation than with CIS salaries. The increased allocation for most districts is well above the CIS amount so

there will likely be a strong demand to bargain higher than 3.1% for those employees. In fact, for most districts (229) their total CLS salary in 17-18 is below the new 2018–19 allocation of \$46,784, and those districts are also permitted to increase their total average CLS salary to that allocation amount or even higher when counting the steps in any new salary schedule.

All of which brings me to the funding reality that will likely be argued from your side of the bargaining table. Given the significant levy reduction faced by all districts in 2019, there is no way you can afford to fund any increased salary expenditure from that levy source, and most of you are likely hoping to negotiate some reduction on those salary-related levy expenditures as part of this ramp up in the state salary allocation. An important step for you will be to show levy revenues and expenditures prior to 2019, along with the cuts that will be necessary in those expenditures beginning with your 2019 levy. Keep in mind that in next year's budget you only experience half of the total 2019 reduction.

*Bill*

Dr. Bill Keim

Executive Director | WASA | 825 Fifth Avenue SE, Olympia 98501

tel 360.489.3651 | fax 360.352.6873 | [bkeim@wasa-oly.org](mailto:bkeim@wasa-oly.org) | [wasa-oly.org](http://wasa-oly.org)






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BOARD OF DIRECTORS' MEETING  
MARCH 9-10, 2018

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**TITLE**

Draft K-12 Bargaining Goals for 2018-19 (updated with amendment from Board meeting)

**SOURCE**

WEA Executive Committee

**BACKGROUND**

The WEA Board asserts, based on clear evidence, that the Washington State Legislature continues to underfund basic education. The WEA will continue to advance a legislative agenda that includes providing necessary funding for students in special education, highly capable programs, transitional bilingual programs, and all students who deserve individual attention to reach their full potential.

While the Legislature still must make progress, the WEA Board claims victory in the outcome of the McCleary lawsuit. The legislature has been forced to make significant investments in K-12 education at levels and rates that have not been seen in over 30 years. This funding includes a significant increase in state funding for professional, competitive salaries for both certificated staff and education support personnel throughout the state. This significant victory should allow every local association to negotiate a fair contract that meets the needs of students and staff.

WEA members stand united. We've spent years in the courts, at the ballot box, in the streets and in the Legislature getting to this point – now is the time to negotiate together for competitive, professional salaries for K-12 educators in every Washington school district.

To recap:

- July 2017: Legislature increases K-12 funding by \$7 billion because of the Supreme Court's McCleary decision.
- February 2018: Voters in 150 Washington school districts approve \$4 billion in local levies.
- March 2018: As ordered by the State Supreme Court, legislators approve an additional \$1 billion for K-12 salaries in 2018-19, in addition to the \$1 billion in salary funding the legislature approved last year.

In the current environment – with a shortage of qualified certificated and classified staff, K-3 class size reductions, educator retirements, increasing student populations, a booming job market, skyrocketing housing costs, and an average teacher salary that is nearly \$5,000 below the national average – competitive, professional pay is needed to continue attracting and keeping caring, committed, qualified teachers and support staff for our students.

Working together, WEA members have the power in numbers to negotiate a fair return for our work.

To implement the solution envisioned by the members of the WEA, and supported by the Supreme Court, every local must establish a bargaining strategy to achieve professional, competitive salaries. Only through local, collective bargaining - where local association members' voices are represented in negotiations - will appropriate solutions be developed.

### **RECOMMENDATION(S)**

To assist local associations in meeting the needs of their members, the WEA Executive Committee recommends that the WEA Board of Directors adopt the following bargaining goals:

(1) Significant salary increases should be achieved in the 2018-19 contract year, with a goal of **a minimum 15% increase in total compensation in 2018-19**. Locals with lower current salaries should set a higher goal.

(2) Local associations that represent certificated staff should adopt a goal that certificated staff salary schedules should be consistent with WEA's policy that certificated salaries should range from \$52,500 to \$105,000, adjusted annually from 2010. **The updated figures for use in the 2018-19 school year are \$61,500 to a minimum top salary of \$123,000.**

(3) Local associations that represent Education Support Professionals should adopt a goal that allows members of the bargaining unit to be paid competitive professional wages based on their profession, by setting a goal of **a minimum of 36.7% increase**.

(4) Bargaining agreements meet the needs of students and staff. Individually-directed collaboration and planning time, to develop plans to meet the individual needs of each and every student is required for success. Local associations should implement new contracts to **meet professional level compensation levels recognizing all the work that members already perform outside the work day and work year, and protect or increase self-directed planning time.**

1       (c) Salary changes for staffing increases due to enrollment  
2 growth or state-funded increases under RCW 28A.150.260; or

3       (d) School districts with an average total classified staff  
4 salary less than the statewide average classified salary allocation  
5 used to distribute funds for basic education as estimated by the  
6 office of the superintendent of public instruction for the 2018-19  
7 school year may provide salary increases up to the statewide average  
8 allocation.

9       (2) Changes to any terms of an employment contract for  
10 nonrepresented employees must comply with the same requirements  
11 established in this section.

12       (3) This section expires August 31, 2019.

13       **Sec. 208.** RCW 41.59.800 and 2017 3rd sp.s. c 13 s 702 are each  
14 amended to read as follows:

15       (1) A school district collective bargaining agreement for  
16 certificated instructional staff that is executed or modified after  
17 July 6, 2017, and that is in effect for the 2018-19 school year may  
18 not ~~((provide school district certificated instructional staff with a~~  
19 ~~percentage))~~ increase ~~((to))~~ average total salary for the 2018-19  
20 school year, including supplemental contracts, ~~((that exceeds the~~  
21 ~~previous calendar year's annual average consumer price index, using~~  
22 ~~the official current base compiled by the bureau of labor statistics,~~  
23 ~~United States department of labor, for the city of Seattle. However,~~  
24 ~~if a district's average certificated instructional staff salary is~~  
25 ~~less than the average certificated instructional staff salary~~  
26 ~~allocated by the state for that year, the district may increase~~  
27 ~~salaries not to exceed the point where the district's average~~  
28 ~~certificated instructional staff salary equals the average~~  
29 ~~certificated instructional staff salary allocated by the state))~~ in  
30 excess of the following:

31       (a) Annual salary inflationary adjustments based on the rate of  
32 the yearly increase of the previous calendar year's annual average  
33 consumer price index, using the official current base compiled by the  
34 bureau of labor statistics, United States department of labor, for  
35 the city of Seattle;

36       (b) Annual experience and education salary step increases  
37 according to the salary schedule specified in the agreement;

38       (c) Salary changes for staffing increases due to enrollment  
39 growth or state-funded increases under RCW 28A.150.260;

1       (d) Salary changes to provide professional learning under RCW  
2       28A.415.430;

3       (e) Increases related to bonuses for attaining certification from  
4       the national board for professional teaching standards;

5       (f) School districts with an average total certificated  
6       instructional staff salary less than the statewide average  
7       certificated instructional staff salary allocation used to distribute  
8       funds for basic education as estimated by the office of the  
9       superintendent of public instruction for the 2018-19 school year may  
10       provide salary increases up to the statewide average allocation; or

11       (g) Salaries for new certificated instructional staff hired in  
12       the 2018-19 school year.

13       (2) Changes to any terms of an employment contract for  
14       nonrepresented employees must comply with the same requirements  
15       established in this section.

16       (3) This section expires August 31, 2019.

17       NEW SECTION. Sec. 209. The superintendent of public instruction  
18 shall convene a work group, that must include representatives of  
19 diverse school districts and education stakeholders to make  
20 recommendations to define the duties and responsibilities that entail  
21 a "school day" under the state's statutory program of basic education  
22 under RCW 28A.150.220 and 28A.150.260. The recommendations must  
23 consider: The professional responsibilities, time, and effort  
24 required to provide the state's statutory program of basic education  
25 that exceed the required number of instructional hours specified in  
26 RCW 28A.150.220, and duties covered by state salary allocations that  
27 may be outside of school instructional time including, but not  
28 limited to, direct instruction required in RCW 28A.150.220; the  
29 necessary preparations, planning, and coordination for that  
30 instruction; meeting with and collaborating with parents and other  
31 teachers or other staff regarding the program of basic education; and  
32 the necessary evaluation of student learning from that instruction.  
33 The superintendent shall report the recommendations to the education  
34 policy and operating budget committees of the legislature by January  
35 14, 2019.

36                                   **PART III: LEVIES**

1 instruction that it has spent funds provided for inflationary  
2 increases on salaries and salary-related benefits.

3 (c) Any funded inflationary increase shall be included in the  
4 salary base used to determine inflationary increases for school  
5 employees in subsequent years. For teachers and other certificated  
6 instructional staff, the rate of the annual inflationary increase  
7 funded for certificated instructional staff shall be applied to the  
8 base salary used with the statewide salary allocation methodology  
9 established under RCW 28A.150.410 and to any other salary allocation  
10 methodologies used to recognize school district personnel costs.

11 (2) For the purposes of this section, "inflationary adjustment  
12 index" means, for any school year, the implicit price deflator for  
13 that fiscal year, using the official current base, compiled by the  
14 bureau of ~~((labor statistics, United States department of labor for~~  
15 ~~the state of Washington))~~ economic analysis, United States department  
16 of commerce.

17 **Sec. 207.** RCW 41.56.800 and 2017 3rd sp.s. c 13 s 701 are each  
18 amended to read as follows:

19 (1) A school district collective bargaining agreement for  
20 classified staff that is executed or modified after July 6, 2017, and  
21 that is in effect for the 2018-19 school year may not ~~((provide~~  
22 ~~school district classified staff with a percentage))~~ increase ~~((to))~~  
23 average total salary for the 2018-19 school year, including  
24 supplemental contracts, ~~((that exceeds the previous calendar year's~~  
25 ~~annual average consumer price index, using the official current base~~  
26 ~~compiled by the bureau of labor statistics, United States department~~  
27 ~~of labor, for the city of Seattle. However, if a district's average~~  
28 ~~classified staff salary is less than the average classified salary~~  
29 ~~allocated by the state for that year, the district may increase~~  
30 ~~salaries not to exceed the point where the district's average~~  
31 ~~classified staff salary equals the average classified staff salary~~  
32 ~~allocated by the state))~~ in excess of the following:

33 (a) Annual salary inflationary adjustments based on the rate of  
34 the yearly increase of the previous calendar year's annual average  
35 consumer price index, using the official current base compiled by the  
36 bureau of labor statistics, United States department of labor, for  
37 the city of Seattle;

38 (b) Annual experience and education salary step increases  
39 according to the salary schedule specified in the agreement;

1 (c) Salary changes for staffing increases due to enrollment  
2 growth or state-funded increases under RCW 28A.150.260; or

3 (d) School districts with an average total classified staff  
4 salary less than the statewide average classified salary allocation  
5 used to distribute funds for basic education as estimated by the  
6 office of the superintendent of public instruction for the 2018-19  
7 school year may provide salary increases up to the statewide average  
8 allocation.

9 (2) Changes to any terms of an employment contract for  
10 nonrepresented employees must comply with the same requirements  
11 established in this section.

12 (3) This section expires August 31, 2019.

13 **Sec. 208.** RCW 41.59.800 and 2017 3rd sp.s. c 13 s 702 are each  
14 amended to read as follows:

15 (1) A school district collective bargaining agreement for  
16 certificated instructional staff that is executed or modified after  
17 July 6, 2017, and that is in effect for the 2018-19 school year may  
18 not ~~((provide school district certificated instructional staff with a~~  
19 ~~percentage))~~ increase ~~((to))~~ average total salary for the 2018-19  
20 school year, including supplemental contracts, ~~((that exceeds the~~  
21 ~~previous calendar year's annual average consumer price index, using~~  
22 ~~the official current base compiled by the bureau of labor statistics,~~  
23 ~~United States department of labor, for the city of Seattle. However,~~  
24 ~~if a district's average certificated instructional staff salary is~~  
25 ~~less than the average certificated instructional staff salary~~  
26 ~~allocated by the state for that year, the district may increase~~  
27 ~~salaries not to exceed the point where the district's average~~  
28 ~~certificated instructional staff salary equals the average~~  
29 ~~certificated instructional staff salary allocated by the state))~~ in  
30 excess of the following:

31 (a) Annual salary inflationary adjustments based on the rate of  
32 the yearly increase of the previous calendar year's annual average  
33 consumer price index, using the official current base compiled by the  
34 bureau of labor statistics, United States department of labor, for  
35 the city of Seattle;

36 (b) Annual experience and education salary step increases  
37 according to the salary schedule specified in the agreement;

38 (c) Salary changes for staffing increases due to enrollment  
39 growth or state-funded increases under RCW 28A.150.260;



1       **Sec. 204.** RCW 28A.400.006 and 2017 3rd sp.s. c 13 s 703 are each  
2 amended to read as follows:

3       (1) A school district may not (~~provide any~~) increase average  
4 total school district expenditures for certificated administrative  
5 staff (~~with a percentage increase to total salary~~) for the 2018-19  
6 school year(~~, including supplemental contracts, that exceeds the~~  
7 ~~previous calendar year's annual average consumer price index, using~~  
8 ~~the official current base compiled by the bureau of labor statistics,~~  
9 ~~United States department of labor, for the city of Seattle. However,~~  
10 ~~if a district's average certificated administrative staff salary is~~  
11 ~~less than the average certificated administrative salary allocated by~~  
12 ~~the state for that year, the district may increase salaries not to~~  
13 ~~exceed the point where the district's average certificated~~  
14 ~~administrative staff salary equals the average certificated~~  
15 ~~administrative staff salary allocated by the state~~) in excess of the  
16 following:

17       (a) Annual salary inflationary adjustments based on the rate of  
18 the yearly increase of the previous calendar year's annual average  
19 consumer price index, using the official current base compiled by the  
20 bureau of labor statistics, United States department of labor, for  
21 the city of Seattle;

22       (b) Annual experience and education salary step increases  
23 according to what was the prior year's practice within the school  
24 district; or

25       (c) School districts with an average total certificated  
26 administrative staff salary less than the statewide average  
27 certificated administrative staff salary allocation used to  
28 distribute funds for basic education as estimated by the office of  
29 the superintendent of public instruction for the 2018-19 school year  
30 may provide salary increases up to the statewide average allocation.

31       (2) Changes to any terms of an employment contract for  
32 nonrepresented employees must comply with the same requirements  
33 established in this section.

34       (3) This section expires August 31, 2019.

35       **Sec. 205.** RCW 28A.400.200 and 2017 3rd sp.s. c 13 s 103 are each  
36 amended to read as follows:

37       (1) Every school district board of directors shall fix, alter,  
38 allow, and order paid salaries and compensation for all district  
39 employees in conformance with this section.

**From:** [Megan Ristine](#) on behalf of [Megan Ristine <mristine@fwps.org>](#)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** FWPS Job Postings  
**Date:** Friday, March 30, 2018 3:49:16 PM

---

Hi Jennifer,

I am wondering if the following jobs could be moved or displayed in both areas. You must have a teaching experience and certificate to hold these admin jobs.

[ELA/SS Facilitator - Federal Way Public Schools - Open until June 15, 2018](#)

[Fine Arts Facilitator - .5 FTE - Federal Way Public Schools - Open until June 15, 2018](#)

Regards,  
Megan

Megan Ristine  
School Support Coordinator  
Federal Way Public Schools  
253-945-2028  
Follow us on Twitter: [@FWPSCareers](#)  
[Click here to learn about FWPS Career Opportunities](#)



**From:** D on behalf of D <seaht45@gmail.com>  
**To:** [kschonberg@ohsd.net](mailto:kschonberg@ohsd.net); [scarey@fpschools.org](mailto:scarey@fpschools.org); [carterd@edmonds.wednet.edu](mailto:carterd@edmonds.wednet.edu); [jhodson@fwps.org](mailto:jhodson@fwps.org); [turner.l@wenatcheeschools.org](mailto:turner.l@wenatcheeschools.org); [cleonard@wspa.net](mailto:cleonard@wspa.net)  
**Subject:** Discriminatory Practice  
**Date:** Friday, March 30, 2018 6:15:55 PM

---

All hands:

Once or twice, when I have applied for jobs on your website, it automatically sends 3 cards out to my references. If I apply for multiple jobs, and older workers always have to, then my references get bothered multiple times and it really irritates them. So it ends up having a "disparate impact" on older workers who often have to apply for 20-30 jobs before getting hired (yes age discrimination is alive and well). So would you please discontinue this practice? I have spoken to a number of applicants of all ages who refuse to apply for jobs with educational institutions in the State of WA simply because of this practice.

Further, ethical recruiting practices state that you only check the references of your top candidate and if that doesn't work out, then you move onto candidate #2. Once again, for any age, the purpose of this is to "not" bother references unless the person is the #1 candidate.

Thank you.

The website in violation is: <http://www.wspa.net/view-job-postings>

Or any individual school district which often has the same requirement

Thank you

**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [Megan Ristine](#)  
**Subject:** RE: FWPS Job Postings  
**Date:** Monday, April 2, 2018 9:01:27 AM

---

Thank you, Megan. I have moved these.

Have a great week, and please let me know if you need anything else.

Best,

Jennifer

---

**From:** Megan Ristine [mailto:[mristine@fwps.org](mailto:mristine@fwps.org)]  
**Sent:** Friday, March 30, 2018 3:49 PM  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** FWPS Job Postings

Hi Jennifer,

I am wondering if the following jobs could be moved or displayed in both areas. You must have a teaching experience and certificate to hold these admin jobs.

[ELA/SS Facilitator - Federal Way Public Schools - Open until June 15, 2018](#)

[Fine Arts Facilitator - .5 FTE - Federal Way Public Schools - Open until June 15, 2018](#)

Regards,  
Megan

Megan Ristine  
School Support Coordinator  
Federal Way Public Schools  
253-945-2028  
Follow us on Twitter: [@FWPSCareers](#)  
[Click here to learn about FWPS Career Opportunities](#)



**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Subject:** RE: Annual conference  
**Date:** Monday, April 2, 2018 4:37:03 PM

---

Hi Janet,

All presentations that I received have been posted to the conference materials page. If what you are looking for is not available, please let me know and I would be happy to follow up with the presenter.

#### Conference Materials

- All conference materials will be available electronically for your review. In order to access these materials, you have been provided a special username and password:
- **Username: Clearwater2018**
- **Password: wsps**
  - *Please note that you must log out of your WPSA membership account and log in using the above username/password in order to access the materials.*
  - *[www.wsps.net](http://www.wsps.net)*

Thank you,

Jennifer

---

**From:** Janet Hodson [mailto:[jhodson@fwps.org](mailto:jhodson@fwps.org)]  
**Sent:** Thursday, March 29, 2018 8:34 AM  
**To:** [admin@wsps.net](mailto:admin@wsps.net)  
**Subject:** Annual conference

Jennifer,

I am trying to find a couple of the ppt presentations from the conference. Where would I find them?

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

**From:** [Joy, Carrie F.](#) on behalf of [Joy, Carrie F. <joyc@orting.wednet.edu>](#)  
**To:** [jhodson@fwps.org](mailto:jhodson@fwps.org)  
**Cc:** [Curtis Leonard \(cleonard@wspsa.net\)](mailto:cleonard@wspsa.net)  
**Subject:** FW: MEMBER REQUEST  
**Date:** Tuesday, April 3, 2018 3:04:11 PM

---

Hi Janet,

The Orting SD does pay classified employees their hourly rate for attending orientation and doing safe schools trainings. Those staff who can find time in their work day are expected to use that time. An example is using the student two hour early release time on Fridays. This doesn't work for some of our departments such as food service.

Please let me know if you have any questions.

*Carrie Joy*

Human Resources Generalist  
*Classified and Administrative Staff*  
Orting School District  
121 Whitesell St NE  
Orting, WA 98360  
360-893-6500 ext. 229



*All students ready for college, careers, and life!*

---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Thursday, February 15, 2018 10:31 PM  
**To:** Joy, Carrie F. <joyc@orting.wednet.edu>  
**Subject:** MEMBER REQUEST

Last request of the week!

Janet Hodson from Federal Way is asking if you pay the classified employee their hourly rate for attending orientation and doing safe school training?

Please send your responses directly to: [jhodson@fwps.org](mailto:jhodson@fwps.org)

Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks!!

Curtis

---

This email was sent to [joyc@orting.wednet.edu](mailto:joyc@orting.wednet.edu) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

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United States

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**From:** [Susan Partain](#) on behalf of [Susan Partain <spartain@fwps.org>](#)  
**To:** [cleonard@wspsa.net](#); [nicoarac@bsd405.org](#)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, April 6, 2018 11:19:59 AM  
**Attachments:** [TRAN required forms - return to duty doc release.pdf](#)

---

Hi Alex,

We do not require a 'return to work' form. We accept any doctor's note. We do require bus drivers to provide documentation (see attached).

Hope this helps.

Susan

*Susan Partain*

Federal Way Public Schools  
Performance & Compliance Specialist, Human Resources  
33330 8<sup>th</sup> Ave South  
Federal Way, WA 98003-6325  
[spartain@fwps.org](mailto:spartain@fwps.org)  
253-945-2025  
253-941-7576 or 253-945-2196-FAX

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[Click here to learn about FWPS Career Opportunities](#)



---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Friday, April 6, 2018 11:08 AM  
**To:** Susan Partain <spartain@fwps.org>  
**Subject:** MEMBER REQUEST

Happy Friday - just one request for your to consider. Thanks for your help!

Alex Nicoara from Bellevue School District would like to know if anyone is using a Return To Work form (from medical or FMLA) that are not Activity Prescription Forms and if yes, if you could share.



Please send your responses directly to: [nicoarac@bsd405.org](mailto:nicoarac@bsd405.org)

Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

|

---

This email was sent to [spartain@fwps.org](mailto:spartain@fwps.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

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United States

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|



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## **SCHOOLS BUS DRIVER PHYSICAL CERTIFICATION**

**This form is to be used by attending physician for school bus driver return-to-duty Certification**

Driver's Name \_\_\_\_\_

Driver's Signature \_\_\_\_\_

### **Attending Physician Certification**

In accordance with Chapter 392-144 WAC, the above-named driver has been evaluated and I find that he/she:

1. Is physically able to maneuver and control a school bus under all driving conditions; and
2. Is physically able to use all controls and equipment found on state specified school buses; and
3. Is physically able to perform daily routine school bus vehicle safety inspections; and
4. Has sufficient strength and agility to move about in a school bus as required to provide assistance to students in evacuating the bus.
5. Has ability to move from a seated position in a 65-passenger school bus, to the emergency door, open the emergency door, and exit the bus through the emergency door, all within 25 seconds.
6. Is released to full duty.

\_\_\_\_\_  
Signature of Attending Physician

\_\_\_\_\_  
Date

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [cleonard@wsps.net](#); [nicoarac@bsd405.org](#)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, April 6, 2018 11:25:38 AM

---

For L&I we only use the APF

For someone out on regular medical, we have the doctor provide a note that states they have no restrictions.

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Friday, April 6, 2018 11:04 AM  
**To:** Janet Hodson <jhodson@fwps.org>  
**Subject:** MEMBER REQUEST

Happy Friday - just one request for your to consider. Thanks for your help!

Alex Nicoara from Bellevue School District would like to know if anyone is using a Return To Work form (from medical or FMLA) that are not Activity Prescription Forms and if yes, if you could share.

Please send your responses directly to: [nicoarac@bsd405.org](mailto:nicoarac@bsd405.org)

Also, cc your responses to: [cleonard@wsps.net](mailto:cleonard@wsps.net)

Thanks,

Curtis

|

---

This email was sent to [jhodson@fwps.org](mailto:jhodson@fwps.org) by [cleonard@wsps.net](mailto:cleonard@wsps.net)

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United States



**From:** [Chris Patten](#) on behalf of [Chris Patten <cpatten@fwps.org>](#)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Subject:** RE: Randy Hathaway HELP Fellowship Award  
**Date:** Monday, April 9, 2018 10:30:14 AM

---

Hi there, I have completed the HELP registration and want to thank you for selecting me for one of the scholarships.

Thank you again and have a great day ☺

---

**From:** admin@wspsa.net [mailto:admin@wspsa.net]  
**Sent:** Sunday, March 25, 2018 3:22 PM  
**To:** admin@wspsa.net  
**Subject:** Randy Hathaway HELP Fellowship Award

Hello,

Congratulations on your selection to receive a Randy Hathaway Fellowship Award!

You have been selected to receive a HELP Fellowship award in the amount of \$910 to be applied toward your upcoming HELP registration.

You have 2 years to use your award before it expires. The expiration date is August 31<sup>st</sup> two years from the year you received the award.

In order to apply to use the HELP Fellowship, please register online to attend the HELP session, as soon as online registration is available. Select the fee of \$910 for the appropriate HELP level. At the end of the registration process select, pay by invoice. Registration for the upcoming HELP session will open in the coming weeks.

After you have completed the registration please email me at [admin@wspsa.net](mailto:admin@wspsa.net) to let me know that you have registered. I will then print the invoice that was generated for your registration and make that payment from the Randy Hathaway Fellowship Fund.

Please let me know if you have any questions or if I may be of any assistance with the registration process.

Thank you, and congratulations!

Sincerely,

Jennifer

*Jennifer Tottenham*  
Program Coordinator  
Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspa.net/>



**From:** [Manal Tirhi](#) on behalf of [Manal Tirhi <mtirhi@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** WSPA Membership  
**Date:** Thursday, April 12, 2018 12:35:47 PM

---

Hi Jennifer,

Would it be possible to get a list of members? I am updating my records, seeing that I have taken over for Liz in that department.

Thank you,

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools

253-945-2072

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**From:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**To:** [Manal Tirhi](#)  
**Subject:** RE: WSPA Membership  
**Date:** Thursday, April 12, 2018 2:03:17 PM

---

Hi Manal,

First, please note that district memberships (Federal Way has one) allows for up to ten identified members. These members receive member emails, and are identified as full WSPA members.

However, a district membership also allows ANYONE from the district to register for events at the member price. They are entered in our database as “district member additional” they do not receive member emails, are not eligible to vote or for scholarships, but do receive the member discount for registrations.

I show the following:

District members:

1. Alex Sheridan
2. Chris Patten
3. Dan Dizon
4. David Brower
5. Diane Holt
6. Janet Hodson
7. Jennifer Hymer
8. Jennifer Wojciechowski
9. Liz McFarland
10. Tony Frascione

District member “additional”

1. CJ Carter
2. Diana Seely
3. Mark Davidson
4. Susan Partain
5. Tara Lofton

Megan Ristine purchased an individual membership.

I can easily move people between lists – just let me know what works best for your district.

Thank you,

Jennifer

---

**From:** Manal Tirhi [<mailto:mtirhi@fwps.org>]



**Sent:** Thursday, April 12, 2018 12:36 PM

**To:** admin@wsa.net

**Subject:** WSPA Membership

Hi Jennifer,

Would it be possible to get a list of members? I am updating my records, seeing that I have taken over for Liz in that department.

Thank you,

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools

253-945-2072

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**From:** [admin@wsipa.net](mailto:admin@wsipa.net)  
**To:** [Chris Patten](#)  
**Subject:** RE: Randy Hathaway HELP Fellowship Award  
**Date:** Thursday, April 12, 2018 2:04:16 PM

---

Chris,

Thank you – your HELP scholarship will be applied to your registration. You may receive an invoice – please just disregard. I will be moving those funds this week.

Thank you, and we look forward to having you join us at HELP!

Best,

Jennifer

---

**From:** Chris Patten [mailto:cpatten@fwps.org]  
**Sent:** Monday, April 09, 2018 10:30 AM  
**To:** admin@wsipa.net  
**Subject:** RE: Randy Hathaway HELP Fellowship Award

Hi there, I have completed the HELP registration and want to thank you for selecting me for one of the scholarships.

Thank you again and have a great day ☺

---

**From:** [admin@wsipa.net](mailto:admin@wsipa.net) [mailto:admin@wsipa.net]  
**Sent:** Sunday, March 25, 2018 3:22 PM  
**To:** [admin@wsipa.net](mailto:admin@wsipa.net)  
**Subject:** Randy Hathaway HELP Fellowship Award

Hello,

Congratulations on your selection to receive a Randy Hathaway Fellowship Award!

You have been selected to receive a HELP Fellowship award in the amount of \$910 to be applied toward your upcoming HELP registration.

You have 2 years to use your award before it expires. The expiration date is August 31<sup>st</sup> two years from the year you received the award.

In order to apply to use the HELP Fellowship, please register online to attend the HELP session, as soon as online registration is available. Select the fee of \$910 for the appropriate HELP level. At the end of the registration process select, pay by invoice. Registration for the upcoming HELP session will open in the coming weeks.

After you have completed the registration please email me at [admin@wspe.net](mailto:admin@wspe.net) to let me know that you have registered. I will then print the invoice that was generated for your registration and make that payment from the Randy Hathaway Fellowship Fund.

Please let me know if you have any questions or if I may be of any assistance with the registration process.

Thank you, and congratulations!

Sincerely,

Jennifer

*Jennifer Tottenham*

Program Coordinator

Washington School Personnel Association

PO Box 1600 Anacortes, Washington 98221

Phone: 360-825-1415/Fax: 253-736-0333

<http://www.wspa.net/>



**From:** [Manal Tirhi](#) on behalf of [Manal Tirhi <mtirhi@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** FW: HELP Registration: 2018-2019 Form Submitted  
**Date:** Friday, April 13, 2018 9:08:39 AM

---

Hi Jennifer,

I would like to pay for this invoice with a credit card, but I don't see where I can do that.  
Your help is much appreciated.

Thank you,

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools

253-945-2072

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[Click here to learn about FWPS Career Opportunities](#)



---

**From:** Megan Ristine  
**Sent:** Friday, April 13, 2018 7:39 AM  
**To:** Manal Tirhi <mtirhi@fwps.org>  
**Cc:** Tony Frascione <tfrascon@fwps.org>  
**Subject:** FW: HELP Registration: 2018-2019 Form Submitted

FYI

**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [<mailto:waspa@memberclicks-mail.net>]  
**Sent:** Thursday, April 12, 2018 2:30 PM  
**To:** Megan Ristine <[mristine@fwps.org](mailto:mristine@fwps.org)>  
**Subject:** HELP Registration: 2018-2019 Form Submitted

Megan,

Thank you for registering yourself to attend the HELP Summer Session.

This is your receipt for your registration.

Your information provided is as follows:

District: Federal Way Public Schools

Registrant Name: Megan Ristine

Receipt Date:04/12/2018 17:30:06

Receipt ID: 13007494

Total Payment Amount: \$910.00

If you chose the "Invoice Me" option you will receive your invoice through separate email.  
Once received please submit to your accounting department for payment.

Thank you for your registration,

Washington School Personnel Association

---

[Privacy Policy](#)



**From:** [admin@wspa.net](mailto:admin@wspa.net)  
**To:** [Manal Tirhi](#)  
**Subject:** RE: WSPA Membership  
**Date:** Tuesday, April 17, 2018 4:07:28 PM  
**Attachments:** [Ristine HELP receipt 2018.pdf](#)

---

Hello Manal,

The receipt for Megan is attached for your records.

Thank you,

Jennifer

---

**From:** admin@wspa.net  
**Sent:** Thursday, April 12, 2018 2:03 PM  
**To:** 'Manal Tirhi' <[mtirhi@fwps.org](mailto:mtirhi@fwps.org)>  
**Subject:** RE: WSPA Membership

Hi Manal,

First, please note that district memberships (Federal Way has one) allows for up to ten identified members. These members receive member emails, and are identified as full WSPA members.

However, a district membership also allows ANYONE from the district to register for events at the member price. They are entered in our database as “district member additional” they do not receive member emails, are not eligible to vote or for scholarships, but do receive the member discount for registrations.

I show the following:

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5. Diane Holt
6. Janet Hodson
7. Jennifer Hymer
8. Jennifer Wojciechowski
9. Liz McFarland
10. Tony Frascione

District member “additional”

1. CJ Carter

2. Diana Seely
3. Mark Davidson
4. Susan Partain
5. Tara Lofton

Megan Ristine purchased an individual membership.

I can easily move people between lists – just let me know what works best for your district.

Thank you,

Jennifer

---

**From:** Manal Tirhi [<mailto:mtirhi@fwps.org>]

**Sent:** Thursday, April 12, 2018 12:36 PM

**To:** [admin@wspa.net](mailto:admin@wspa.net)

**Subject:** WSPA Membership

Hi Jennifer,

Would it be possible to get a list of members? I am updating my records, seeing that I have taken over for Liz in that department.

Thank you,

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools

253-945-2072

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PO Box 1600  
Anacortes, WA 98221

# Invoice

| Date      | Invoice # |
|-----------|-----------|
| 4/17/2018 | 11716     |

**PAID**  
**04/17/2018**

Bill To

Federal Way Public Schools  
Attn: Accounts Payable  
33330 8th Ave S.  
Federal Way, WA 98003

P.O. No.

| Quantity     | Description                    | Rate         | Amount                            |
|--------------|--------------------------------|--------------|-----------------------------------|
|              | RISTINE HELP Level I 2018-2019 | 910.00       | 910.00                            |
|              |                                | <b>Total</b> | <b>\$910.00</b>                   |
| Phone #      | Fax #                          | Web Site     | <b>Payments/Credits</b> -\$910.00 |
| 360-825-1415 | 253-736-0333                   | www.wspa.net | <b>Balance Due</b> \$0.00         |



**From:** [Tara Lofton](#) on behalf of [Tara Lofton <tlofton@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** Upcoming Law Conference  
**Date:** Friday, April 27, 2018 11:11:39 AM  
**Attachments:** [image001.png](#)

---

Good Afternoon:

Can you tell me when and where will this year's Law Conference be held?



**Tara T. Lofton**

Human Resources Employee Relations  
& Legal Assistant Specialist

253-945-2039 | [tlofton@fwps.org](mailto:tlofton@fwps.org)

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**From:** [admin@wsps.net](mailto:admin@wsps.net)  
**To:** [Tara Lofton](#)  
**Subject:** Automatic reply: Upcoming Law Conference  
**Date:** Friday, April 27, 2018 11:11:49 AM

---

Hello,

Thank you for your message. I will be out of the office April 23-May 1st.

I will have intermittent access to email and will do my best to respond in a timely manner.

Thank you,

Jennifer Tottenham  
Washington School Personnel Association

**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](mailto:jhodson@fwps.org)  
**Subject:** Attached Image  
**Date:** Monday, April 30, 2018 9:56:53 AM

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Hello,

Here's the document that was shared with you.

Open [Documents](#)

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Microsoft Office  
One Microsoft Way  
Redmond, WA  
98052-6399 USA

**From:** [Manal Tirhi](#) on behalf of [Manal Tirhi <mtirhi@fwps.org>](#)  
**To:** [admin@wspa.net](mailto:admin@wspa.net)  
**Subject:** RE: WSPA Membership  
**Date:** Tuesday, May 1, 2018 3:20:56 PM

---

Hi Jennifer,

This is who we would like to be listed in our district membership. Let me know if you have any questions.

District members:

1. ~~Alex Sheridan~~ Manal Tirhi
2. Chris Patten
3. ~~Dan Dizon~~ Megan Ristine (no individual membership)
4. David Brower
5. ~~Diane Holt~~ Amanda Michaels
6. Janet Hodson
7. Jennifer Hymer
8. ~~Jennifer Wojciechowski~~ Desiree Thomas
9. ~~Liz McFarland~~ Tara Lofton
10. Tony Frascione

District member "additional"

1. CJ Carter
2. Kelly Wittman
3. Alicia Larsen
4. Susan Partain
5. Alisa DeSart
6. Dan Dizon

Thank you,

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools  
253-945-2072

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---

**From:** admin@wspa.net [mailto:admin@wspa.net]

**Sent:** Tuesday, April 17, 2018 4:07 PM  
**To:** Manal Tirhi <[mtirhi@fwps.org](mailto:mtirhi@fwps.org)>  
**Subject:** RE: WSPA Membership

Hello Manal,

The receipt for Megan is attached for your records.

Thank you,

Jennifer

---

**From:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Sent:** Thursday, April 12, 2018 2:03 PM  
**To:** 'Manal Tirhi' <[mtirhi@fwps.org](mailto:mtirhi@fwps.org)>  
**Subject:** RE: WSPA Membership

Hi Manal,

First, please note that district memberships (Federal Way has one) allows for up to ten identified members. These members receive member emails, and are identified as full WSPA members.

However, a district membership also allows ANYONE from the district to register for events at the member price. They are entered in our database as “district member additional” they do not receive member emails, are not eligible to vote or for scholarships, but do receive the member discount for registrations.

I show the following:

District members:

1. Alex Sheridan
2. Chris Patten
3. Dan Dizon
4. David Brower
5. Diane Holt
6. Janet Hodson
7. Jennifer Hymer
8. Jennifer Wojciechowski
9. Liz McFarland
10. Tony Frascione

District member “additional”

1. CJ Carter
2. Diana Seely

3. Mark Davidson
4. Susan Partain
5. Tara Lofton

Megan Ristine purchased an individual membership.

I can easily move people between lists – just let me know what works best for your district.

Thank you,

Jennifer

---

**From:** Manal Tirhi [<mailto:mtirhi@fwps.org>]

**Sent:** Thursday, April 12, 2018 12:36 PM

**To:** [admin@wspsa.net](mailto:admin@wspsa.net)

**Subject:** WSPA Membership

Hi Jennifer,

Would it be possible to get a list of members? I am updating my records, seeing that I have taken over for Liz in that department.

Thank you,

*Manal Tirhi*

*Office Manager*

Federal Way Public Schools

253-945-2072

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**From:** [Janet Hodson](#) on behalf of [Janet Hodson <jhodson@fwps.org>](#)  
**To:** [admin@wspsa.net](mailto:admin@wspsa.net)  
**Cc:** [cleonard@wspsa.net](mailto:cleonard@wspsa.net)  
**Subject:** Question for WSPA group  
**Date:** Friday, May 4, 2018 7:25:57 AM

---

What union does your Guest Employee Clerk (Substitute Clerk) belong to? Do you have more than one person working in this position? If so, what is the size of your district? Can you send me your job description?

Janet Hodson  
Federal Way Public Schools  
Executive Director of Human Resources  
253.945.2020  
[jhodson@fwps.org](mailto:jhodson@fwps.org)

**From:** [Riordan,Lisa](#) on behalf of [Riordan,Lisa <LRiordan@cvsd.org>](#)  
**To:** "[cleonard@wspa.net](#)"  
**Cc:** "[jhodson@fwps.org](#)"  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, May 4, 2018 8:08:00 AM  
**Attachments:** [#826-Central Office Secretary-Substitute Services 10-22-14.doc](#)

---

This person is a PSE member.

***Lisa Riordan***

**Assistant to the Executive Director of Human Resources**

**Central Valley School District**

**[lrordan@cvsd.org](mailto:lrordan@cvsd.org)**

**(509)558-5445 ph**

**(509)558-5449 fax**

*The glass of life is always half full, you just have to know how to look at it.*

Bethea

---

**From:** waspa@memberclicks-mail.net [mailto:[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)]  
**Sent:** Friday, May 04, 2018 8:01 AM  
**To:** Riordan,Lisa  
**Subject:** MEMBER REQUEST

Last request of the week!

Janet Hodson from Federal Way School District is asking what union does your Guest Employee Clerk (Substitute Clerk) belong to? Do you have more than one person working in this position? If so, what is the size of your district? Can you send me your job description?

Please send your responses directly to: [jhodson@fwps.org](mailto:jhodson@fwps.org)

Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

||

---

This email was sent to [lrordan@cvsd.org](mailto:lrordan@cvsd.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)



Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

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If you have received this email in error, please immediately notify us by reply e-mail and delete this message. Thank you.

**Central Valley School District  
Job Description #826**

**TITLE            Human Resources Secretary – Substitute Services**

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**GENERAL SUMMARY**

The Human Resources Secretary in Substitute Services works to assure the smooth and efficient operation of the Substitute Employment Management System (SEMS). S/He provides support to the functions of the Human Resources Department with emphasis on substitute employees

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**ESSENTIAL JOB FUNCTIONS**

Depending upon the individual assignment, the Human Resources Secretary – Substitute Services may perform all or a combination of the following:

1.     Coordinate and maintain the District's substitute calling system.
2.     Maintain accurate personnel files for all substitute certificated employees.
3.     Prepare a variety of reports, calculate salaries, check for appropriate certification and college transcripts.
4.     Respond to school employees in a cordial, courteous manner; answer telephone; relay messages.
5.     Provide SFE training and district orientation for new employees.
6.     Compose standard letters, memoranda or reports in an accurate manner independently or with little instruction.
7.     Provide current personnel information through data entry for payroll purposes.
8.     Cross-train efforts with other personnel office staff.
9.     Exhibit confidentiality, initiative, creativity and enthusiasm in performing job functions.
10.    Visit school sites as necessary to assist with SFE operation.
11.    Maintain employee information in SafeSchools as needed.
12.    Complete the hiring process for all new substitutes including placing long-term subs.
13.    Assist with the online application process including scanning of documents into applications.
14.    Perform related duties as required by the Director of Human Resources.

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**REPORTING RELATIONSHIPS**

This position reports to the Director of Human Resources/Designee.

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**MENTAL DEMANDS**

Required to meet strict, inflexible daily deadlines; required to maintain safety awareness during early morning shift; required to exercise judgment and make decisions independently.

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**PHYSICAL DEMANDS**

Required to sit for prolonged periods; exposed to visual display terminal for prolonged periods; may occasionally deal with distraught or difficult individuals.

---

**QUALIFICATIONS**

1. Possess a high school diploma or equivalent, minimum five years successful office experience and additional Human Resources experience and/or other related course work required.
2. Possess excellent demonstrated skills in use of district standard hardware and software and programs specifically related to SFE.
3. Demonstrated ability to operate a ten-key calculator by touch, plus basic knowledge of office machines, i.e. copier, etc.
4. Must pass Scheig Secretarial Assessment.
5. Possess basic knowledge of bookkeeping and have excellent filing skills.
6. Demonstrated ability in handling confidential information.
7. Ability to accurately structure and perform basic mathematical operations.
8. Demonstrated skill in attention to detail.
9. Willingness to work additional hours during peak time of year.
10. Excellent public relations and communication skills.
11. Effective organizational skills to facilitate organization and prioritization of workload to meet deadlines.
12. Ability to work well independently.

---

**UNIT AFFILIATION**

PSE - Secretarial/Clerical

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**CONDITIONS**

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

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**CLASSIFICATION HISTORY**

Revised 11/98  
Revised 06/04  
Revised 8/08  
Revised 10/14

**From:** [Robin Nading](#) on behalf of [Robin Nading <Robin.Nading@highlineschools.org>](#)  
**To:** [Janet Hodson \(jhodson@fwps.org\)](#)  
**Cc:** [Curtis Leonard <cleonard@wspa.net>](#) ([cleonard@wspa.net](#))  
**Subject:** FW: MEMBER REQUEST  
**Date:** Friday, May 4, 2018 8:16:01 AM  
**Attachments:** [Substitute Office Technician 2014.10.14.docx](#)  
[2017-18 Teamsters III rates and Job Titles-Levels 2017-07-12.pdf](#)

---

Hi Janet,

Our substitute office technician belongs to the Teamsters III group. Job description and salary schedule are attached.

Hope you are well. Still miss having you here at Highline.

**Robin Nading | Quality Assurance Manager | Highline Public Schools | 206.631.3135 direct**

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**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Friday, May 04, 2018 8:01 AM  
**To:** Robin Nading <Robin.Nading@highlineschools.org>  
**Subject:** MEMBER REQUEST

Last request of the week!

Janet Hodson from Federal Way School District is asking what union does your Guest Employee Clerk (Substitute Clerk) belong to? Do you have more than one person working in this position? If so, what is the size of your district? Can you send me your job description?

Please send your responses directly to: [jhodson@fwps.org](mailto:jhodson@fwps.org)

Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

---

This email was sent to [robin.nading@highlineschools.org](mailto:robin.nading@highlineschools.org) by [cleonard@wspa.net](mailto:cleonard@wspa.net)

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United States

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# HIGHLINE PUBLIC SCHOOLS Job Description

**JOB TITLE: SUBSTITUTE OFFICE TECHNICIAN**

**GROUP: Teamsters III – Technician      LEVEL: 20      FLSA STATUS: Non-exempt**

**WORK DAYS PER FISCAL YEAR: 247      HOLIDAYS: 13**

**SUMMARY:** Provide the District with qualified certificated and classified substitute employees to fill in for those positions with absences or vacancies.

**CONTEXT AND MISSION:** Highline Public Schools serves approximately 19,000 students in the communities of Burien, Des Moines, Normandy Park, SeaTac, Boulevard Park and White Center Heights in Washington State. Starting in the fall of 2012, the Highline community came together to develop a four-year strategic plan outlining the community's bold goals and big dreams for its children. The plan's promise is that every student in Highline Public Schools is *known by name, strength, and need, and graduates prepared for college, career, and citizenship.*

The collective commitment embodied in the plan is grounded in the community's deep belief that Highline students are capable of reaching the plan's ambitious goals and is driven by students' aspirations for their future.

The instructional vision articulated in the plan is organized around Four Pillars that guide professional and organizational practices:

- Equitable access to rigorous, standards-based instruction. *High-quality instruction for all students.*
- Results-focused professional learning and collaboration. *Investing in our people so they continuously fine-tune their craft and grow in their profession.*
- Strong partnerships with families and community. *Schools can't do it alone. We are better when students, families, community and educators work hand-in-hand.*
- A culturally responsive organization. *Our diversity is a strength and an asset. We are committed to equity, excellent service for all, and continuous improvement.*

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Receives daily telephone calls requesting assignment of certificated and classified substitute staff and receives messages from answering machine.
- Telephones substitute personnel to arrange work assignment.
- Notifies school staff regarding substitute.
- Enters data concerning teacher and classified staff absences on computer. Prepares and distributes reports concerning absences.
- Maintains records of substitute staff assignments and hours worked. Prepares payroll records for substitute staff.
- Provides information to administrators, teachers and secretaries about substitute procedures and guidelines.
- Meets with potential applicants for substitute positions to provide and obtain information.
- Registers teaching certificates, ensures they are kept current, and notifies certificated substitute staff if action is required.
- Researches historical records, provides information, verifies and updates records.
- Processes verifications and evaluations.

## JOB DESCRIPTION: SUBSTITUTE OFFICE TECHNICIAN

- Provides back up to receptionist and other clerical staff.
- Tracks and clears forms for school volunteers and non-FICA students.
- Performs related duties as required.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **MINIMUM QUALIFICATIONS**

#### **EDUCATION AND EXPERIENCE:**

High school diploma or equivalent

Three years of clerical and/or bookkeeping experience

#### **PREFERRED QUALIFICATIONS:**

Previous work experience in a K-12 public school district

#### **KNOWLEDGE OF:**

Modern secretarial practices

Modern office equipment including microcomputers and related software

School sites and personnel

School employment policy and procedure

Record keeping and report writing

Substitute On-Line computer software system

School board policies and procedures

#### **ABILITY TO:**

Communicate effectively verbally and in writing

Operate a PC and related software

Maintain effective working relationships with other people

Contribute as a committed member to a learning team environment.

Process statistical data

Learn new and varied computer applications.

Provide technical training

Work early morning hours

Comply with school board policies and follow administrative procedures

**REPORTING RELATIONSHIP:** Director of Employee Services and Labor Relations or designee

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate.

## JOB DESCRIPTION: SUBSTITUTE OFFICE TECHNICIAN

### CLASSIFICATION HISTORY

Updated Superintendent's statement, 2014.10.14  
Transferred to newest format by Human Resources, 2014.01.02  
Updated to include district introduction, 2013.11.07  
Updated document format and also updated pay level per negotiated contract language, 2013/06  
Revised by Human Resources, 04/2009  
Nash & Company, Substitute Office, 09/2004  
Previously – Substitute Specialist  
Revised by Human Resources, 08/2001  
Revised by Human Resources, 09/2000  
Reformatted by Human Resources Department, 02/1997  
Revised by Personnel, 08/06/1990  
Updated by E.A. Walsh & Company, 03/1988  
Created by Human Resources, 2013.12.06

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*



**HIGHLINE PUBLIC SCHOOLS #401  
TEAMSTERS LOCAL 763  
INSTRUCTIONAL AND ADMINISTRATIVE SUPPORT STAFF  
SCHEDULE A-1  
Effective: September 1, 2017**

|                 | Step 01 | Step 02 | Step 03 | Step 04 | Step 05 | Step 06 | Step 07 | Step 08 | Step 09 | Step 10 |
|-----------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| <b>Level 8</b>  | \$15.38 | \$15.54 | \$15.69 | \$15.85 | \$16.01 | \$16.17 | \$16.33 | \$16.49 | \$16.66 | \$16.82 |
| <b>Level 9</b>  | \$15.84 | \$15.99 | \$16.15 | \$16.32 | \$16.48 | \$16.64 | \$16.81 | \$16.98 | \$17.15 | \$17.32 |
| <b>Level 10</b> | \$16.33 | \$16.50 | \$16.66 | \$16.83 | \$17.00 | \$17.17 | \$17.34 | \$17.51 | \$17.69 | \$17.86 |
| <b>Level 11</b> | \$16.82 | \$16.99 | \$17.16 | \$17.33 | \$17.50 | \$17.68 | \$17.85 | \$18.03 | \$18.21 | \$18.39 |
| <b>Level 12</b> | \$17.32 | \$17.49 | \$17.66 | \$17.84 | \$18.02 | \$18.20 | \$18.38 | \$18.57 | \$18.75 | \$18.94 |
| <b>Level 13</b> | \$17.86 | \$18.04 | \$18.22 | \$18.40 | \$18.58 | \$18.77 | \$18.96 | \$19.15 | \$19.34 | \$19.53 |
| <b>Level 14</b> | \$18.37 | \$18.55 | \$18.74 | \$18.92 | \$19.11 | \$19.30 | \$19.50 | \$19.69 | \$19.89 | \$20.09 |
| <b>Level 15</b> | \$18.94 | \$19.13 | \$19.32 | \$19.51 | \$19.71 | \$19.91 | \$20.11 | \$20.31 | \$20.51 | \$20.72 |
| <b>Level 16</b> | \$19.50 | \$19.70 | \$19.90 | \$20.10 | \$20.30 | \$20.50 | \$20.70 | \$20.91 | \$21.12 | \$21.33 |
| <b>Level 17</b> | \$20.09 | \$20.29 | \$20.49 | \$20.70 | \$20.91 | \$21.11 | \$21.33 | \$21.54 | \$21.75 | \$21.97 |
| <b>Level 18</b> | \$20.70 | \$20.90 | \$21.11 | \$21.32 | \$21.54 | \$21.75 | \$21.97 | \$22.19 | \$22.41 | \$22.64 |
| <b>Level 19</b> | \$21.32 | \$21.53 | \$21.74 | \$21.96 | \$22.18 | \$22.40 | \$22.63 | \$22.85 | \$23.08 | \$23.31 |
| <b>Level 20</b> | \$21.95 | \$22.17 | \$22.39 | \$22.61 | \$22.84 | \$23.07 | \$23.30 | \$23.53 | \$23.76 | \$24.00 |
| <b>Level 21</b> | \$22.60 | \$22.82 | \$23.05 | \$23.28 | \$23.52 | \$23.75 | \$23.99 | \$24.23 | \$24.47 | \$24.72 |
| <b>Level 22</b> | \$23.29 | \$23.53 | \$23.76 | \$24.00 | \$24.24 | \$24.48 | \$24.73 | \$24.97 | \$25.22 | \$25.48 |
| <b>Level 23</b> | \$23.98 | \$24.22 | \$24.46 | \$24.71 | \$24.95 | \$25.20 | \$25.45 | \$25.71 | \$25.97 | \$26.23 |
| <b>Level 24</b> | \$24.72 | \$24.97 | \$25.22 | \$25.47 | \$25.72 | \$25.98 | \$26.24 | \$26.50 | \$26.77 | \$27.04 |
| <b>Level 25</b> | \$25.47 | \$25.73 | \$25.98 | \$26.24 | \$26.51 | \$26.77 | \$27.04 | \$27.31 | \$27.58 | \$27.86 |
| <b>Level 26</b> | \$26.21 | \$26.47 | \$26.74 | \$27.01 | \$27.28 | \$27.55 | \$27.82 | \$28.10 | \$28.38 | \$28.67 |

Approved by the Board: September 20, 2017

**HIGHLINE PUBLIC SCHOOLS #401  
TEAMSTERS LOCAL 763  
INSTRUCTIONAL AND ADMINISTRATIVE SUPPORT STAFF  
SCHEDULE A-1**

| <b>LEVEL</b> | <b>JOB CLASSIFICATION/TITLES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>LEVEL</b> | <b>JOB CLASSIFICATION/TITLES</b>                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>08</b>    | <b><u>TECHNICIAN - Level 8</u></b><br>Cashier                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>17</b>    | <b><u>OFFICE SUPPORT - Level 17</u></b><br>Facilities Use Specialist<br>Secretary VI<br>Transportation - Payroll Secretary<br><br><b><u>TECHNICIAN - Level 17</u></b><br>Accounting Technician<br>Federal Programs Specialist<br>Library Automation Technician<br>Occupational Information Coordinator                                                                                                             |
| <b>10</b>    | <b><u>SPECIALIST - Level 10</u></b><br>Child Care Specialist<br><br><b><u>OFFICE SUPPORT - Level 10</u></b><br>Office Assistant I<br>Office Assistant, Secondary School I<br><br><b><u>TECHNICIAN - Level 10</u></b><br>Science Resource Center Technician                                                                                                                                                                                                                                                                | <b>18</b>    | <b><u>SPECIALIST - Level 18</u></b><br>Dropout Prevention Specialist<br><br><b><u>TECHNICIAN - Level 18</u></b><br>Finance Technician I<br>Nutrition Services<br>Payroll Technician<br>Student Assessment and Evaluation Technician                                                                                                                                                                                |
| <b>11</b>    | <b><u>PARA EDUCATOR - Level 11</u></b><br>Para educator<br>Para educator - ECE ECEAP & Head Start<br>Para educator - Learning Center<br>Para educator - Special Education I (LRC, DHH)                                                                                                                                                                                                                                                                                                                                    | <b>19</b>    | <b><u>SPECIALIST - Level 19</u></b><br>Brailist<br>Preschool Instructor<br><br><b><u>OFFICE SUPPORT - Level 19</u></b><br>Administrative Secretary<br>Home School Program Assistant<br>Home School Program Specialist<br><br><b><u>PARA EDUCATOR - Level 19</u></b><br>Special Education Alternate Communications<br><br><b><u>TECHNICIAN - Level 19</u></b><br>Finance Technician II<br>World Language Translator |
| <b>12</b>    | <b><u>OFFICE SUPPORT - Level 12</u></b><br>Office Assistant II<br>Office Assistant, Secondary School II<br>Secretary II<br><br><b><u>PARA-EDUCATOR - Level 12</u></b><br>Para educator - Computer Lab<br>Para-educator - Early Childhood Special Education (ECSE)<br>Para-educator - Special Ed Integrated Kindergarten                                                                                                                                                                                                   | <b>20</b>    | <b><u>OFFICE SUPPORT - Level 20</u></b><br>Office Manager, Elementary School<br>Office Manager, Secondary School<br><br><b><u>SPECIALIST - Level 20</u></b><br>Indian Education Specialist<br><br><b><u>TECHNICIAN - Level 20</u></b><br>Cataloger II<br>Finance Technician III<br>Human Resources Technician<br>Lead Accounting Technician<br>Substitute Office                                                   |
| <b>13</b>    | <b><u>OFFICE SUPPORT - Level 13</u></b><br>Child Care Program Facilitator<br>Family Support Liaison<br>Office Assistant III<br>Office Assistant, Elementary School<br>Receptionist<br>Secondary School Attendance<br>Secretary III<br><br><b><u>PARA EDUCATOR - Level 13</u></b><br>Bilingual Paraeducator<br>Para educator - Special Education II (EBC, ILC, IAC, CBS, 1:1)<br>Para educator (Vocational Education)<br><br><b><u>TECHNICIAN - Level 13</u></b><br>Duplicating Technician<br>Mail Distribution Technician | <b>22</b>    | <b><u>SPECIALIST - Level 22</u></b><br>Behavior Specialist<br>Sign Language Interpreter I<br><br><b><u>TECHNICIAN - Level 22</u></b><br>CTE Program Technician<br>Finance Technician IV<br>Language Learning Program Technician                                                                                                                                                                                    |
| <b>14</b>    | <b><u>OFFICE SUPPORT - Level 14</u></b><br>Office Assistant-small high school environments<br>Receptionist - District (ERAC)<br><br><b><u>PARA EDUCATOR - Level 14</u></b><br>Bilingual Teaching Fellow<br><br><b><u>TECHNICIAN - Level 14</u></b><br>Cataloger I<br>School Library Technician                                                                                                                                                                                                                            | <b>23</b>    | <b><u>SPECIALIST - Level 23</u></b><br>Family Service Representative<br>Family Support Specialist - ECEAP & Head Start<br>Licensed Therapy Specialist<br>Speech Language Pathology Specialist                                                                                                                                                                                                                      |
| <b>15</b>    | <b><u>OFFICE SUPPORT - Level 15</u></b><br>Secretary IV                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>24</b>    | <b><u>OFFICE SUPPORT - Level 24</u></b><br>Family Center Translation - Interpreter Services Specialist<br><b><u>SPECIALIST - Level 24</u></b><br>Licensed Practical Nurse<br>Sign Language Interpreter II                                                                                                                                                                                                          |
| <b>16</b>    | <b><u>OFFICE SUPPORT - Level 16</u></b><br>Bookkeeper<br>Human Resources Assistant<br>Receptionist/Mail Distribution Technician<br>Registrar<br><br><b><u>PARA EDUCATOR - Level 16</u></b><br>Para educator (Career Information)<br><br><b><u>SPECIALIST - Level 16</u></b><br>Reengagement Student Specialist                                                                                                                                                                                                            | <b>25</b>    | <b><u>SPECIALIST - Level 25</u></b><br>Mental Health Specialist<br>Sign Language Interpreter III                                                                                                                                                                                                                                                                                                                   |

002036

**From:** [Bradbeer Sandra](#) on behalf of [Bradbeer Sandra <sbradbeer@fpschools.org>](#)  
**To:** [jhodson@fwps.org](#)  
**Cc:** [cleonard@wspsa.net](#)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, May 4, 2018 8:27:45 AM  
**Attachments:** [HRCoord.pdf](#)

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Janet, I think you may be asking about the position we call HR Coordinator. The person in that position is responsible for making sure we have substitutes (to the best of our ability) to cover all absences/vacancies. Over the years, this person has taken on the responsibility for hiring of all substitutes and coaches and for being the administrative assistant for the Executive Director in HR. The position was FPESP (clerical) many years ago before the additional duties. She is now unrepresented. We have about 7700 students and one HR Coordinator.

Sandy Bradbeer  
Classified Manager  
Human Resources  
253-298-3083

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**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Friday, May 04, 2018 8:01 AM  
**To:** Bradbeer Sandra  
**Subject:** MEMBER REQUEST

Last request of the week!

Janet Hodson from Federal Way School District is asking what union does your Guest Employee Clerk (Substitute Clerk) belong to? Do you have more than one person working in this position? If so, what is the size of your district? Can you send me your job description?

Please send your responses directly to: [jhodson@fwps.org](#)

Also, cc your responses to: [cleonard@wspsa.net](#)

Thanks,

Curtis

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This email was sent to [sbradbeer@fpschools.org](#) by [cleonard@wspsa.net](#)

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221,  
United States

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**Franklin Pierce Schools**  
**Job Description**

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**TITLE: HUMAN RESOURCES OFFICE COORDINATOR**

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**JOB SUMMARY:** The Human Resources Manager is responsible for supervising a variety of human resource functions which will include: the hiring process, budget management; composing, preparing and processing a variety of documents and reports, including confidential labor relations material; managing staff training, evaluating office staff, maintaining confidential files; responding to inquiries from district staff and the public.

**REPORTS TO:** Executive Director of Human Resources

**MINIMUM QUALIFICATIONS:**

1. Possesses a high school diploma or equivalent. Post-secondary degree preferred.
2. Human resources experience or related education preferred.
3. Evidence of increased responsibility in a human resources office.
4. Five years of supervisory experience preferred.
5. HELP credentials/experience preferred.
6. Knowledge of education human resources rules, regulations, laws and procedures, or ability to learn.
7. Ability to work independently and to make sound judgments within the parameters of the position.

**ESSENTIAL JOB FUNCTIONS:**

1. Assists Executive Director with daily operations of Human Resources office, including organizing and prioritizing work to ensure smooth operation and optimal customer service.
2. Composes and/or prepares various documents and reports (e.g. correspondence, records requests, safety-related documents, surveys, meeting minutes, newsletters, fliers, etc.) to provide current and accurate information to staff, the public and/or other districts.
3. Develops critical documents such as letters of administrative leave, disciplinary actions, memorandums of understandings, and grievance responses.
4. Manage legal and public disclosure requests.
5. Responds to inquiries from district staff, the public, and other districts to provide information, direction, and/or clarification.
6. Coordinates special projects and events as directed (e.g. recruiting trips, trainings, administrative interviews, set up for bargaining and other meetings, etc.).
7. Provides consultation during collective bargaining process regarding financial and procedural implications of proposed bargaining agreement changes.
8. Post and maintain all collective bargaining agreements on the Franklin Pierce Schools website.
9. Attends meetings as assigned (e.g. trainings, in-services, etc.) for the purpose of conveying and/or gathering information required to perform functions.
10. Directs the work/workflow of the HR staff. Authorizes overtime and/or work beyond the normal work schedule.
11. Trains, motivates, coaches, corrects, evaluates and, when necessary disciplines department staff.

**OTHER JOB FUNCTIONS:**

Other duties as assigned.

**REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

1. Skills to operate standard office equipment, including computer; use proper grammar, spelling and English in both oral and written communications; read and interpret specific rules, laws, and bargaining agreements, and apply them with good judgment; compose professional written material; make sound, appropriate decisions; handle confidential matters and information in a professional manner; handle distraught and difficult people effectively.

**REQUIRED SKILLS, KNOWLEDGE AND ABILITIES continued:**

2. Knowledge of computer processing, spreadsheet and database software; general clerical procedures; operation of standard office equipment, including a computer; and district, state, and federal policies and procedures.
3. Ability to diplomatically handle distraught and difficult people; handle confidential matters and information in a professional manner; work independently; work in an atmosphere where interruptions occur frequently and priorities are often modified; establish cooperative working relationships with district staff and public to enhance the completion of assigned tasks; communicate effectively orally and in writing with co-workers, District staff and the public; organize, set priorities, meet deadlines, attend to detail and follow through on a variety of assigned tasks; understand and carry-out oral and written instructions; maintains up-t-date knowledge of federal, state, and local laws, bargaining agreement provisions as well as best practices in the industry; ability to sit for extended periods of time.

**WORKING ENVIRONMENT:**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fin finger dexterity. Generally the job requires sitting, walking, and standing. This job is performed in a generally clean and healthy environment.

**From:** [Sharon Gooch](#) on behalf of [Sharon Gooch <Sgooch@TahomaSD.US>](#)  
**To:** [cleonard@wsps.net](#); [jhodson@fwps.org](#)  
**Subject:** RE: MEMBER REQUEST  
**Date:** Friday, May 4, 2018 8:28:54 AM  
**Attachments:** [HR Technology Specialist.DOC](#)

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Our substitute person (me ☺) is the sub coordinator (hiring, orientations, daily filling jobs, etc.) as well as the point person for the online application, job posting, completed job file processing and electronic fingerprinting. We have me and one other 4.5 HR employee who work in the sub world. My title is HR Technology Specialist and I'm in PSE classified secretary/clerical category. I've been in this position since 2012, so the description hasn't been posted since then.

---

**From:** waspa@memberclicks-mail.net [mailto:waspa@memberclicks-mail.net]  
**Sent:** Friday, May 04, 2018 8:01 AM  
**To:** Sharon Gooch <Sgooch@TahomaSD.US>  
**Subject:** MEMBER REQUEST

Last request of the week!

Janet Hodson from Federal Way School District is asking what union does your Guest Employee Clerk (Substitute Clerk) belong to? Do you have more than one person working in this position? If so, what is the size of your district? Can you send me your job description?

Please send your responses directly to: [jhodson@fwps.org](#)

Also, cc your responses to: [cleonard@wsps.net](#)

Thanks,

Curtis

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This email was sent to [sgooch@tahomasd.us](#) by [cleonard@wsps.net](#)

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United States

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# HUMAN RESOURCE TECHNOLOGY SPECIALIST

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**PURPOSE:** To provide support, training of staff and members, and accurate maintenance of records related to the EDRM Application Online system, Substitute Online system and other designated Human Resource programs within the school district. This position is responsible for providing Human Resource applicant and substitute support and serves as a district liaison with EDRM and Substitute Online programmers.

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## ***QUALIFICATIONS:***

A combination of education, training, and successful experience providing:

- High School education or equivalent required, post-secondary training equivalent to an AA or completion of HELP (Human Resources Education Leadership Program) preferred.
  - A thorough knowledge and practical experience with Human Resource records management software such as EDRM Online application and Substitute Online preferred.
  - Experience and knowledge with Skyward (WESPaC) Employee and Payroll modules.
  - Demonstrated proficiency with Microsoft Office software and similar programs is required.
  - A working knowledge of general state and federal reporting requirements preferred.
  - Prior experience in Human Resources and Substitute Coordination at district level preferred.
  - Demonstrated strong communication skills are required, including:
    - Ability to prepare and present effective training and related oral presentations.
    - Ability to effectively express ideas and thoughts verbally and in written form.
    - Ability to select and use appropriate communication methods.
  - Demonstrated ability to manage multiple tasks with competing priorities.
  - Exceptional attendance history required.
- 

## ***RESPONSIBILITIES:***

1. Coordinate and implement software applications and upgrades for Substitute Online, EDRM Online Application and EDRM Admin Portal programs throughout the district to improve customer service and district efficiency.
2. Serve as the District liaison to EDRM and Substitute Online technicians for the purpose of providing district support and maintaining district records. Attend user meetings and trainings while providing information updates to district staff.
3. Provide training and support to designated district staff members on program use, compliance issues, and reporting needs.
4. Create and maintains required databases for users and user groups, while maintaining careful attention to security and confidentiality.
5. Provide custom reports for departments, buildings and district administration as requested.
6. Assists district personnel and applicants in trouble shooting problems and providing tech support for the EDRM Online Application and Substitute Online programs.
7. Provide direction to building administrators on use of EDRM Admin Portal for applicant information.
8. Team closely with payroll department to assure accurate payroll data to meet compliance with federal and state regulations related to compensation and record keeping.
9. Recruit and hire classified and certificated substitutes as well as communicating district procedures and substitute compensation.
10. Process substitute and non-employee employment paperwork and enter employment information into Skyward (WESPaC).



11. Prepare and post all classified and certificated job openings on EDRM Online Application system.
12. Process application and supplemental application materials.
13. Compile applicant materials for job files for administrators and buildings.
14. Conduct fingerprinting and orientations for new substitutes and employees.
15. Assure that employee, substitute and applicant information is correct and updated as needed.
16. Maintain database for employee Identification System, issue employee ID badges, and upload photo to district Outlook email.
17. Assist other personnel as required for the purpose of supporting other personnel in the completion of their work activities and for the enhancement of daily operations of the school district.

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**TERMS:** This position represented by the Public School Employees of Tahoma, and terms are subject to the current negotiated agreement.

**TESTING REQUIRED:** District clerical skills testing.

**DURATION:** 8 hours a day, 6:30 am to 3:00 pm, 260 days

*The Tahoma School District provides equal access to all programs and services without discrimination based on sex, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to, the school district's Title IX/RCW 28A.640 Officer and/or the ADA Coordinator, the Section 504 Officer, Central Services Center - Address: 25720 Maple Valley-Black Diamond Rd SE, Maple Valley, Washington 98038. (425) 413-3400.*

|                                                              |
|--------------------------------------------------------------|
| Tahoma School District is a smoke and tobacco free district. |
|--------------------------------------------------------------|

**From:** [Camarata, Sena AD - Staff](#) on behalf of [Camarata, Sena AD - Staff](#) <[CamarataS@issaquah.wednet.edu](mailto:CamarataS@issaquah.wednet.edu)>  
**To:** ["jhodson@fwps.org"](mailto:jhodson@fwps.org)  
**Cc:** ["cleonard@wspa.net"](mailto:cleonard@wspa.net)  
**Subject:** FW: MEMBER REQUEST  
**Date:** Friday, May 4, 2018 8:33:09 AM  
**Attachments:** [Secretary - Substitute Services 18.pdf](#)  
[image001.png](#)

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Please see attached job description for our Secretary-Substitute Services. We are a district of over 21,000 students. We have 1 person working full-time at the district office in this position and they handle all certificated and paraprofessional substitute needs.

## **Sena Camarata**

Director of Human Resources | Title IX Coordinator

### **Issaquah School District 411**

Human Resources | 565 NW Holly Street | Issaquah, WA 98027

425.837.7033 | 425.837.7064 (fax) | [camaratas@issaquah.wednet.edu](mailto:camaratas@issaquah.wednet.edu)

<https://www.issaquah.wednet.edu/human-resources>



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**From:** [waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net) [mailto:[waspa@memberclicks-mail.net](mailto:waspa@memberclicks-mail.net)]  
**Sent:** Friday, May 4, 2018 8:01 AM  
**To:** Camarata, Sena AD - Staff <[CamarataS@issaquah.wednet.edu](mailto:CamarataS@issaquah.wednet.edu)>  
**Subject:** MEMBER REQUEST

Last request of the week!

Janet Hodson from Federal Way School District is asking what union does your Guest Employee Clerk (Substitute Clerk) belong to? Do you have more than one person working in this position? If so, what is the size of your district? Can you send me your job description?

Please send your responses directly to: [jhodson@fwps.org](mailto:jhodson@fwps.org)

Also, cc your responses to: [cleonard@wspa.net](mailto:cleonard@wspa.net)

Thanks,

Curtis

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This email was sent to [CamarataS@issaquah.wednet.edu](mailto:CamarataS@issaquah.wednet.edu) by [cleonard@wspsa.net](mailto:cleonard@wspsa.net)

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United States

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**TITLE:** Secretary – Substitute Services

**DEPARTMENT:** Human Resources

**REPORTS TO:** Executive Director of Human Resources

**POSITION SUMMARY:** The job of Substitute Dispatcher is done for the purpose/s of dispatching substitutes and filling emergency requests for substitutes; maintaining substitute payroll; documenting information related to substitute; and provides training and orientation as needed.

**ESSENTIAL FUNCTIONS:**

- Attends substitute workshops, and meetings for the purpose of conveying and/or gathering information required to perform functions.
- Coordinates substitute process (e.g. long term substitutes) for the purpose of complying with all district, state and federal regulations.
- Dispatches substitutes for the purpose of providing coverage at school sites and for emergency requests for substitutes.
- Maintains a variety of records/files (e.g. new substitute records, substitutes performance, budget numbers, etc.) for the purpose of providing an up-to-date reference and/or complying with all federal/state/district regulations.
- Contributes to the orientation of new substitutes for the purpose of providing information and guidance on using the substitute program.
- Prepares written materials (e.g. substitute payroll, documents information from sites regarding substitute/s, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes a variety of activities for the purpose of disseminating information in compliance with program, district, state and/or federal requirements.
- Reconciles substitute payroll information (e.g. rate of pay, shifts, account code, etc.) for the purpose of ensuring accuracy of payroll records.
- Responds to inquires for the purpose of providing customer service and information to substitutes and staff.
- Troubleshoots the Substitute Online System for the purpose of ensuring access to the substitute system.
- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

**QUALIFICATIONS:**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; office methods and practices; and pertinent software applications.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Independent problem solving is

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required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific Ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; working with frequent interruptions; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; and working with detailed information/data.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**Working Environment**

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

**EDUCATION:** High school diploma or equivalent.

**EXPERIENCE:** Job related experience is desired.

**REQUIRED TESTING:** Pre-employment Proficiency Test

**CERTIFICATES AND LICENSES:** CPR/First Aid Certificate (may be required). Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

**CONTINUING EDUCATION/TRAINING:** That which is authorized by your supervisor and required to be effective in the position and maintain knowledge as current.

**CLEARANCES:** Criminal Justice fingerprint/Background Clearance

**FLSA STATUS:** Non-exempt

**BARGAINING UNIT:** Public School Employees of Washington / SEIU Local 1948 (PSE)